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

**Title:** Lead Construction Management Engineer  
**Project:** SXM Rule of Law  
**Duty station:** Sint Maarten, Dutch Caribbean  
**Section/Unit:** LCR, PAMCO Costa Rica  
**Contract/Level:** IICA 2 - ICSC 10  
**Supervisor:** Senior Project Manager

**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 organizations. 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**

This project will support the strengthening of the chain of justice in the island of Sint Maarten by offering UNOPS turn-key services for the construction of a new rule of law facility. The project will be achieved in two phases for an estimated project budget of 40 MUSD.

The first phase (Programming, Design and Procurement) is estimated for a total of 20 months and will contribute to the complete definition of the components for the second phase (Construction of the rule of Law facility). The project objectives are agreed as follows:

- Design resilient, sustainable and effective Transitional Facilities, which meet national and international human rights standards for prisoners and detainees in Sint Maarten.
- Design resilient, sustainable and effective Long-Term Facilities contributing to strengthening national infrastructure capacity in the correctional sector enabling adequate, safe and humane detention, which facilitates reintegration of offenders back into society.

The UNOPS Panama Multi-Country Office covering Panama, Costa Rica and the Dutch and English Caribbean will open an office on the island of Sint Maarten to ensure close coordination with relevant stakeholders of the justice sector.

The objective of the project is to strengthen Sint Maarten's national capacities by planning for infrastructure improvements to the correctional infrastructure required to meet the local and international standards that apply to Sint Maarten. The facilities will be designed to enable adequate, safe, and humane detention, which guarantees the protection of human rights and facilitates the prospects for the reintegration of offenders back into society of Sint Maarten. As part of the objectives, UNOPS also plans to assess the existing infrastructure and implement an appropriate transitional solution. The project will also strengthen the capacity of the Partner by transmitting knowledge and skills.

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### **3. Functions and responsibilities**

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

#### **A. Technical Support**

- Facilitate the planning and implementation of infrastructure activities
- Assist the Senior Project Manager with monitoring, control and assessment of designs produced by consultants
- Assist the Senior Project Manager with the elaboration of the bidding documents for the construction of the works
- Assist the Senior Project Manager with the evaluations of the offers for the construction of the works
- Liaise with the Procurement Officer to schedule and coordinate all the necessary activities related to the bidding process and offer evaluations
- 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 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
- Supervise contractors to manage plan and coordinate daily, weekly, monthly and quarterly activities including monitoring site safety and construction quality
- Elaborate and implement the project quality assurance plan
- 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

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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 i
- 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

### **4. Impact of Results**

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

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#### 4. Qualifications and Experience

##### a. Education

- A Master's degree preferable in civil engineering, construction management, project management, or related field
- A Bachelor's degree preferable 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 more based on academic merits) in construction management or engineering of complex infrastructure projects is required.
- Experience with infrastructure design and project management is required.
- Experience with infrastructure bidding processes is required.
- Experience with prison projects 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 is an asset.

##### c. Language:

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