

TERMS OF REFERENCE
(Individual Contract Agreement)

Title: Construction Management Engineer (2positions.)
Project: 22980 - Strengthening the health system of conflict-affected & Hard-to-reach areas of Borno State, Nigeria
Duty Station: Duty Stations – Maiduguri and Biu
Section/Unit: AFR GMCO/Nigeria
Contract/Level: **ICS 8 / LICA 8**
Supervisor: Project Manager

1. General Background

UNOPS mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner.

We employ more than 6,000 personnel and on behalf of our partners to create thousands more work opportunities in local communities. Through our headquarters in Copenhagen, Denmark and a network of offices, we oversee activities in more than 80 countries.

UNOPS Ghana Operational Hub (GHOH), located in Accra, spans across West Africa, covering Ghana, Gambia, Liberia, Nigeria and Sierra Leone.

GMCO is responsible for managing strategic and operational risks associated with a subset of the regional portfolio of engagements, developing and delivering cost effective services contributing to partners' sustainable results and achievements of UNOPS management results.

The core functions of the Operational Hub are to:

- Liaise and develop engagements, and deliver services responding to partner needs.
- Leverage advice and integrate delivery modalities of the three Delivery Practices and the Global Partner Service Office.
- Maintain appropriate arrangements and capacity for direct transactional support for delivery of the sub-regional portfolio.

2. Purpose and Scope of Assignment

The United Nations Office for Project Services (UNOPS), with funding from the Japanese supplementary fund, is implementing a project in Borno State Nigeria, and expected to deliver the following outputs:

1. Two (2) new medical oxygen plant facilities (20mx14m) to be constructed within the site of 2 General Hospitals - State Specialist Hospital, Maiduguri and General Hospital, Biu.
2. Sustainability management options paper developed to guide decision making for long term operating the oxygen plants within the two (2) facilities
3. Up to Twenty Three (23) Health Centres equipped with Solar Direct Drive vaccine refrigerators to improve vaccination programs and management of epidemic-prone diseases affecting mostly women and children

The two (2) Construction Management Engineers (1no. based in Maiduguri and 1no. based in Biu), reporting to the Project Manager, are required to supervise the project's construction stage. They will be responsible for the day- to-day monitoring and reporting of the construction activities that are being undertaken by the Contractors, to ensure a timely and quality completion within budget.

Technical Monitoring

- Construction implementation, supervision and site monitoring - he/she shall be responsible for administering the construction works contract (including instrument of agreement, conditions, schedules, drawings, specifications, BoQ and notices), to ensure the full scope of works is delivered within the budget, to specified quality, and that progress is made in line with the works schedule
- Contractor performance monitoring - he/she shall review and monitor the Contractor's schedules, cash flow, construction methodology, risk assessment and mitigation measures, field work coordination with regards to Contractor's resource planning, logistics analysis and operations and management of construction crew.
- Provide support in the quality management of architectural and structural, electrical, mechanical, civil engineering aspect of the works including control inspections, data analysis and reporting, improvement identification, testing plans and procedures, approvals and verifications, construction materials inspection, measurement instruments usage, land surveys and surveying equipment operations
- Health, safety, social and environmental planning and management including inspections, hazard/risk identification and controls, implementation of corrective measures, incident reporting and preventive measures
- Provide support related to risk and issue management - proactively assessing risk and implementing mitigation measures/solutions through application of sound engineering knowledge and standards. Reporting and escalating to Project Manager as required
- Stakeholder management - stakeholder identification, engagement and consultation to facilitate support and cooperation during the construction works
- Contribute in technical design and specification development and documentation - review where necessary, design revisions and propose recommendation
- Training and knowledge transfer to Contractors to enhance capacity and efficiency of delivery
- Preparation and collection of data during construction as input for completing/and checking As-built drawings

Technical Reporting

- Inform and provide constant feedback to UNOPS Project Manager regarding the progress issues, delivery timelines and quality of work completed.
- Act proactively to escalate to Project Manager key areas of concerns that relates to quality, health, safety, social and environmental issues at site and where necessary take the relevant resolutions supported by relevant available tools and templates
- Preparation of progress reports on construction activities and submission of such on a daily, weekly and monthly, quarterly basis as required
- Support to knowledge building and knowledge sharing including appropriate archiving of documents in UNOPS ERP system and documenting of lessons learned

3. Qualifications and Experience

A. Education

- A university degree (or equivalent) in Civil Engineering or related field.
- A Masters degree is an asset but not a requirement.
- A relevant combination of academic credentials and/or industry certifications and qualifying experience may be accepted in lieu of university education.

B. Work Experience

- A minimum of 2 years relevant building construction experience is **required**
- Experience in health sector buildings is highly desirable
- Experience in working in Maiduguri and/or Biu is an asset
- Experience in administering FIDIC contract is an asset
- Professional certification in Engineering is highly desirable

C. Competencies and skills

- Ability to manage own workload and to work independently is highly desirable
- Well developed teamwork skills is an asset
- Ability to establish priorities and to plan, coordinate and monitor work plans is an asset
- Sound knowledge and application of AutoCad is an asset
- Fully conversant with use of relevant computer applications and knowledge in Google Suite is highly desirable.
- Knowledge and/or certification in Health and Safety is an asset.

D. Language Requirement

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

4. Key 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, utilising appropriate leadership styles



Demonstrates understanding of the impact of his/her 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 his/her 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.

Project Authority (Name/Title):		Contract holder (Name/Title):	
Linda Agbesi/Infrastructure Specialist			
Signature :	Date:	Signature	Date