

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

<b>Position:</b>	Senior Associate Civil Engineer
<b>Duty Station:</b>	Phillipsburg, Sint Maarten
<b>Section / Unit:</b>	LCR, PAMCO Costa Rica
<b>Contract / Level:</b>	LICA 7 (ICS 7)
<b>Supervisor:</b>	Lead Engineer
<b>Duration:</b>	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:**

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 50 MUSD.

The second phase is estimated for a total of 40 months and contemplates the Construction of the rule of Law facility). This will include providing design and procurement support for the new Point Blanche prison, ensuring the full integration of human rights, as well as social, gender, climate and environmental considerations

**Local 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 50 MUSD.

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**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**

The Senior Associate Civil Engineer will support the Lead Engineer in the day-to-day operations of the project in the aspects of planning and document tracking, construction contract management and works supervision, on-site technical follow-up and preparation of project management documents in the field of contract management. The Senior Associate Civil Engineer is expected to contribute to achieving and exceeding the organization's performance and service objectives.

The Senior Associate Civil Engineer will perform his/her duties under the direct supervision of the Lead Engineer. Among his/her main responsibilities are:

- Support in the technical, administrative, and financial control of the work.
- Follow up on the application of regulations and protocols during the execution of the work.
- Support in specialized tasks: documentary review, measurements, equipment follow-up, and subcontract follow-up.
- Collaborate with the analysis of results of the Supervisory Unit of the work, including inspection results, topography, as well as the results and deliverables of the quality verification company.
- Follow up on quality control documentation of the work, equipment used, coordination with subcontractors, etc.
- Prepare monthly closings, collecting all the precedent information of the supervision and management works of the project, taking special attention to the traceability of the information in the field.
- Participate and collaborate in the coordination of the project or works to keep track of the

- progress achieved and the stages to be completed.
- Assist in the preparation of instructions, determinations, variation orders, and other contractual documents.
  - Collaborate and keep up-to-date records of performance and costs of construction works, to determine estimated, actual costs and time projections.
  - Prepare various technical drawings works in the field of engineering, for construction works, taking into account field data.
  - Transmit internally and manage information related to the contract by means of e-mail and written correspondence.
  - Assist with the preparation of estimates and analysis of their reasonableness.
  - Assist in the preparation of monthly reports to be submitted to the various partners.
  - Participate in meetings, field inspections, and project support activities.
  - Support in the management of documentation in the institution's system.
  - Carry out any other activities inherent to the position and assigned by his immediate superior.
  - Follow up and control the work schedule.

### **3. Monitoring and Progress Controls**

Delivery of technical reports requested according to the progress of the project;  
Active participation in the entire project management process

### **4. Qualifications and Experience**

#### **a. Education**

- Completion of secondary school is required.
- First university degree (Bachelor's degree or Master's degree) preferably in one of the following disciplines: Civil Engineering, Construction Engineering, and/or related areas is desirable and may substitute some years of experience required.

#### **b. Work Experience**

- Minimum 7 years of experience (or 3 in combination with Bachelor's) in supporting construction and/or supervision in infrastructure projects works, is required.
- Knowledge of quality control of materials is required.
- Experience in the elaboration and/or implementation of quality control plans is desirable.
- Experience in FIDIC contract management is desirable.

#### **c. Language Requirements**

- Fluency in English is required
- Knowledge of Dutch is a highly desirable asset.

- Fluency in Spanish is desirable

## 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 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	