

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE: CIVIL ENGINEER – CONSTRUCTION SUPERVISION	
Hiring Office:	Uganda Country Office
Purpose of consultancy:	<p>The United Nations Population Fund (UNFPA) works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. UNFPA supports the Government of Uganda to generate population data for planning and decision making. We also ensure the empowerment of women, adolescents and young people to live their dreams and fulfill their potential.</p> <p>UNFPA Uganda and Ministry of Health (MoH) with support from MTN Foundation Uganda have launched a 3year partnership to improve Maternal and New-born Health Outcomes in Uganda. Under this partnership, the focus is on ensuring functional delivery, surgical and emergency services in select Health Centers (HC IIIs and IVs) in Uganda.</p> <p>As the implementing partner on this project UNFPA Uganda is seeking services of a qualified and experienced engineer (Project Supervision Consultant) that will work with MoH Infrastructure department to support the implementation of the project through the provision of design and specification, technical advice and supervision of the construction of the selected projects.</p> <p>UNFPA supports the humanitarian response to refugee emergencies resulting from armed conflict in eastern DRC to ensure that life-saving reproductive health and GBV risk mitigation and care services are available and accessed by the affected populations. During our support to various settlement in GBV prevention and response activities, UNFPA has realized that refugees women face many challenges and often time do not have a space or platform through which to relieve their anxieties. UNFPA believes that when given an opportunity to engage with each other in a place away from their home, their resilience is strengthened through group therapy, they can get education on a key reproductive and other health issues and through the same Space they can get some basic livelihood skills building. It is against this background that UNFPA will support the construction of Spaces for refugee women also this is in line with the office of the Prime Minister directive to construct permanent structures as compared to temporally ones . The Spaces are meant for women to meet and engage with each other</p>

	<p>from time to time. This also includes building the capacity of women in order to mitigate the negative effects of stress and psychological problems and mental health of women and girls in the settlement setting The Spaces are supposed to be established in the communities near the homesteads to ensure access.</p>
<p>Scope of work: (Description of services, activities, or outputs)</p>	<p>The works under this project entail;-</p> <ul style="list-style-type: none"> i) Refurbishment, repair and installation of equipment in existing theatre spaces at the health facility ii) Refurbishment, repair and painting of delivery rooms at the health facility iii) Repair and painting of Maternity wards/wing at the health facility. iv) Installation of basic lighting in relevant spaces of the health facility. v) Construction of women spaces under CARE international vi) Overseeing construction of women spaces in communities and health facilities <p>The Consultant, in collaboration with the MoH, is expected to use their skills and experience to ensure that the total cost of works is in line with local cost of similar construction projects, and kept below the total construction budget. He will support the competitive bidding process for selection of the Contractor in line with the Terms and conditions in the UNFPA's Implementing Partner's Agreement. Once a Contractor(s) (the Construction Contractor) has been selected, the Consultant will devise and execute a plan in consultation with the Construction Contractor(s) to ensure works are completed within the Project timeframe.</p> <p>In addition to design, specifications, Bill of Quantities, Tendering, and supervision and contract administration, the consultant will be required to provide oversight of the completion of approximately 5 health facilities which were funded in the first round of the project.</p> <p>Specific Tasks</p> <p>The Services to be provided by the Consultant under this Contract shall include but not be limited to the following:</p> <p>Design and costing of projects</p> <ul style="list-style-type: none"> ▪ Carry out a review of the site assessment and report on the existing conditions of the proposed health facilities under this project;

	<ul style="list-style-type: none"> ▪ Provide detailed recommendations for the required refurbishment works on each facility. ▪ Meet with the appointed UNFPA partners including CARE international and MoH Infrastructure team to discuss and agree on the scope of required works of the repair, refurbishment and installation works. ▪ Undertake a review of each budgets and prepare Specifications and BoQs for the works for the selected facilities. ▪ Prepare Consultant's Cost Estimates of the proposed works, to demonstrate that the works can be implemented within the project budget. ▪ Prepare tender documents and undertake technical review of bids. Participate in bid evaluation process. ▪ Prepare contract documents for signing by Contracting Authority (UNFPA?) and Contractor. ▪ Prepare and issue Construction Documents (Production Drawings, Specifications, etc.) Ensure all documentation is compliant with Ugandan laws in development and construction. ▪ Advice and support application for all statutory approvals (building regulations etc.) if required. ▪ The consultant shall review the Contractor's proposed work schedule and ensure that it is in line with the project timelines. ▪ ▪ Develop an implementation Plan for the works of the project. <p>Supervision of works and supporting the MoH Infrastructure Team and contractor supervision shall include:</p> <ol style="list-style-type: none"> 1. Establishment of a positive and amicable, but impartial, liaison with the Contractor(s); 2. Undertake site visits as required and as specified in the implementation plan to provide oversight of the repair and refurbishment works and overview of progress, with particular attention to ensuring contractors' adherence to the design and drawings and specifications. 3. Ensure proper management of all written records based on powers and duties exercised under this Contract; 4. Ensuring the Contractor(s) complete and timely compliance with the Works Program in relation to the Works. 5. Random sampling and testing of Construction Contractor's materials to ensure compliance with the Specifications;
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6. Review and make recommendations on any claims submitted by the Contractor for payments and extensions of time;
7. Conduct formal Site Meetings with the Contractor and record minutes of all discussions and decisions, highlighting matters of concern;
8. Inform UNFPA of any required Change Orders and the likely implication on Cost and Time, **Any requests for Change that will have an impact on cost shall require prior-approval by UNFPA before instructing the contractor to proceed with the change.**
9. Ensure the Contractor is complying with all elements of the construction contract, including but not limited to:
 - a. Interpretation of technical specifications;
 - b. Matters relating to worksite safety and traffic management;
 - c. Construction methodology
 - d. Receipt and checking of Contractor's Progress Claims, preparation of payment certificates in the format prescribed.
 - e. Confirm that Practical Completion has been reached, and advise the UNFPA accordingly.

