



**Terms of Reference (ToR)  
International Consultant – Civil Engineer**

**Job Opening Reference: RSCE/ICCE/04/2021**

**Issuance Date: 15<sup>th</sup> April 2021**

**Deadline Date: 22<sup>nd</sup> April 2021**

**Type of contract: International Consultant**

**Duration: Six (06) months**

**Department: RSCE**

**Scheduled date for taking up appointment: ASAP**

<b>Title: International Consultant – Civil Engineer</b>	<b>Level: B</b>	<b>Duty Station: Entebbe, Uganda</b>
<b>Women are strongly encouraged to apply</b>		

Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

**Organizational setting and Reporting:**

The United Nations Regional Service Centre in Entebbe (RSCE) is a shared service center based in Entebbe, Uganda. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location-dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Director a.i. RSCE and support offices through the Deputy Chief RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

The consultant will report to the Deputy Chief, RSCE and will oversee/provide technical assistance for ongoing and future construction and maintenance activities at the United Nations Entebbe Support Base (UNESB) on behalf of the RSCE.

**Schedule:**

The Consultant contract will be for a period of six (6) months.

**Specific Tasks to be performed by the Consultant:**

The main responsibilities will include but are not limited to the following:

1. Create, implement and maintain an efficient maintenance service plan for all buildings/structures of the RSCE;
2. Prepares site visits and prepares assessment of construction interventions.
  - Recommend solutions for project implementation based on assessment.
  - Ensure all technical inputs and cost estimates related to the construction components are accurate, timely provided and included in the project proposals and budgets.
3. Reviews and assesses technical design documentation for construction and maintenance interventions.
  - Review of technical documentation (existing and future layout, Bill of Quantities (BoQ) with estimation of costs, technical description, design and specific drawings, participate in the evaluation of bids process) for specific projects.
  - Review and revise technical drawings, specifications and BoQs;
4. Provide effective support throughout all stages of the tendering processes.
5. Monitor and supervise construction and maintenance works.
  - Provide overall technical assistance and technical control/inspection to construction/maintenance projects, from their planning to their implementation and monitoring. Technical controls may include a site preparation audit, control of work in each phase (from start to the end of works), design and contractual requirements' compliance verification, codes and standards' compliance verification, materials suppliers' certification and monitoring, quality control of incoming materials;
  - Review work plans of each of the contractors and ensure modifications to ensure practical implementation of the works;
  - Ensure that the quality of materials and workmanship conform to the specifications of the construction contracts;
  - Closely monitor and supervise the progress of projects/works and provide status reports, conduct risk assessments, propose remedial action as required and monitor budget expenditure.
  - Prepare interim - final project and handover reports and maintain the relevant project records.
  - Ensure that the contractors achieve construction performance measures and especially those related to Time, Cost, Quantity, and Quality.
  - Assist with the commissioning of works, supervise any identified outstanding works during the defect's liability period, and prepare the final progress report.
6. Aid in the provision of improved safety and security in workplace.
7. Performs other duties as required.

### **Impact of Results:**

The result of work of the Civil Engineer impacts on the delivery of RSCE. The consultant will also ensure proper processes and methodologies are followed and implemented according to the latest industry standards.

### **Deliverables**

- Site and building Development, Layout and Planning
- Horizontal Infrastructure Development, Layout and Planning
- Construction Contract Bid Packages / Specifications, Including Permit Packages
- Quality Control
- Structural Analysis
- Concrete, Masonry and Timber Design

- State / Local Permitting and Code Compliance Studies
- Mechanical / HVAC: General Arrangements Analysis
- Electrical: General Arrangements Analysis

### **Education:**

A Bachelor's Degree in civil engineering or other related discipline is required. PRINCE-2 Certification is desirable.

### **Work Experience:**

A minimum of 5 years' professional experience in civil engineering is required. Experience in the preparation of construction technical documentation, project design and supervision is required. Experience in the supervision of maintenance works is required. Experience with the relevant United Nations or international organization or Non-governmental organisation system, rules, procedures and regulations, is desirable. Experience in project management is desirable. Possession of good information technology skills is desirable.

### **Competencies:**

**Professionalism** - Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Communication** - Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

**Planning & Organizing** - Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; -Uses time efficiently.

### **Languages**

Fluency in oral and written English is required. Knowledge of another official United Nations language is desirable.

### **Application Procedure**

**Please note that failure to comply with the below will render your application invalid for this process.**

1. All applicants must apply using a Personal History Profile (PHP) generated from INSPIRA (visit <https://inspira.un.org>) as soon as possible after the Terms of Reference have been posted and well before the deadline stated therein.

2. All applications must be accompanied by the following which MUST be provided at the time of submission:
  - Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP) submitted as a PDF or JPEG attachment to the document.
  - Copies of the required education qualifications.
  - Latest performance evaluation report (for internal UN Candidates)
  - Copies of other relevant certificates.
3. Please note that only applications submitted to the email address: [rsce2-recruitment@un.org](mailto:rsce2-recruitment@un.org) will be considered. No hand-delivered applications will be accepted.
4. Please enter the reference of the job opening reference (RSCE/ICCE/04/2021) in the subject line of your e-mail.
5. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration.
6. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.

#### **Additional Information**

- Evaluation of qualified candidates will include an assessment exercise which may be followed by a competency-based interview.
- Please note that only shortlisted candidates will be contacted further.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.