



**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE / INDIVIDUAL CONTRACT**

| I. Job Information | | |
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| Job title: | Structural Engineer | |
| Project Title/Department: | Enhancing Disaster and Climate Resilience in the Republic of the Marshall Islands (RMI), and the Federated States of Micronesia (FSM) through Improved Disaster Preparedness and Infrastructure (EDCR Project) | |
| Type: | Individual Contract | |
| Duration of the service: | July to October 2020 | |
| Work status (full time /part time): | Part-time | |
| Duty stations: | Home-based | |
| Expected travel site: | Not applicable | |
| Reports to: | Project Manager | |
| II. Background Information | | |
| <p>The project aims to improve the capacity for preparedness and mitigation to man-made, geo-physical and climate-related hazards and to climate change impact. This initiative will be implemented in three countries: The Federated States of Micronesia (FSM), the Republic of the Marshall Islands (RMI), and Palau. The project will respond to Outcome 1 of the UN Pacific Strategy 2018 – 2022: By 2022, people and ecosystems in the Pacific are more resilient to the impacts of climate change, climate variability and disasters; and environmental protection is strengthened. The cooperation with the Government of Japan will contribute to achieving the goals of the Sendai Framework for Disaster Risk Reduction, elimination of threat to human security and protect gains of sustainable development. It is in line with the Japan Country Assistance Policy in these three countries and the priority areas: 1) Overcoming Vulnerability and 2) Environment and Climate Change.</p> <p>In line with the overall outcome, the overall project goal is to effectively address the consequences of, and responses to, geo-physical and climate-related hazards to protect lives, sustain livelihoods, preserve the environment and safeguard the economy. The outcome will be achieved through 3 expected outputs:</p> <ol style="list-style-type: none"> 1. Strengthened Disaster Communication and Climate and Tsunami Monitoring Systems, to be implemented in FSM, RMI and Palau. 2. Enhanced National and State Disaster preparedness capacity, to be implemented in FSM, RMI and Palau. 3. Enhanced Community Disaster and Climate Resilience through improved water and food resource management and inclusive livelihood diversification, to be implemented in FSM and Palau. <p>The project will be implemented by the UNDP Pacific Office in Fiji under the UNDP Direct Implementation Modality (DIM) and will be part of the Resilient and Sustainable Development team. The project includes the following civil work-related activities:</p> | | |
| Country | Activity | Status |
| FSM | Expansion of the National Emergency Operations Centre (NEOC) | Under the procurement process of A&E design (Please see the procurement notice for further information) |
| | Construction of Pohnpei State Emergency Operations Centre and a disaster warehouse | |
| | Water resources management (civil works) in Yap State | Under the procurement process (Please see the procurement notice for further information) |
| RMI | Construction of NDMO/NEOC/disaster warehouse facility in Majuro | Under the procurement process of A&E design (Please see the the procurement notice for further information) |
| | Construction of NDMO/NEOC facility in Ebeye | |

III. Functions / Key Outputs Expected

The Consultant will work for home-based from July to October 2020. S/he will report to the UNDP Project Manager and will perform the following functions:

1. RMI: Construction of NDMO/NEOC facility in Majuro and Ebeye (20 working days)

In the capacity of UNDP Engineer, provide Independent technical expertise and support to the RMI Ministry of Works, Infrastructure & Utilities (MoWIU) in supervision of A&E design consultancy contract for construction of NDMO/NEOC facilities in Majuro and Ebeye including participation in development of tender documents.

Specific tasks include the following:

- As a technical expert and UNDP representative, provide quality assurance of the A&E design works;
- Participate in kick-off and weekly monitoring meetings with the A&E design consultancy company and relevant counterparts;
- Verification and certification of reports, completed volume of works and invoice documents to process interim and final payments;
- Monitoring implementation schedule of the design consultancy contract and provide timely recommended actions to follow the agreed deadlines;
- Technical support to the Project procurement team in development of tender documents for construction of NDMO/NEOC facilities; and
- Perform other tasks related to civil engineering that may be required by the project.

2. FSM: Civil works of water resource management in Yap State (5 working days)

- As an evaluation team member in the tender for civil works implementation (water resources management) in Yap State, participate in the review and evaluation of the proposals received from the bidders.

