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

Position:	Lead Civil Engineer (Health Infrastructure)
Duty Station:	Bridgetown, Barbados
Section / Unit:	LCR, PAMCO Costa Rica
Contract / Level:	IICA 2 - LICA 10 (ICS 10)
Supervisor:	Senior Project Manager
Duration:	Ongoing ICA – Open-ended, subject to organizational requirements, availability of funds and satisfactory performance

1. General background of the project / assignment

The United Nations Office for Project Services (UNOPS) is a United Nations body responsible for infrastructure, procurement and project management (General Assembly Resolution 65/176 of 2010). Our mission is to help people improve their lives and countries achieve peace and sustainable development. UNOPS' three priority areas are:

- i) Sustainable Infrastructure:** Designing, building, repairing, and maintaining infrastructure in challenging environments, focusing on transportation, education, and health infrastructure.
- ii) Public Procurement:** Serving as a central procurement resource for the UN system and governments, emphasizing efficient, transparent, and sustainable delivery of goods and services.
- iii) Project Management:** Managing over a thousand humanitarian, development, and peacebuilding projects annually for various partners, ensuring quality, effectiveness, and results that meet the highest standards.

UNOPS' work seeks environmental, social and economic sustainability, which contributes to the progress of equity and the common good of the countries in which it operates, thus promoting the improvement of the living conditions of the most needy people. UNOPS has a presence in 23 countries in Latin America and the Caribbean. The services, products and technical assistance comply with the principles of public administration of transparency, equity, integrity, free competition, impartiality, morality, effectiveness, efficiency and respect for national institutions.

Project Information:

The project aims to support, strengthen, and improve the Queen Elizabeth Hospital (QEH), Barbados' primary acute care medical facility, located in Bridgetown. UNOPS will support the QEH and the Ministry of Health and Wellness of Barbados (MoHW) through the provision of project implementation services

for the management and procurement of the following components:

1. Development of comprehensive Master Planning for Queen Elizabeth Hospital according to the results of the assessment of the Hospital and in coherence with the population health projections data for the hospital growth.
2. Strengthen the existing capacity in the Queen Elizabeth Hospital through the provision of rehabilitation services on existing infrastructures.
3. Support the optimization of the current hospital capabilities through the provision of procurement services for the acquisition of medical equipment and IT equipment.
4. Support the identification and development of future hospital capabilities through the provision of integral design and procurement services for additional administrative and laboratory facilities.

Local Context:

Barbados is the United Nations hub for the Eastern-Caribbean, and as such benefits from a strong UN presence. UNOPS presence in the country will be expanded for this project, with the opening of an office in Bridgetown, supported by the UN system and UNOPS Multi-Country office for Panama, Costa Rica and the Caribbean based in San Jose, Costa Rica.

Barbados is a safe country, with a UN Class A hardship level, and level 1 Security level in the US State Department. Normal caution is advised.

UNOPS benefits from an established relationship with the Ministry of Health and Wellness of Barbados and the QEH teams.

About Our Culture:

Our work contributes to building the foundations for countries and communities to achieve peace and sustainable development, guided by our values: Inclusion, Integrity, Humility and Humanity.

2. Purpose and scope of assignment

Under the direct supervision of the Senior Project Manager, the Lead Civil Engineer (Health Infrastructure) is responsible for the overall planning, design, construction, and management of healthcare infrastructure within the project. This role requires a comprehensive understanding of healthcare facility needs, engineering principles, construction management, and best practices for ensuring safe, functional, and sustainable healthcare environments. The Lead Civil Engineer (Health Infrastructure) will work closely with the project team, local authorities, and community stakeholders to ensure the successful implementation of the project.

