
TERMS OF REFERENCE (Individual Contractor Agreement)

Position	Lead Construction Management Engineer (Prison Infrastructure Specialist)
Project:	21999-001 Rule of Law Facilities - Sustainable Rule of Law Infrastructure Design
Place of Destination:	Philipsburg, Sint Maarten
Section / Unit:	LCR, PAMCO Costa Rica
Contract/Level:	ICS 10- Retainer Home based
Supervisor:	Lead Construction Management Engineer, ICS10

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

The state of the detention facilities in Sint Maarten has been a source of concern in recent years. Since 2014, reports from the European Committee for the Prevention of Torture or Inhuman or Degrading Treatment or Punishment (CPT) and from the Sint Maarten Law Enforcement Council have alerted about conditions of the existing infrastructure and about the limited social reintegration of offenders.

The existing Point Blanche Prison was built in 1990 and has a limited capacity of 86 inmates, inferior to the actual required capacity. The structure, now 33 years old, shows signs of deterioration and of damages caused by the passing of Hurricane Irma in 2017.

A new prison infrastructure with expanded capacity is required to ensure compliance with international human rights standards and with the sufficient infrastructure to facilitate the adequate social reintegration of offenders. This new infrastructure will be located in the same place as the existing Point Blanche Prison.

The main project objectives are the following:

- 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.
- Design and planning of the prioritized Soft Components included in the following categories:
 - 1) Point Blanche Facility Operation and Maintenance,
 - 2) Correctional Sector Strengthening, and
 - 3) Justice Sector Strengthening.

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

3. Functions and responsibilities

Under the direct supervision of the Lead Construction Management Engineer, the Prison Infrastructure Specialist will provide technical services in all prison infrastructure activities.

A. Technical Support

- ☐ Facilitate the planning and implementation of prison infrastructure activities.
- ☐ Assist the Lead Construction Management Engineer with monitoring, control, and assessment of prison designs produced by consultants.
- ☐ Assist the Lead Construction Management Engineer with the elaboration of the bidding documents for the construction of the works.
- ☐ Assist the Lead Construction Management Engineer with the evaluations of the offers for the construction of the works.
- ☐ Support the Lead Construction Management Engineer in monitoring and controlling prison construction operations.
- ☐ Implement comprehensive audit, inspection, and control of work, verifying that tasks are accomplished according to plans and technical specifications.
- ☐ Participate in monitoring and evaluation of prison infrastructure activities.
- ☐ Support the Lead Construction Management Engineer and the Project Manager in achieving high-level collaboration, cooperation, and communication with government officials and other stakeholders.
- ☐ Work closely with team management of UNOPS.
- ☐ Formulate strategies and recommendations for improving the sustainability, resilience, and effectiveness of the prison design, construction, and future operation.
- ☐ Support the project team in the design and planning of the prioritized Soft Components in all aspects that relate to prison infrastructure design and prison infrastructure management.

B. General Construction

- ☐ Liaise closely with engineering personnel, ensuring accuracy of prison engineering activities.
- ☐ Support the Lead Construction Management Engineer in identifying and solving prison construction issues in a timely manner.
- ☐ Promote a collaborative, client-focused, quality, and results-oriented approach in the project team.

C. Monitoring and Progress Controls

- ☐ Support the Lead Construction Management Engineer in the implementation of quality plans for the project to ensure the specified quality of work from the penitentiary perspective is achieved.
- ☐ Support monitoring and evaluation of prison infrastructure activities.
- ☐ Develop, propose, and implement appropriate follow-up actions to ensure smooth progress of prison infrastructure activities from the penitentiary infrastructure perspective.
- ☐ Develop, propose, and implement appropriate mechanisms and follow-up actions to ensure the sustainability, resilience, and effectiveness of the prison design, construction, and future operation.

D. Knowledge Sharing

- ☐ Participate in the prison project evaluation process, highlighting challenges associated with the project and feeding back into a continuous improvement cycle.
- ☐ Provide training and knowledge transfer about prison building best practices and lessons learned to national &/or contractor personnel, including advice on good prison construction practices, and appropriate security standards.

- ☐ Support dissemination and sharing of best practices and lessons learned for prison development planning and knowledge building.

4. Monitoring and control of progress

In this type of contract an estimated number of days to be worked during the period is established. The Supervisor will call the contractor to work only on the days required and will be paid only for the days worked.

5. Impact of Results

The effective and successful achievement of results by the Prison Infrastructure Specialist impacts the successful delivery of the project to the satisfaction of stakeholders as it relates to quality. 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:

- ☐ Resilient, sustainable and effective prison design and construction, contributing to strengthening national infrastructure capacity in the correctional sector enabling adequate, safe and humane detention, which facilitates reintegration of offenders back into society.
- ☐ Prison design and construction aligned with international standards and best practices
- ☐ Prison design and construction aligned and optimized within the local context
- ☐ Knowledge building and knowledge sharing, including documenting of lessons learned

6. Qualifications and experience

Education

- Master's degree or equivalent in Project Management, Civil Engineering, Architecture, or related field, is required.
- Bachelor's level degree in Project Management, Civil Engineering, Architecture, or a related field in combination with additional years of experience, is acceptable in the absence of a master's level degree.

Work experience

- Proven experience of 5 years (or more depending on the level of study) in the planning, design, and/or evaluation of prison infrastructure projects.
- Extensive knowledge of norms, regulations of prison systems such as the International Minimum Rules for deprivation of liberty (Nelson Mandela rules and the Bangkok, Beijing, and Havana Rules) is required.
- Work experience or proven knowledge of addressing the triple planetary crisis in infrastructure projects is an advantage.

Key skills

- Ability to use G-Suite software: Google Docs, Google Slides, and Google Sheets is an advantage.
- Ability to write technical and executive reports is an advantage.

Language

- Proficient in English (spoken & written) is required
- Knowledge of Dutch is an important advantage.
- Knowledge of Spanish or another UN language is an advantage.

7. 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.

8. Signatures

Project Authority (Name / Title):		Contractor (Name / Title):	
Signature	Date	Signature	Date