3. FSM: Expansion of National Emergency Operation Center (NEOC) and construction of Pohnpei State Emergency Operations Centre (PSEOC) (20 working days)

In the capacity of UNDP Engineer, provide Independent technical expertise in supervision of A&E design consultancy contract for expansion of National Emergency Operation Center (NEOC) and construction of Pohnpei State Emergency Operations Centre (PSEOC).

Specific tasks include the following:

- As a technical expert and UNDP representative, provide quality assurance of the A&E design works;
- Participate in kick-off and weekly monitoring meetings with the A&E design consultancy company and relevant counterparts;
- Verification and certification of reports, completed volume of works and invoice documents to process interim and final payments;
- Monitoring implementation schedule of the design consultancy contract and provide timely recommended actions to follow the agreed deadlines;
- Technical support to the Project procurement team in development of tender documents for expansion /construction of NEOC/PSEOC facilities; and
- Perform other tasks related to civil engineering that may be required by the project.

IV. Timeframe and fees

| Deliverables/condition for payment release | Timeline | |
|---|----------------|--|
| RMI: 1 st Monthly Progress Report for RMI A&E Design and bidding documents for the construction of NDMO/NEOC facility in Majuro and Ebeye | 31 July 2020 | |
| RMI: | 31 August 2020 | |

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|---|-------------------|
| 2 nd Monthly Progress Report for RMI A&E Design and bidding documents for the construction of NDMO/NEOC facility in Majuro and Ebeye | |
| RMI: 3 rd Monthly Progress Report for RMI A&E Design and bidding documents for the construction of NDMO/NEOC facility in Majuro and Ebeye | 30 September 2020 |
| RMI: 4 th Monthly Progress Report for RMI A&E Design and bidding documents for the construction of NDMO/NEOC facility in Majuro and Ebeye | 31 October 2020 |
| FSM: Completed participation, review, certification of evaluation documents of the tender for civil works implementation (water resources management) in Yap State | 30 September 2020 |
| FSM: 1 st Monthly Progress Report for Expansion of National Emergency Operation Center (NEOC) and construction of Pohnpei State Emergency Operations Centre (PSEOC) | 31 July 2020 |
| FSM: 2 nd Monthly Progress Report for Expansion of National Emergency Operation Center (NEOC) and construction of Pohnpei State Emergency Operations Centre (PSEOC) | 31 August 2020 |
| FSM: 3 rd Monthly Progress Report for Expansion of National Emergency Operation Center (NEOC) and construction of Pohnpei State Emergency Operations Centre (PSEOC) | 30 September 2020 |
| FSM: 4 th Monthly Progress Report for Expansion of National Emergency Operation Center (NEOC) and construction of Pohnpei State Emergency Operations Centre (PSEOC) | 31 October 2020 |

This is a home-based assignment. All outputs submitted by the Consultant must be approved by UNDP prior to payment.

V. Reporting

All reports and deliverables should be submitted to the UNDP Project Manager. Regular coordination with the UNDP Country Project Coordinators or relevant government counterparts will be required.

VI. Management arrangements

The Consultant will work under the supervision of the Project Manager. The consultant is expected to provide updates on a regular basis to ensure the completion of deliverables as identified in this Terms of Reference.

VII. Financial arrangements

Applicants are required to submit an aggregated financial offer (“aggregated financial offer” is the total sum of all financial claims of the candidate for accomplishment of the task) stating the proposed all-inclusive consultancy fee for this home-based assignment.

Payments will be released based on approval of deliverables and certification by the Project Manager that the services have been satisfactorily performed.

VIII. Recruitment Qualifications

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|-------------|---|
| Education: | <ul style="list-style-type: none"> ○ At least bachelor’s degree in structural engineering, architecture or related |
| Experience: | <ul style="list-style-type: none"> ○ At least 10 years of working experience in planning and implementation of civil works projects ○ At least 5 years of experience in preparation of tender documents for civil works in developing countries ○ Experience in disaster risk management works is an asset ○ Experience of work in international organizations is an asset ○ Experience working with government counterparts is an asset |