Key Responsibilities:

- Needs Assessment and Planning:
 - Conduct thorough needs assessments to identify the specific healthcare infrastructure requirements of the project area, considering factors such as population demographics, disease burden, existing infrastructure, and future projections.
 - Develop comprehensive plans for the development, rehabilitation, or expansion of healthcare facilities, ensuring alignment with project goals and objectives.
 - Collaborate with health professionals, community leaders, and other stakeholders to ensure that the plans meet local needs and priorities.
- Technical Design and Engineering:
 - Lead the development of technical designs for healthcare facilities, including architectural plans, structural engineering, mechanical, electrical, and plumbing systems.
 - Ensure compliance with relevant building codes, healthcare standards, and UNOPS guidelines.
 - Conduct site assessments and feasibility studies to identify potential challenges and propose solutions.
 - Develop detailed construction specifications and drawings.
- Construction Management:
 - Oversee the construction process, ensuring adherence to project timelines, budgets, and quality standards.
 - Monitor the work of contractors and subcontractors, providing technical guidance and ensuring compliance with safety regulations.
 - Manage procurement processes for construction materials and equipment.
 - Coordinate with local authorities and other stakeholders to obtain necessary permits and approvals.
- Maintenance and Operations:
 - Develop and implement comprehensive maintenance plans for healthcare facilities, ensuring the long-term functionality, safety, and sustainability of the infrastructure.
 - Train local staff on facility maintenance procedures and best practices.
 - Monitor the performance of facility systems and equipment, identifying and addressing potential issues.
 - Ensure compliance with infection control protocols and other relevant healthcare standards.
- Community Engagement:
 - Participate in community consultations and engagement activities to understand local needs and preferences.
 - Facilitate the transfer of knowledge and skills to local communities regarding healthcare facility maintenance and operations.
 - Promote sustainable practices and resource management within the project.

- Reporting and Documentation:
 - Prepare regular progress reports on the status of the project, including technical details, budget updates, and challenges encountered.
 - Maintain accurate records of all project activities, including design drawings, construction documents, and maintenance logs.
 - Contribute to the development of lessons learned and best practices for future projects.

Personnel Management

- Facilitate the engagement and provision of high quality results and services of the team supervised through effective recruitment, work planning, performance management, coaching, and promotion of learning and development.
- Provide oversight, ensuring compliance by team members with existing policies and best practices.

Knowledge Management

- Organize, facilitate and/or deliver training and learning initiatives for project personnel on procurement-related topics.
- Lead and conduct initiatives on capacity development and knowledge building for procurement personnel, including network development, plans, learning plans and activities, procurement practice information and best practice benchmarking.
- Oversee team's contributions to Procurement knowledge networks and communities of practice including collaborative synthesis of lessons learnt and dissemination of best practices in procurement management.
- Guide team's collection of feedback, ideas, and internal knowledge about processes and best practices and utilize productively.

3. Progress Monitoring and Control:

Key results have an impact on the efficiency of the unit. Proper information entry, report submission, and client focus define UNOPS's ability as a first-class service provider, contributing to the development of the country.

4. Qualifications and Experience

a. Education:

- Advanced University Degree (equivalent to a Master's or similar) is required, preferably in Civil Engineering, Architectural Engineering, Public Health Engineering, or a related field.
- Bachelor's Degree: A first-level university degree in combination with two (2) additional years of progressively relevant experience may be accepted in lieu of an advanced university degree.

- Project Management certification (e.g. PRINCE2 Foundation and Practitioner) is desirable.

b. Work Experience:

- A minimum of five (5) years of relevant professional experience (or more based on academic merit) is required in the planning, design, construction, and/or management of healthcare facilities.
- Expertise in infrastructure works relating to installation of biomedical equipment is highly desirable.
- Proven experience in managing complex infrastructure projects is an asset.
- Experience in project management is desirable.
- Experience of successfully working with a variety of health sector stakeholders, particularly governments and development partners including UN organizations is an asset.
- Experience working in developing countries is an asset.
- Experience working with large global donors such as the World Bank, EU and IDB is an advantage.
- Previous work experience in advising government and official bodies is desirable.

c. Languages:

- Fluency in written, reading and oral English is required
- Fluency in Spanish is an asset.
- Fluency in another UN language would be an asset.

Additional information:

- This position requires the use of a computer to prepare reports and analyze data using Google IT tools.
- In this position, you will be required to make presentations via videoconference for project progress reports, as needed.
- This position requires the ability to supervise hybrid work teams (in person and remotely).
- This position is developed in a hybrid scheme, 3 days a week from home and 2 days in the UNOPS office.

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 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		Signature	
Date		Date	