

United Nations Children's Fund

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

Title	Funding Code	Type of engagement	Duty Station:
Climate Resilient Construction Consultant	SC240225 – CRIBS	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Abuja with travel to field (approx. 25% of time)
<p><b>Purpose of Activity/Assignment:</b></p> <p>UNICEF Nigeria supports the Government of Nigeria at national and sub-national levels in providing equitable, sustainable, and climate-resilient water, sanitation, and hygiene services to children and their families, through the design and implementation of projects at the national and sub-national levels.</p> <p>Nigeria is one of the top ten most climate change vulnerable countries in the world. UNICEF in collaboration with government authorities and FCDO in Nigeria has developed an innovative project 'Climate Resilient Infrastructure for Basic Services' (CRIBS) that aims to scale a model for assessing climate risks and vulnerabilities of primary healthcare facilities (PHCs) and primary schools and subsequently identifying and implementing interventions to make those facilities more resilient. The first phase of the CRIBS project (2024-2025) successfully designed and tested an approach for assessing facility level climate risks and vulnerabilities, identifying interventions to minimize those risks and implementing those interventions in primary healthcare (PHC) facilities and schools in Kano and Jigawa states. UNICEF implemented climate resilient interventions in more than 39 PHCs and 45 primary schools in Kano and Jigawa states. In the CRIBS second phase (CRIBS II), UNICEF intends to collaborate with the government of Nigeria at the national and state levels to scale the CRIBS approach to several states (Bauchi, Enugu, Gombe, Jigawa, Kaduna, and Katsina) in Nigeria.</p> <p>This Consultancy TOR is designed to support the UNICEF CRIBS team in Abuja and Field Offices to plan, monitor and accelerate implementation of CRIBS phase II.</p> <p>UNICEF is seeking the services of a consultant to achieve the following deliverables:</p> <ul style="list-style-type: none"> <li>• Quality assurance support to the survey, design and bill of quantities (BOQs) preparations for CRIBS project.</li> <li>• Development of an online construction progress tracking tool for use by site Engineers.</li> <li>• Weekly monitoring of the construction projects (estimated 150) and sharing the progress brief for necessary actions.</li> <li>• Construction supervisions, quality assurance and implementation support to CRIBS teams in Field Offices.</li> <li>• Ensuring that contractors, and engineers fully understand and apply the climate resilient standards.</li> <li>• Prepare an up-to-date construction risk register, monitor the risks and recommend actions to minimise those risks for CRIBS project.</li> <li>• Construction project progress tracking sheet developed, updated and shared on a weekly basis.</li> <li>• Field support mission reports with pictures of CRIBS innovations, issues and lessons.</li> </ul> <p>The Consultant will work very closely with UNICEF team in Abuja and Field Offices, while being expected to lead all the construction related technical processes of the CRIBS project.</p>			

## Scope of work

The consultant is required to support the implementation of CRIBS project in Bauchi, Enugu, Gombe, Jigawa, Kaduna, and Katsina states by guiding the construction planning, implementation and risk management of construction of climate resilient interventions in primary healthcare facilities and schools, in target LGAs in those six states (estimated 30).

The consultant is expected to undertake the following activities among others:

1. Support construction projects planning – including for the survey, design and bill of quantities (BOQs) preparations, and preparing a construction progress tracking tool.
2. Quality assurance on preparation of technical designs, BOQs, and compliance by providing checklists for the Engineers and reviewing sample documents.
3. Support construction projects monitoring, construction risk management and recommend actions to the CRIBS Team Leader for the necessary follow up.
4. Quality assurance through construction supervisions and implementation support.
5. Accelerating implementation of construction projects through close progress tracking and timely action.
6. Ensure that contractors, and engineers fully understand the climate resilient standards and apply those standards.
7. Attend CRIBS related meetings in Abuja and Field Offices to support the team in planning, implementation and reporting of emerging lessons as and when required.
8. Prepare an analytical summary of progress made against construction milestones in each of the States, emerging issues, lesson learned and follow up actions.