NOTE: It should be noted that there may be more than one Construction Contractor undertaking the works depending on the location, scale and precise nature of the project.

Specific Outcomes and Deliverables

Specific outcomes from the Consultancy are as follows:

- Ensuring that the designs meet the needs of the health facility through the utilization of appropriate materials, optimization of views, landscape and site assets and other aspects of the site and buildings which will enhance the client experience.
- Ensuring that the designs fully comply with the Uganda development and construction laws and timely obtain development consent and building permit
- Ensuring that the contractor conforms to project design, specifications, drawings and otherwise meets its contractual obligations
- Ensuring that the works are executed in accordance with the agreed construction program(s) and methodologies and fully completed within the agreed budgets.

The Consultant will be required to provide the following deliverables:

	<p>Condition Survey, Design, Specification, and Costing as ff:</p> <ul style="list-style-type: none"> a. Existing Condition Survey Reports. b. Preliminary Design, Specifications, and Budget Estimates (for UNFPA review and approval) c. Detail Design, Specifications, d. Bill of Quantities and Detailed Cost Estimates (Consultant’s Estimate) e. f. Tender Documents g. Bid Evaluation Report. h. Complete a final Design Report including detailed construction drawings, costs and BoQs <p>Supervision and Contract Administration</p> <ul style="list-style-type: none"> a. Submit monthly progress reports including site meeting minutes and issues arising b. Review of Contractor’s Interim Claims and recommendations to the Client Payment certificates c. Practical Completion Inspection Report and Punch List. d. Practical Completion Certificate/Certificate of Occupancy and other Project Completion Reports as applicable. <p>Defects Liability Period (9months)</p> <ul style="list-style-type: none"> a. Liaise with MoH Infrastructure team and Reproductive Health Team (RHU) and provide construction contractor with advice and instructions on rectifying any defects during the 9-month period
Duration and working schedule:	<p>Expected duration of this assignment will be 60 working days spread over a period of nine months as follows*:</p> <ul style="list-style-type: none"> - Design and Costing: 10 days - Supervision of works: 50 days <p>The construction of the women spaces is envisaged to take approximately 3 months under CARE international</p> <p><i>*This plan is indicative. Alternative plans may be suggested by the project team. Please consider that some flexibility will be required as the project evolves in order to ensure the most successful results on the ground, in close communication with all stakeholders.</i></p>
Place where services are to be delivered:	UNFPA Uganda Country Office and health facilities.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Monthly Status Reports

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	And shall report to the Programme Delivery and Coordination Specialist
Supervisory arrangements:	Programme Delivery and Coordination Specialist
Expected travel:	Periodic
Required expertise, qualifications and competencies, including language requirements:	<p>Qualification Experience and Knowledge:</p> <ul style="list-style-type: none"> • The Consultant will be a technically qualified Civil Engineer or Architect with a Master’s degree in Engineering and at least 7 years of proven working experience either in Civil Engineering Construction /Architectural work • Possession of a national license authorizing him/her to practice as an architect/engineer in Uganda. • Specific experience of at least 7 years in the design and construction supervision of new buildings and refurbishment of existing buildings is a requirement; <ul style="list-style-type: none"> • Experience in assessing defects in existing buildings and designing and specifying refurbishment works in health facilities is essential. • A sound understanding of the health system in Uganda. • Experience working in Ugandan context particularly coordinating local contractors; • Fluency in English language, oral and written. • Evaluation criteria: 70% Technical, 30% Financial combined weight.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>Work will be conducted at UNFPA Country Office with periodic travel to the field including; Kawempe Hospital (Kampala), Karugutu HCIV (Ntoroko), Muyembe HCIV (Bulambuli), Kalangala HCIV (Kalangala), Packwach HCIV (Packwach). Under the MTN partnership</p> <p>The 16 women spaces under the partnership with CARE international will be Pagirinya, Ayilo 2 , Lyumanzi , Boroli , Mungula, Maaji , Alere settlements in Adjumani; Palabek settlement Zone 1 and Palabek settlement Zone 5 in Lamwo; Palorinya settlement Zone 2 Itipa Village and Palorinya settlement Zone 3 Village B in Moyo; Imvepi settlement -Zone 2 point H , Imvepi settlement -Zone 2 point I in Arua; Bidibidi settlement Zone 1 Village 14, Bidibidi settlement Zone 2 Village 2 Bidibidi settlement Zone 3 Village 6 in Yumbe</p>
Other relevant information or special conditions, if any:	None

Application deadline and how to apply:

Opening date: 13 September 2019

Closing date: 20 September 2019

All applications should be sent by email to: nakibira@unfpa.org,
copying alfeu@unfpa.org.