

## TERMS OF REFERENCE

Job Title	<b>Construction Officer</b>
Supervisor Title / Level	<i>Education Specialist -P3</i>
Country / Duty Station	<i>Sierra Leone/ Freetown</i>
Contract Type	<i>Temporary Appointment</i>
Duratio	<i>(364 Days)</i>
Job Level	<b>NO-2</b>
Application Close	<i>24 July 2022</i>

### ORGANIZATIONAL CONTEXT

UNICEF Sierra Leone as the designated Grant Agent for the Global Partnership for Education (GPE) programme “Getting it right, building strong foundations for learning”, is responsible for overseeing programme implementation in collaboration with the Ministry of Education and Basic and Senior Secondary (MBSSE). In line with the Education Sector Plan 2018–2020, the approved programme focuses on improving access to equitable and quality education. One of the three approaches is to address challenges around access to early childhood education (ECE) that deter the country from achieving Sustainable Development Goal (SDG 4) and ensuring more children have improved and meaningful learning outcomes by 2023. Towards this, in 2021, UNICEF constructed 30 Gender responsive and disabled friendly ECD centres in three districts to provide increased access to quality play-based early stimulation and learning for approximately 1,921 children (924 boys; 997 girls (52 per cent girls)) who are currently enrolled in these school- and community-based ECD centres.

Further, in 2022, UNICEF in collaboration with the MBSSE, is committed to construct another 29 centres in two districts.

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### PURPOSE FOR THE JOB

Under the direct supervision and guidance of the **Education Specialist**, the incumbent will be responsible for quality, timely implementation, and cost-efficiency and monitoring all construction activities in the Education Section (School infrastructures) and providing technical support on managing construction and rehabilitation activities.

Specific objectives include to:

- Review and verify drawings, Bill of Quantities (BOQs) and proposed site plans for technical soundness, environmental and sustainability considerations.
- Manage the entire process of the ECD centres construction in two districts (Kenema and Moyamba) from inception to completion.
- Oversees site hand over and mobilisation by successful contractors
- Liaise with UNICEF, MBSSE, Third Party Monitoring firm and Contractors and this modality provides the flexibility required to discharge the deliverables.
- Provide technical oversight and quality assurance support to the new construction works as well as to address to the centres constructed in phase

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### KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

Summary of key functions/accountabilities

- 1- Preparation of construction annual workplan
- 2- Collaboration with UNICEF Programmes/Operations and coordination with Government counterparts
- 3- Preparation of design and technical documents
- 4- Support to procurement process
- 5- Monitoring of construction projects

#### **1- Collaboration with UNICEF Programmes/Operations and coordination with Government counterparts**

- Provide technical support in matter of construction project management to Programme/Operations sections; provide information to Programme on construction related activities to include them in their AWP.
  - Provide assistance to Programme /Operations sections through involvement in construction project proposals, planning, and preparation of relevant terms of reference.
  - Attend technical cooperation meetings; prepare PPT presentations on projects' progress; undertake follow-up actions in relation to project implementation and monitoring.
  - Provide Programme/Operations sections with information on projects' progress; undertake appropriate actions to overcome technical obstacles prepare reports on projects' progress.
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## **2- Preparation of design and technical documents**

- Draft the scope of construction works based on Programme/ Operations requirements, budget, and site limitations; define deliverables and payment modality.
  - Apply UNICEF norms and standards (child-friendly, accessibility, MOSS, MORSS, etc.) to construction projects, taking into consideration the local environment and available materials; verify if compliance with green building standards is required in coordination with DFAM Field Support Unit.
  - Check technical documents related to construction (design drawings, technical specifications, and bills of quantities); verify whether they are clear, complete, and compliant to programmatic and construction needs, eco-efficiency and accessibility requirements; undertake the actions required to endorse these technical documents by relevant ministries.
  - Follow up with the designing firms and government entities for obtaining all permits required for construction activities prior initiating works.
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## **3- Support to procurement process**