Detailed scope of work is outlined below:

### Support construction projects planning

- Provide checklists to Engineers for site survey, assessments, BOQ preparations to inform CRIBS project implementation, and review few samples of BOQs from each of the Engineers.
- Define technical requirements and design parameters, considering local construction standards, CRIBS standards and risks.
- Develop an online tool for tracking construction progress on a daily/weekly basis (a tool that every site engineers update on daily basis)
- Collaborate with the CRIBS teams at FOs and Abuja in tracking the progress of construction work.

### Preparation of technical design, compliance & risk

- Ensure all designs comply with CRIBS guidelines, national infrastructure regulations and government standards, including considerations for local climate, natural disaster risks, and child safety.
- Highlight the international building standards to be applied when specific items are not captured by the local one.
- Ensure compliance with UNICEF technical standards and requirements, including those defined by Programme Division (PD), DFAM, and other applicable UNICEF norms.
- Integrate UNICEF's commitments to accessible infrastructure as outlined in the Executive Directive on Accessibility in Programme-Related Construction Activities (CF/EXD/2017-004), using the Accessibility Technical Cards.
- Verify the technical designs and drawings developed by vendors and validate the BoQs, and specifications.
- Conduct engineering and safety risk assessments during the design phase.
- Prepare the Terms of Reference (ToR) for construction, embedding all relevant compliance with UNICEF and national standards (e.g., accessibility, safety, climate resilience).
- Conduct joint site visits with UNICEF and government counterparts and support screening projects against CRIBS standards and UNICEF's Environmental and Social Standards (ESS).
- Train CRIBS engineers, contractors and local stakeholders on CRIBS standards and approach

- Participate in the technical evaluation of the bidders or provide technical guidance to the technical team participating in the evaluation.

#### **Construction projects monitoring**

- In consultation with CRIBS Team Leader and other team members, plan for internal or external construction supervision mechanisms.
- Develop the implementation timeline for the construction of climate resilient interventions jointly with the CRIBS team members.
- Follow up with CRIBS engineers and site engineers to track the milestones using the online tracking tool, checklists and dashboard against the agreed timeline and scope.
- Support in drafting the TOR for the 3rd party LTA contractors to oversee sites or provide M&E services.

#### **Support construction risk management**

- Establish feedback and incident reporting mechanism and construction related risks.
- Develop a construction risk register, clarifying how to identify, assess, and mitigate risks throughout the project cycle.
- Identify construction related risks (environmental, social, financial or timeline related) and flag risks in all construction projects.
- Monitor overall project progress and maintain an up-to-date project risk log, addressing issues proactively.

#### **Construction supervision and implementation support**

- Conduct periodic site inspections to monitor construction progress, safety, and compliance with technical specifications.
- Supervise contractors and site engineers, ensuring adherence to CRIBS quality standards, safety protocols, and project timelines.
- Review and prepare technical instructions and manage variation orders and delays, when necessary, in coordination with the CRIBS Team Leader.
- Ensure quality assurance throughout project implementation, identifying non-compliance or service delivery issues, and taking corrective actions.
- Conduct technical site visits and issue certificates for accepted deliverables upon satisfactory completion.
- Provide checklists on environmental and social safeguards (ESS) measures at each site, aligned with UNICEF's ESS standards and mitigation measures.
- Review payments requests from the vendors and certify those for processing by UNICEF team.
- Prepare construction related inputs for the donor reporting, ensuring accuracy, timeliness, and alignment with agreed indicators and formats.
- Share progress and issues in the weekly or bi-weekly coordination meetings with UNICEF CRIBS team.
- Certify works completion upon review of contractual and technical requirements.
- Oversee the handover process, ensuring that all planned interventions are completed before handing over.
- Track and coordinate defect liability obligations, ensuring timely identification and rectification of any posthandover issues.
- Prepare and endorse the final technical and project completion reports, incorporating lessons learned and performance evaluations.

