

**TERMS OF REFERENCE  
(Individual Contractor Agreement)**

**Title:** Site Engineer

**Project:** LCR, PAOH, Saint Lucia Project Center

**Duty station:** Mahaut/ Dominica

**Section/Unit:** Saint Lucia Project center

**Contract/Level:** LICA 9

**Duration:** Open ended subject to organizational requirements, availability of funds and satisfactory performance.

**Supervisor:** Project Manager Nicolas Michaud

## **1. General Background**

### **1.1 UNOPS Background Information**

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations. With over 8,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, where they need it. By implementing around 1,000 projects for our partners at any given time, UNOPS makes significant contributions to results on the ground, often in the most challenging environments.

### **1.2 Background Information specific to the business unit – Saint Lucia**

UNOPS, through its office in Saint Lucia, is providing project management and infrastructure expertise and collaborates with the English-Speaking Caribbean governments and institutions for the implementation of projects to support economic and social development. UNOPS Saint Lucia office has currently a portfolio of projects approved in St Lucia, Belize, Jamaica, Dominica, Grenada, Trinidad and Tobago and Curacao.

In Dominica, the United Nations Office for Project Services (UNOPS) has signed an agreement with UNICEFUSA to support the Ministry of Education of the Commonwealth of Dominica in the design and reconstruction of the Mahaut Primary School.

Part of the roofing was destroyed which allow water to enter and flood different school rooms damaging teaching material, furniture and equipment like laptops, kitchen equipment, books, furniture, toilets as well as the electrical installation. *The new construction shall take into consideration the resilience of the existing structure and implementing measures to improve on its ability to withstand severe weather and seismic events in the Caribbean Region.*

Further to the current agreements, the United Nations Office for Project Services is in discussion with the Government of the Commonwealth of Dominica as well as other Governments of the region regarding other potential infrastructure implementation projects.

### 1.3 General Background information

Under the direct supervision of the Project Manager, the Site Engineer provides construction supervision and field coordination, ensuring high quality and consistency of work. The Site Engineer promotes a collaborative, client-focused, quality and results-oriented approach.

## 2. Purpose and Scope of Assignment

The Site Engineer is responsible for overseeing the performance of all engineering activities related to the project on the field, he/she will, as required, also interact with local community and other stakeholders as well as with the other contractors and actors already present on the site.

She/he must be able to apply, **independently**, the below duties and responsibilities of the project success criteria:

### 2.1 General Functions:

- Plan and coordinate work activities with the Project Manager and manage the field infrastructure works.
- Manage work plans for all infrastructure works of the project inclusive of works implemented through external service providers, and shall report directly to the Project Manager;
- Liaise with other project partners including external service providers for planning, training, community awareness programmes and social mobilization;
- Take timely action to prevent potential delays and/or cost overruns that can be avoided.
- Report and recommend remedial actions regarding potential delays and/or cost overruns to the Project Manager.
- Provide supervision of project site work progress and quality for on-time project delivery.
- Monitor contractor progress on the project site, including Bill of Quantities (BoQ) as per approved contract.
- Provide data and information about project site work to Project Manager for reporting purposes.
- Provide regular report to the Project Manager in accordance with pre-agreed schedules and detailing all project site matters including quality, health and safety, environmental and financial, as well as any issues relating to possible delays, cost overruns, variations and any other matter as agreed with the Project Manager.
- Ensure all works are implemented in conformity with the Project Designs & Specifications, as directed by the Project Manager.
- Prepares Minutes of the required Project Site Meetings.
- Maintain diaries and progress reports as required by UNOPS standard procedures.
- Ensuring that all documentation is properly and safely kept in organized files;
- Any other business as directed by the Project Manager.

## **2.2 Construction supervision**

- As tasked by the Project Manager, supervise construction works and administer works execution as per the contractual provisions and the design specifications, as well as ensuring that the norms, regulations, and plans are respected; Ensure quantity/quality control and time schedule consistency.
- Supervise health, safety, and environmental management activities according to approved plans and regulations for the site under his / her jurisdiction;
- Verify that works are consistent with the project technical specifications and inform promptly of eventual deviations.
- Support the overall management of works implementation to ensure constructions works are completed on time, within budget and to quality standards.
- Manage and keep records about labors and materials on the field; Participate in meetings with contractors and local stakeholders;
- Review project risks and establish risk response plans.
- Provide regular supervision of the project site work progress and quality for on time delivery.
- To arrange and supervise for laboratory and on site testing of materials and works to ensure that all materials and works are completed in conformity with the technical specifications and standards applied under the Project.
- Ensure that detailed records are kept for tests carried out and quality control plans;
- Assist the Project Manager in the preparation of project/contracts related documentations such as periodic progress reports, site-monitoring reports, stake holder meeting minutes, engineer's instructions and variation orders, contractor's bills review reports, certifications, client hand-over documents and contracts close-out reports.
- Oversee surveying works, engineering control of the works etc.
- Providing daily site records with all work activities, information, instructions, issues, according to site format report and as instructed by the Project Manager;
- Ensuring that all project documentation is properly and safely kept in organized files;

## **2.3 Knowledge management**

- Assist in providing training and technology transfer to national personnel and contractor's personnel and advice on good construction practices, good environmental management practices, and appropriate health and safety standards during construction
- Contribute to the dissemination and sharing of best practices and lessons learned for development planning and knowledge building.

## **3. Qualifications and Experience**

### **3.1 Education**

- Advanced University Degree (Master's or equivalent) preferably in Civil Engineering, Architecture, or other related field.
- First level University Degree (Bachelor's or equivalent) preferably in, Civil Engineering, Architecture or other related field with an additional two (2) years of relevant working experience may be considered in lieu of an advanced university degree.

### 3.2 Work Experience

- 2 years (or more according to level of studies) of relevant experience in supervision and construction of buildings.
- Experience in the construction of educational buildings, health facilities and building mechanical systems such as electrical, renewal energy, ventilation, and plumbing is highly desirable.
- Experience working with UN system (desirable)
- Experience working with projects in the public sector (desirable)

### Language

Fluency in spoken, read and written English is required.

### 3.3 Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.