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| **I. Position Information** |
| **Job Title: International Civil Engineer, Spotlight Initiative EVAW** **Department: Liberia Country Office****Reports to (Title/Level): UN Women Deputy Country Representative****Expected duration of the assignment**: Long term assignment with working days between 22nd October 2019 to 21st October 2020 **Duty Station:** Monrovia, Liberia with possibility of travel in the counties | **Current Grade: Consultant / SSA** |

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| II. Organizational Context  |
| UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. The Liberia Spotlight Initiative (LSI) Programme is a joint initiative of the United Nations system and the European Union in partnership with the Government and civil society of Liberia to contribute to the elimination of gender-based and sexual violence, harmful practices and obstacles to access to sexual and reproductive health rights. It will focus on consolidating gains by developing a more effective response to violence against women and girls and the promotion of sexual and reproductive health rights, through innovative approaches that strengthen an enabling legal and policy framework, effective and coordinated institutions, community mobilization and empowerment, increased and equitable access to holistic and integrated care services, access to and use of quality statistical data and strengthened and dynamic women's rights organizations. Under the implementation of the LSI Programme, UN Women Liberia has to conduct the transformation of four traditional bush schools into multipurpose centers from 4 out of 5 project implementation counties namely Nimba, Lofa, Grand Cape Mount and Montserrado. In this context, UN Women is recruiting an International Civil Engineer as consultant to support the technical aspect of the work.Under the guidance of the Deputy Country Representative and supervision of the Construction Management Team (CMT), the international Civil Engineer will provide technical assistance and advisory support services, including the review of existing documentation related to the civil works, evaluate associated risks, assess the compliance with construction codes and local laws related to the civil works and construction, produce, revise technical drawings, prepare Bill of Quantities (BoQ) and Cost estimates and other available documentation. She/He will provide supervision of national Civil Engineers that will oversee the day to day monitoring according to the project planning and milestones. The international civil engineer is expected to carry out civil works procurement processes in accordance with internationally acceptable standards and along with UN Women procurement rules, carry-out an assessment of construction requirements in a specific areas, assist and/or provide preliminary data for engineering design/drawings as appropriate, support preparation of the technical documentation as regard to bidding process; take part in the evaluation of the bidding and preparation of bidding evaluation Report, etc. The International Civil Engineer will also work in collaboration with other project engineers and puts in place appropriate quality assurance and quality control systems directed towards continuous assurance of quality during the civil works construction process and independently verifies that all works are executed according to contract specifications and requirements. |

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| III. Responsibilities |
| The consultants will work under the guidance of the Deputy Country Representative and the overall supervision of the Construction Management Team and will conduct or assist in some or all the following during his/her duties:* Prepare structural & architectural generic designs of all structures, such as buildings including classrooms, clinic, dormitory, retaining walls, camp layouts, septic tanks & soak pits, workshops & shades etc. of the vocational and heritage (multipurpose) centers;
* Approve the four sites assessment by visiting and give technical guidance to be included in the construction technical proposal;
* Drafting of specifications for civil engineering works & other similar works;
* Prepare draft of BOQs and internal cost estimate before initiating the procurement processes
* Provide guidance on the different types of construction contracts and contract management & administration;
* Advise the structure of the Construction Management Team;
* Conduct periodic On-site management of contractors, supervision & project monitoring, etc.;
* Track project costs and prepare reports accordingly;

 * Validate monitoring reports and submit consolidated periodic reports;

 * Conduct inspection of construction works not limited to inspection of materials, equipments to be installed;
* Check and certify substantial construction progress/ completion and the corresponding payments. Advice UN Women to withhold payment for any work which has been rejected or any work which is not in compliance with the contract documents;
* Certify/issue certificates of Substantial Completion in coordination with UN Women and the contractor;
* Review and verify/certify the payment request submitted by the contractors before submitting to payment
* Prepare work progress reports;
* Perform other duties related to civil construction works.
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**IV- DELIVERABLES**

Payment will be based on deliverables agreed at the signature of the Individual Contract

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|  **V- COMPETENCIES** |
| **Planning and Organizing:** * Ability to plan work assignments, establish priorities and to meet strict assignment deadlines.

**Communications:** * Compelling communication (verbal and written) skills, including ability to prepare reports, formulate and defend sound recommendations and articulate options concisely conveying maximum necessary information;
* Negotiating skills and ability to work at all levels with others to reach mutually benefiting and lasting understandings.