#### **Construction progress reporting**

- Provide timely and accurate data to the CRIBS Team Leader for the preparation of interim and final reports.
- Ensure that all project-related technical documents are handed over to the CRIBS Team Leader for proper project closure.

**Child Safeguarding**

Is this project/assignment considered as an “[Elevated Risk Role](#)” from a child safeguarding perspective?

☐ YES ☒ NO

If YES, check all that apply:

**Direct contact role** ☐ YES ☒ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel:

**Child data role** ☐ YES ☒ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b>  <b>2025-2026</b>	<b>Requesting Section/Issuing Office:</b>  <b>WASH Section</b>	<b>Reasons why consultancy cannot be done by staff:</b>  UNICEF has agreed with FCDO for the second phase of the CRIBS project (GBP 11 million) with a very tight timeline for the implementation of climate resilient infrastructures – Education and Healthcare facilities in several states. As the grant expiry date is 31 March 2026, all financial commitments need to be made by 31 March 2026.  The CRIBS project aims to retrofit an estimated 150 facilities (PHCs and Schools) in about 30 LGAs in six states (Bauchi, Enugu, Gombe, Jigawa, Kaduna, and Katsina). Therefore, the assignment requires intensive engagement at the State and LGAs levels which is beyond the scope of current staff capacity.  Given the skills, experience, and time requirements for the job, UNICEF staff will not be able to perform the task, hence the need for a highly qualified consultant.
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
<b>Consultant sourcing:</b>  <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both  <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		<b>Request for:</b>  <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment
<b>If Extension, Justification for extension:</b>  		
	<b>Start Date: 1 Sept 2025</b>	<b>End Date: 30 August 2026</b>

Deliverables/Outputs	Inputs (Days)	
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Inception report with a methodology for CRIBS construction quality assurance	10
Quality assurance of the survey, design and bill of quantities (BOQs) preparations	10
Development of an online construction progress tracking tool for use by site Engineers	10
Weekly monitoring of the construction projects (estimated 150) and sharing the progress charts/briefs	20
Construction supervisions, quality assurance and implementation support to CRIBS teams in Field Offices	80
Prepare a construction risk register, monitor the risks and recommend actions to minimize those risks	10
Field support mission reports with pictures of CRIBS construction innovations, issues and lessons	16
PowerPoint slides for the weekly /monthly reports and workshops and other inputs	4
<b>Sub-Total</b>	<b>160</b>

<p><b>Minimum Qualifications required:</b></p> <p> <input type="checkbox"/> Bachelors           <input checked="" type="checkbox"/> Masters           <input type="checkbox"/> PhD           <input type="checkbox"/> Other         </p> <p>Advanced Degree in Civil Engineering, Construction Management, Development Studies, Economics, Public Health, Community Health, Public Administration, Engineering, Environment, Climate Change and any other related field. Some experience in climate resilience work would be highly desired.</p> <p>Relevant work experience can be considered as a substitute for a higher degree.</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <p><b>Language:</b> Fluency in English (verbal and written) is required. Fluency in Hausa language is an asset, and an added advantage.</p> <p><b>Key qualifications</b></p> <p>The consultant shall have a minimum of 10 years' experience in construction management with skills in climate resilient infrastructures development in rural contexts. Prior experience with UN agencies would be an advantage.</p> <p>S/he should also have a solid analytical and writing skills in English language, with evidence of having done similar kinds of work at the national and sub-national level. Samples of written work could be asked for, if needed. Communication skills in Hausa language would be an added advantage.</p>
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p> <input type="checkbox"/> Home Based           <input checked="" type="checkbox"/> Office Based:         </p>	<p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

<sup>1</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant. All payments for Nigerian nationals will be made in Nigerian Naira equivalent.

**Additional details:**

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible for ensuring that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO) endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.