- Assist Supply section in preparation of LPA requests and CRC submissions with supporting documents related to construction activities.
  - Updated on regular basis the shortlist of potential construction companies and engineering firms available in the local market.
  - Prepare tender documents in relation to construction works and engineering services; attend bidders' conference and present the technical components of the tender; draft answers on technical questions raised by the bidders during the tendering.
  - Support Supply section in organizing bidders' conference and site visits; participate in the evaluation of technical proposals received and draft technical recommendation; if needed, provide support to Supply section on the analysis of financial proposals.
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## **4- Monitoring of construction projects**

- Participate in the kick-off meeting of construction works with the construction company, the engineering firm and relevant government counterparts.
- Provide close monitoring on construction activities by undertaking regular site visits and conducting regular technical meetings including joint monitoring with relevant Government technical services; follow up progress for each activity per milestones and review site supervision reports to ensure work compliance with norms, standards, and timeline; verify quality and precautions on health and safety standards on ground.
- Use effective monitoring and supervision tools to easily ensure assessment of works quality, progress, and performance of engineering firms and construction companies during the entire duration of the project.
- Certify payments/variations and compile supporting documents; monitor construction expenditures and progress certificates; prepare and maintain relevant table for each construction activity.
- Provide assistance to UNICEF Contract Administrator on contract management, amendments, variations, duration extensions, applying liquidated damages, etc., compile and archive project documents, minutes, correspondence, instructions, etc.
- Participate in the partial, substantial, and final reception of works after verifying the correction of all defects during the DLP; prepare and issue relevant certificates.

- Prepare Contract Performance Evaluation; provide assistance to UNICEF Contract Administrator on contract close-out in VISION; draft the final completion report with the lessons learned.
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## **IMPACTS OF RESULTS**

The ability of the Construction Officer to provide support to the **Education Specialist**, successfully plan and monitor construction activities for UNICEF programme/ Operations, and directly impact on programmatic goals and results for children. This in turn contributes to maintaining/ enhancing the credibility of UNICEF as an effective and responsible manager of funds entrusted to the organization and to furthering UNICEF image as a competent organization for delivering cost effective and sustainable programme results for children.

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## **COMPETENCIES AND LEVEL OF PROFICIENCY REQUIRED**

For every Child, the incumbent demonstrates UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA) and core competencies in Communication, Working with People and Drive for Results.

### Core competencies

- Builds and maintains partnerships (I)
- Demonstrates self-awareness and ethical awareness (I)
- Drives to achieve impactful results (I)
- Innovates and embraces change (I)
- Thinks and acts strategically (I)
- Manages ambiguity and complexity (I)
- Works collaboratively with others (I)

### Functional Competencies

- Analyzing (I)
  - Applying technical expertise (I)
  - Planning and Organizing (II)
  - Coping with set-back and pressure (I)
  - Following Instructions and Procedures (I)
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## **SKILLS**

- Good analytical skill and negotiating skills.
  - Ability to manage and monitor the effective use of resources.
  - Ability to supervise and direct a team of professional and support staff working on construction projects.
  - Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organization.
  - Fast learner, adapts and responds to change, tolerates ambiguity.
  - Ability to contribute to formulation of strategies and policies.
  - Good knowledge of latest developments and technology in construction industry.
  - Good understanding of construction project cycles, from programme needs assessment, through planning, procurement and contracting, monitoring the execution of work and evaluation of project outcomes.
  - Good knowledge and understanding of UNICEF programmes, public procurement principles, financial and legal aspects of construction issues, ethics, and risk management of construction project.
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## **RECRUITMENT QUALIFICATIONS**

### Education

- A university degree is required in in civil engineering, construction engineering, architecture, or other relevant area.

### Experience

- A minimum of two (2) years of relevant experience, at the national and/or international levels, in project monitoring, site supervision, quality assurance and/or other directly related technical fields is required.
- Understanding of development and humanitarian work.
- Emergencies experience an advantage.

Languages

- Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

Requested by:

**Name:**

**Designation:**

**Signature:**

**Date:** .

Endorsed by:

**Name:**

**Designation:**

**Signature:**

**Date:**

Approved by:

**Name:**

**Designation:**

**Signature:**

**Date:**