**Teamwork:*** Excellent interpersonal skills; capacity to recognize and respond appropriately to the ideas, interests and concerns of others;
* Ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Development and Operational Effectiveness:** * Ability to apply conceptual models in support of formulations, implementation, monitoring and evaluation of development programs and projects.

**Management and Leadership:*** Build strong relationships with clients, focuses on impact and results for the client and responds positively to feedback;
* Consistently approaches work with energy and a positive, constructive attitude;
* Demonstrate openness to change and ability to manage complexities;
* Demonstrate strong oral and written communication skills;
* Demonstrate good listening skills and responsiveness to the opinion of other

**Corporate competencies**:* Demonstrates integrity by modelling UN core values and ethical standards.
* Promotes the vision, mission, and strategic goals of UN Women.
* Displays cultural, gender, religious, racial, national and age-elated sensitivity and adaptability.
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**VI- SELECTION**

Technical Evaluation Criteria

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| ***Criteria*** | ***Max. Point*** |
| ***Technical Competencies***  |  |
| First degree/master’s Degree in civil engineering or relevant discipline | 10 |
| A minimum of 5 to 7 years’ experience in Civil Engineering works | 20 |
| At least 3 years involvement in the procurement of civil works contracts | 30 |
| Demonstrable 02 years of experience in design, preparation of Scope of Works and BOQ for complex constructions, including reporting skills in reporting the work progress, financial status of project. | 15 |
| Experience in handling of tender documents for constructions works, including technical inputs/specifications for the procurement of services using the conditions of international lending/funding agencies | 10 |
| Previous work experience in providing technical assistance and advisory support services in the construction of large centers; | 15 |
| TOTAL | 100 |

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| **VI. Recruitment Qualifications** |
| **Education and certification:** | * Master’s degree in civil engineering or related discipline from a recognized university
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| **Experience:** | * A minimum of 5 to 7 years’ experience in Civil Engineering works, with at least 3 years involvement in the procurement of civil works contracts
* Familiarity, experience with International Federation of Consulting Engineers FIDIC contract
* Knowledge of procurement, tendering and contracting regulations, requirements of international organizations
* Knowledge and apprehension of common recognized Civil Engineering Contract Conditions
* Advanced knowledge of computers, Microsoft packages, AutoCAD
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| **Language Requirements:** | * Fluency in written and oral English is required;
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1. **Submission of application**

Interested candidates are requested to submit electronic application to liberia.procurement@unwomen.org no later than **17th October 2019**

**Submission of package**

1. Cover letter;
2. At least 2 Samples of previous work
3. CV, including contact information for 3 references;
4. Financial proposal. The financial proposal shall specify the Consultant’s daily rate.

All applications must include (as an attachment) the CV and the financial proposal. Applications without financial proposal will be treated as incomplete and will not be considered for further processing.

**Please note that** only short-listed candidates will be invited to the interview**.**

**Selected candidates will need to submit prior to commencement of work:**

1. A copy of the latest academic certificate
2. UN Women P-11 form, available via <http://www.unwomen.org/en/about-us/employment>
3. A statement from a medical doctor of ‘good health and fit for travel’
4. Before any travel outside of Monrovia, the consultant will need to provide proof (certificate) of “BSAFE” (which can be accessed here: undss.trip.org)
5. **Evaluation**

Applications will be evaluated based on the Cumulative analysis.

* Technical Qualification (100 points) weight; [70%]
* Financial Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

**Technical qualification evaluation criteria:**

The total number of points allocated for the technical qualification component is 100. The technical qualification of the individual is evaluated based on following technical qualification evaluation criteria:

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| **Technical Evaluation Criteria** | **Obtainable Score** |
| Experience and skills | 90 % |
| Language and other skills | 10 % |
| **Total Obtainable Score** | **100 %** |

Only the candidates who fit the minimum requirements will be longlisted, and additional documentation may be requested. Candidates with a minimum of 70% of total points will be considered as technically qualified candidates and will be shortlisted for potential interview.

**Financial/Price Proposal evaluation:**

* Only the financial proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
* The total number of points allocated for the price component is 100.

The maximum number of points will be allotted to the lowest price proposal that is opened/ evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.