

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title:</b> Provision of consultancy services for quality assurance and certification of construction works in Chongwe District in Lusaka.	<b>Funding Code:</b>	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b>  Chongwe
<p><b>Purpose of Activity/Assignment:</b></p> <p>Zambia has shown commitment in scaling up Early Childhood Development (ECD) through investments in health, nutrition, child protection, early learning and early childhood education. The environment in which children are brought up in during their infancy and childhood years. also has an impact on their development. Parents have the primary responsibility for creating the right environment for their children. Parental caregiving takes place within a community setting and therefore empowering the parent and the community will contribute to improved child development outcomes. Many families live in conditions that impact negatively on the capacity of households to provide nurturing care and their access to services, knowledge and skills transfer.</p> <p>UNICEF in partnership with the Government of the Republic of Zambia is supporting a community-based integrated ECD programme, that involves the establishment and construction of infrastructure by way of community-based ECD centres. These centres act as community level meeting places (an Insaka) where community-based volunteers and service providers deliver an integrated package of interventions in health, nutrition, early education, social, child protection and empowerment programmes. The centres are also used for community meetings and other activities that support community development. Over the last 2 year, UNICEF has supported the Government to construct and operationalise 6 ECD centres in Katete district. With new funding from Soccer Aid and Andorra, UNICEF will continue to support the Government to construct 6 new ECD centres in Chipata and Chongwe districts in Eastern and Lusaka Provinces respectively.</p> <p>In order to ensure quality, the above referred to construction works need be closely supervised. Given the lack of in-house specialised expertise for construction works, external support to ensure continuous supervision and managing the contract is required for successful completion of the Insakas. In this context, UNICEF will engage two individual consultants to provide expert services for quality assurance and certification of the infrastructure in Chipata and in Chongwe, who will work in collaboration with Plan International and World Vision who are implementing partners for Chipata and Chongwe respectively.</p> <p>The main objective of the consultancy is to ensure that the construction works being carried out with UNICEF support adhere to agreed quality standards, designs, Bill of quantities (BoQs) and specifications through regular supervision and managing of construction work and reporting back to UNICEF on progress and challenges.</p>			
<p><b>Scope of Work:</b></p> <p>The specific tasks to be undertaken by the consultants in this regard will include:</p> <ul style="list-style-type: none"> <li>(i) Conduct preliminary site assessment and ensure that the sites selected approved by the local authorities are suitable for the construction of Insakas.</li> </ul>			

- (ii) Review the existing construction designs and BOQs and engineering cost estimates for the construction related works.
- (iii) Develop a quality assurance plan and tools/check lists for monitoring the construction works in consultation with UNICEF and the implementing partners.
- (iv) Undertake visits to construction sites and assess the progress and quality of the works to ensure that the construction works carried out (including construction works and materials) are in line with the approved BoQs, designs and specifications.
- (v) Participate in the kick-off meeting of construction works with the implementing partner and relevant government counterparts. Hold bi-weekly site meetings with the implementing partner to discuss the progress of construction works.
- (vi) Propose changes to designs where required to ensure compliance with local standards, quality, durability and cost effectiveness.
- (vii) Advise the partner and UNICEF on strengthening project quality management. This includes planning, follow-up and supervision of implementation of works at the site, taking measurements preparation/checking and certifying partners' reports and construction bills, and putting in place most efficient supervision processes to attend to queries relevant to the project till the final implementation of the project.
- (viii) Advise UNICEF and partners on compliance with health and safety practices, environmental standards, technical specifications and conditions of contract where required.
- (ix) Advise the implementing partners on strengthening the processes for compliance of works as per drawings, specifications and quality standards, as well as time and cost requirements;
- (x) Review and certify progress of works including defect list, certificates of partial, substantial and final completion; and systems for approving maintenance manual and built drawings and handing over completed works to UNICEF.
- (xi) Identify potential risks associated to internal capacity, resources and processes for planning, procurement, monitoring and project management of construction works by the implementing partners and provide advice to UNICEF accordingly.
- (xii) Identify potential bottlenecks relating to planning, procurement, monitoring and implementation of construction works and propose relevant simple and feasible corrective actions.
- (xiii) Prepare bi-weekly progress reports, minutes of site meetings. draft payment certificates and draft variation orders for approval on need basis. It may be noted that, through the frequency of reporting is bi-weekly, the consultant must provide immediate brief e-mail updates to UNICEF highlighting critical quality related issues for cases that warrant immediate attention.
- (xiv) Review invoices and certify payments/variations and compile supporting documents; monitor construction expenditures and progress certificates; prepare and maintain relevant table for each construction activity. and
- (xv) Undertake final inspection upon completion of the works (in collaboration with UNICEF implementing partners and relevant government authorities),and prepare final certification report.

