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

**Title:** Lead Construction Management Engineer  
**Project:** 21999 - SXM Rule of Law  
**Duty station:** Sint Maarten, Dutch Caribbean  
**Section/Unit:** LCR, LCPC UNOPS Dutch & English Caribbean  
**Contract/Level:** IICA 2 - ICSC 10  
**Supervisor:** Head of Programme Dutch & English Caribbean

### **1. General Background**

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 organisations. With more than 6,000 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.

### **2. Project Context**

#### **Background Information – LCR**

##### **Latin America and the Caribbean Regional Office**

Based in the United Nations regional headquarters in Panama City, the Latin America and the Caribbean Regional Office supports UNOPS operations and project centres across the region, providing financial oversight of projects, procuring goods and services and managing human resources. The office helps ensure that projects are executed to the highest standards, providing a shared knowledge base and ensuring that best practices and lessons learned are disseminated among projects.

##### **Dutch and English Caribbean (LCPC)**

UNOPS Latin American and Caribbean Region (LCR) established a Project Centre for the Dutch and English Caribbean in St. Lucia (LCPC) in 2016. From that Centre UNOPS has implemented a number of infrastructure, technical advisory and procurement projects in the sub-region. This project is part of the portfolio of projects being implemented by the LCPC in the sub-region.

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### 3. Purpose and Scope of Assignment

The objectives of the project are to:

- Urgently design and establish resilient and effective transitional facilities which meet human rights requirements for prisoners and detainees in Sint Maarten
- Contribute to strengthening national infrastructure capacity in the correctional sector enabling adequate, safe and humane detention, which facilitates reintegration of offenders back into society
- Contribute to improved capacity for correctional facilities operation and management in line with local and international standards

The main deliverables of the project are:

- Transitional detention facilities for urgent accommodation of all prisoners and detainees
- Long-term detention infrastructure for humane and resilient accommodation of all prisoners and detainees
- Improved capacity for correctional facilities operation and management based on a sound understanding of the criminal justice sector

### 4. Functions

Under the direct supervision of the Project Manager, The Lead Construction Management Engineer will provide technical services in all infrastructure activities.

A. The Engineer will be expected to:

- Facilitate the planning and implementation of infrastructure activities.
- Assist the Senior Project Manager with monitoring, control and assessment of designs produced by consultants.
- Monitor and control field work, topographical and soil surveys as well as all work conducted by project contractors.
- Monitor and control construction operations.
- Implement comprehensive audit, inspection and control of work, verifying that tasks are accomplished according to plans and technical specifications.
- Prepare a monthly monitoring report containing copies of the work booklet sheets, protocols, quality control tests, photographs and videos as well as a report containing the observations and conclusions of the supervisor.
- Schedule and conduct visits to construction sites according to needs and issues.
- Participate in monitoring and evaluation of infrastructure activities.
- Promote high-level collaboration, cooperation and communication with government officials, and other stakeholders.
- Work closely with team management of UNOPS.

#### B. General Construction

- Provide technical assistant to the Senior Project Manager to monitor UNOPS implementation plan including quality, Health, Safety, Social and Environment.
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- supervise contractors to manage plan and coordinate daily, weekly, monthly and quarterly activities including monitoring site safety and construction quality.
  - Assess and facilitate in construction and approval activities.
  - liaise closely with engineering personnel, ensuring accuracy of engineering activities.
  - identify and solve construction issues in a timely manner, keeping the senior project manager and other team members informed.
  - promote a collaborative, client-focused, quality and results oriented approach in the project team.

**C. Monitoring and Progress Controls**

- Understand the scope of work and specification of each contractor.
- Support the Senior Project Manager in the implementation of quality plans for the project to ensure specified quality of work is achieved.
- administer the contracts and supervise project activities to ensure work complies with design and specifications.
- check contractors' claims and submissions for accuracy and make recommendations to the Senior Project Manager.
- Review and verify contractors' reports, proposals for changes and requests for payment prior to relay to the Senior Project Manager with any relevant comments and recommendations.
- ensure strict implementation of quality control procedures on the site/s and report as appropriate to the Senior Project Manager.
- Take necessary steps to ensure timely completion of contractor/s work.
- Take responsibility for UNOPS assets at project site/s.
- Document all sector activities in progress.
- Support monitoring and evaluation of infrastructure activities.
- Develop, propose and implement appropriate follow-up actions to ensure smooth progress of infrastructure activities.

**D. Reporting**

- Ensure accurate and timely reporting of progress and conditions on site.
- prepare and submit to the Senior Project Manager reports of contractor activities, quality control issues, resourcing and scheduling issues, and any other pertinent information as required.

**E. Knowledge Sharing**

- Participate in project evaluation process, highlighting challenges associated with the project and feedback into a continuous improvement cycle.
- provide training and knowledge transfer to national &/ or contractor personnel including advice on good construction practices, environmental management practices and appropriate health and safety standards.
- support dissemination and sharing of best practices and lessons learned for development planning and knowledge building.

**F. Impact of Results**

The effective and successful achievement of results by the Lead Construction Management Engineer directly impact the successful delivery of the project on time, on budget and to the satisfaction of stakeholders. This

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consequently reinforces the visibility and image of UNOPS as an effective service provider in project services and management and strengthens its competitive position as a partner of choice in sustainable development and project services.

Expected results are:

- site supervision team organization and operational capacity
- manage day to day site running of activities and works implementation
- adequate quality control of the construction process
- technical dossier for every site up to date
- site management procedures in place and aligned with UNOPS policies
- diligent contract implementation and limited number of issues
- timely and qualitative reporting
- knowledge building and knowledge sharing including appropriate archiving of documents in UNOPS ERP system and documenting of lessons learned

Final Product

- Produce a final report upon completion of activities

#### **4. Qualifications and Experience**

##### **a. Education**

- Master's degree in civil engineering, construction management or related field.
- A bachelor's degree in civil engineering, construction management or related field in combination with relevant years of experience may be accepted in lieu of master's degree.
- Project management certification (e.g. PRINCE2, PMI) would be an asset.

##### **b. Work Experience**

- Minimum five(5) years of experience (or 7 with bachelor degree) in construction management or engineering of complex infrastructure projects.
- Experience with infrastructure design and project management is required.
- Experience with prison projects is an asset.
- Experience with rapid deployment prisons is an asset.
- Experience in developing countries or post conflict environments is an asset.
- Experience in small island developing states (SIDS) is an asset.
- Experience working with UNOPS in infrastructure projects is an asset.
- Knowledge of FIDIC contracts is an asset.
- Autocad or other technical proficiency will be an asset.

##### **Language Requirements:**

- Fluency in writing, reading and speaking Standard English is required.
- Fluency in Spanish is an asset.
- Fluency in Dutch / Papiamentu is an asset.

##### **c. Key Competencies**

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

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Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(for levels IICA-2, IICA-3, LICA Specialist- 10, LICA Specialist-11, NOC, NOD, P3, P4 and above)**



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.

Project Authority (Name/Title):		Contract holder (Name/Title):	
Signature	Date	Signature	Date