

TERMS OF REFERENCE
(Individual Contract Agreement)

Title:	Senior Quantity Surveyor - Retainer
Project:	Multiple Projects
Duty Station:	Multiple, Nigeria
Section/Unit:	Infrastructure
Contract/Level:	ICS11/ LICA 11

1. Background Information

United Nations Office for Project Services (UNOPS) Ghana Multicountry Office (GMCO), located in Accra, Ghana is responsible for projects in Anglophone West Africa, covering Ghana, Gambia, Liberia, Nigeria and Sierra Leone. GMCO is responsible for managing strategic and operational risks engagements portfolio, developing and delivering cost effective services contributing to partners' sustainable results and achievements of UNOPS management results.

The Nigeria Duty Stations are managed by the Nigeria Country Office based in Abuja, Nigeria.

Nigeria is considered a key player in the West African region, with an estimated population of 200 million and accounts for about 47% of the total population of West Africa. Nigeria is considered a High Priority Country for UNOPS GMCO; being a fragile country with a complex development profile and possessing a high risk of humanitarian emergencies and disasters. Likewise with high donor interest and demand for implementation support, Nigeria is viewed as a country in which UNOPS can add value and scale-up efforts by its partners to deliver on the Sustainable Development Goals, particularly the Government of Nigeria.

The last donor-funded project implemented by UNOPS ended in June 2018. The office was reopened in April 2019 and high-level efforts are ongoing to secure donor funded projects. Our objective for 2020 is to consolidate the implementation of our Strategy 2018-2021 - to become Known, Recognized and viewed as a Resource for our development partners on the ground, delivering on our mandate of infrastructure, procurement and project management. A healthy pipeline of engagements are at various stages of discussion with our priority partners including international financial institutions, UN agencies, bilateral and multilateral donors.

The **Senior Quantity Surveyor** is part of the Infrastructure/ Engineering Team, with Primary Supervisor based in GMCO and direct reporting line to the Country/Project Manager in Nigeria on the day-to-day operations. The **Senior Quantity Surveyor** is required to have extensive design and construction experience. He/she is expected to meet and exceed the organization's performance and delivery goals.

2. Purpose and Scope of the Assignment

The **Senior Quantity Surveyor** is considered a valuable asset to the UNOPS team in Nigeria as partners begin to consider UNOPS as a partner in infrastructure development mainly within the north east of the country. Such development projects include construction of feeder roads that create access to markets and other social and commercial services, rehabilitation of WASH facilities, access to energy through rural electrification and provision of social infrastructure including schools, hospitals, markets etc. Our delivery approach is evidence based, embeds sustainability, and mainstreams gender, to ensure people are connected and are able to access basic services.

The **Senior Quantity Surveyor** will give his/her technical expertise as required to produce, manage and coordinate Bill of Quantities and supervise related works. He or she is responsible for managing staff under his/her supervision and ensure high quality design documentation and site works are carried out on time and on or under budget. The projects may be in national and or international locations.

An agreed Terms of Reference (ToR) including the scope, deliverables and the maximum time duration will be agreed upon by UNOPS-GMCO and the **Senior Quantity Surveyor** prior to commencement of each and every assignment. He/she is responsible for ensuring designs and related documentation of projects which is to be carried out on time as per the agreed task.

The **Senior Quantity Surveyor** will be requested to work from home and be prepared to travel to any site in or around Nigeria as required and as the United Nations Department of Safety and Security (UNDSS) permits.

3 . Functional Responsibilities

Specifically, the **Senior Quantity Surveyor** will be responsible for the following substantive tasks involving the following but not limited to:

Technical - Design and Construction

- Working closely with Project team in the planning of projects, scheduling of tasks and developing an integrated project design
- Carry out accurate and comprehensive market research (local and international)
- Use of relevant computer software applications such as AutoCAD, Revit, Microsoft Office programs, and QS CAD and other relevant estimating software.
- Prepare cost breakdowns and build up rates for each item of work to produce cost estimates
- Preparation of comprehensive technical specification where required, bill of quantities and detailed costs estimates in accordance with UNOPS, local and international standards
- Adopting context appropriate technology/techniques and embedding sustainable solutions as well as whole life-costing in the cost development process
- Contribute to Design Review process to address feedback from Independent Design Reviewers until receipt of Certificate of Design review compliance
- Collaborate with the Procurement Team in the preparation and evaluation of Tenders
- Periodic site supervision and monitoring to take measurements and ensure that the work is done according to the Works Contract (ie drawings, technical specifications, BoQs etc)
- Assist with testing and commissioning for handover and acceptance of deliverable to Client
- Contribute to the production of As-built drawings and other closing documents
- Archive files in correct format and in line with UNOPS archiving procedures

- Timely delivery of the expected output and identification of risk of delay and development of mitigation measures
- Keeping abreast of new developments in Engineering and Quantity Surveying.
- The **Principal Quantity Surveyor** will also be required to respond to other related tasks that will be assigned in response to the Country Office needs.

Reporting

- Actively support the Project Team and all relevant stakeholders with the supply of data and information including, but not limited to, Bill of quantities, project implementation and completion reports and other related documents
- Ensure accurate and timely reporting of implementation plan progress
- Prepare and submit to the Country/Project Manager a weekly or monthly (or as requested) report, summarizing progress of task, risk, issues and any other pertinent facts as required
- Produce any appropriate documentation identified by the Technical Team Leader in a professional and accurate manner

Knowledge sharing

- Ensure highest standards of knowledge management, ensuring quality and complete archiving of project Infrastructure products
- Contribute to the project evaluation process; highlight challenges associated with the project and feedback into a continuous improvement cycle.
- Provide training and knowledge transfer to national/contractor personnel
- Contribute to the dissemination and sharing of best practices and lessons learned for development planning and knowledge building.

4. Qualifications and Experience

A. Education

- Advanced university degree (master or equivalent) in **Quantity Surveying or Civil Engineering**
- University Degree (bachelor's degree / first level) in **Quantity Surveying or Civil Engineering** with two (2) additional years of relevant work experience will be accepted in lieu of Master's Degree requirement.

B. Work Experience

- A minimum of seven (7) years past experience in Building Infrastructure development and management with focus on Quality, Health, Safety, Social and Environmental management is **required**
- Past experience working with Government institutions and/or donor funded projects is **an advantage**
- Knowledge of the UN system and familiarity with UNOPS procedures is **an advantage**

C. Language Requirement

- Full working knowledge of English is required
- Knowledge of another official UNOPS language is an asset

D. Key Competencies



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. **(Applicable only for levels ICS-10 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, utilising 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 behaviour. 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.

E. Skills and Certifications

Below general Certifications, Contextual Skills and Infrastructure Skills are required:

Certifications

- Professional certification with an a Recognized **Quantity Surveying** Professional Body with a valid license to practice

Contextual Skills

- Multi-disciplinary planning
- Work experience in Sub Saharan Africa

Infrastructure Management skills

- Infrastructure Assessments
- Advisory- Value Engineering
- Construction- FIDIC Contract Management
- Financial Forecasting
- Costing Knowledge on Conceptual design and Specification
- Quality Control skills in Project Management
- Budgeting, Progress measurement and Development skills
- Design development and Management
- Construction implementation
- Construction Supervision
- Contract Administration

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