As part of this assignment, the consultant shall provide adequate photographs as an integral part of any submitted reports with the purpose of illustrating the progress and elements requiring particular attention and so forth.

**Child Safeguarding**

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES  NO      If YES, check all that apply:

**Direct contact role**       YES     NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

The consultancy will be undertaken in communities and direct contact with children may occur with the consultant and the construction team.

**Child data role**       YES     NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b>  2021	<b>Requesting Section/Issuing Office:</b>  Education	<b>Reasons why consultancy cannot be done by staff:</b>  This is a specialized field which needs consultants with professional qualifications and experience in managing and supervising construction projects.	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b>  <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		<b>Request for:</b>  <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment	
<b>Consultant selection method:</b>  <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b>	<b>Start Date: July, 2021</b>	<b>End Date: March, 2022</b>	<b>Number of Days (working) 09 months</b>
<b>Work Assignment Overview</b>			
<b>Tasks/Milestone:</b>	<b>Deliverables/Outputs:</b>	<b>Timeline</b>	<b>Estimate Budget</b>
Undertake regular field visits to supervise/certify quality of UNICEF supported construction works in the 6 Community based ECD Centres The quality of construction works in 6 Community based ECD centres in Chipata and Chongwe districts complies with the agreed specifications and quality standards.	Satisfactory inception report detailing the methodology and detail work plan for quality assurance of the construction works and project time schedules	05 July, 2021	
	Satisfactory 1st monthly assessment report detailing quality and quantity of construction works with recommendations.	30 July, 2021	
	Satisfactory 2nd monthly assessment report with recommendations.	30 August, 2021	
	Satisfactory 3rd monthly assessment report with recommendations.	30 September, 2021	
	Satisfactory 4th monthly assessment report with recommendations.	30 October, 2021	
	Satisfactory 5th monthly assessment report with recommendations.	30 November, 2021	
	Satisfactory 6th monthly assessment report with recommendations.	30 December, 2021	
	Satisfactory 7th monthly assessment report with recommendations.	30 January, 2022	
	Satisfactory 8th monthly assessment report with recommendations.	28 February, 2022	
	Satisfactory final assessment report detailing quality and quantity of the construction works with experiences, best practices, key lessons learned and recommendations for future works and submission of certificate of completion and handover of the site.	31 March 2022	

<b>Estimated Consultancy fee</b>	<b>ZMW</b>		
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	Yes		
DSA (if applicable)	Nil		
<b>Total estimated consultancy costs<sup>i</sup></b>	<b>ZMW</b>		
<p><b>Minimum Qualifications required:</b></p> <p><input checked="" type="checkbox"/> Bachelors   <input type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p> <p>Enter Disciplines: Civil engineering, Architecture or a related field</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <p>a) At least 5 years of experience including demonstrable track in construction supervision of sanitation, education and health infrastructure.</p> <p>b) Strong communication skills in English (spoken and written);</p> <p>c) Previous experience of working with UN will be considered an asset.</p>		
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based   <input type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>		
<b>Request Authorised by Section Head</b>	<b>Request Verified by HR:</b>		
<p><i>Approval of Deputy Representative Operations (if Operations):</i></p> <p>_____</p>		<p><i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p>	
<p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep)</i></p> <p>_____</p>			

<sup>i</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

**Text to be added to all TORs:**

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.