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Human Resources

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	**Funding Code**	**Type of engagement**	**Duty Station:**
Consultant – State Engineers (Seven)		☒ Consultant ☐ Individual Contractor Part-Time ☐ Individual Contractor Full-Time	Bauchi / Enugu / Gombe / Jigawa / Kaduna / Katsina / Kano State (approx. 50% of time in project sites)

Purpose of Activity/Assignment:

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.

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, 2025-2026), 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.

UNICEF is seeking the services of seven Consultant State Engineers to achieve the following deliverables:

- Preparation of design and technical documents for climate resilient (CRIBS) rehabilitation interventions in schools and PHCs including WASH facilities
- Preparation and review of CRIBS construction workplan at the state level in consultation with the contractors and CRIBS team
- Monitoring and quality assurance of construction works in CRIBS project sites

The Consultant will work very closely with UNICEF team in Abuja and Field Office (FO) on daily basis.

Scope of work

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

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

1. Prepare CRIBS construction projects plan at the state level – including for the survey, design and bill of quantities (BOQs) preparations, and construction timeline.
2. Quality assurance of the technical designs, BOQs, and compliance by verifying the data captured by site engineers / engineering firms and reviewing all documents (estimated 30 sites).
3. Manage construction projects monitoring, construction risk management and guide site engineers/ engineering firms for the necessary action with a copy to the CRIBS teams at FO and CO.
4. Undertake construction supervision work (in estimated 30 facilities) to verify quality, timeline, compliance to CRIBS standards, and deliverables of the construction companies.
5. Compile state level progress status and share in weekly/monthly meetings based on close progress tracking and timely action.
6. Attend CRIBS related meetings in Field Offices to support the team in planning, implementation and reporting of emerging lessons as and when required.
7. 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:

CRIBS construction projects planning at state level

- Take the lead in preparing the construction schedule of CRIBS activities at state level, and in consultation with the Construction Specialist, contractors and CRIBS FO team.
- Closely track CRIBS site survey and assessments and take lead in BOQ preparations as guided by the CRIBS Construction Specialist for the assigned state.

Preparation of technical designs, BOQs and tender documents

- Verify the CRIBS technical designs and drawings prepared by site engineers/engineering firms for the state and validate the BoQs templates and specifications in close collaboration with the Construction Specialist.
- Check designs to ensure compliance with CRIBS guidelines, national infrastructure regulations and government standards, including considerations for local climate, natural disaster risks, and child safety.
- Organize and conduct joint site visits with UNICEF and government counterparts as per need.
- Inform the local authorities to ensure that business (school classrooms or PHC functions) at the sites is minimally interrupted and accommodated in alternative places if needed.
- Participate in the technical evaluation of the bidders or provide technical input as required by the Construction Specialist and CRIBS teams at FO and CO.

Construction projects monitoring

- Organize regular supervision missions and spend time (more than 50%) in the construction sites (est. 30 sites) to assess timeliness, quality and compliance with CRIBS standards and to guide the contractors and site engineers to ensure implementation on time with quality and compliance.
- Ensure that each CRIBS site engineer/contractor working within the state is updating weekly progress using the online tracking tool, checklists and dashboard developed for the CRIBS project.

- Analyze state specific construction issues (e.g. timelines, quality, compliance) and report to the Construction Specialist / CRIBS team at FO and CO on a weekly basis.

Support construction risk management

- Ensure that feedback and incident reports are shared with FO and CO CRIBS management.
- Prepare and update construction risk register as guided by the Construction Specialist and CRIBS team at FO and CO.
- Identify construction related risks (environmental, social, financial or timeline related) and flag risks in all CRIBS construction projects within the state.

Construction supervision and implementation support

- Conduct regular site inspections within the state to monitor CRIBS construction progress and compliance with technical specifications.
- Supervise contractors and site engineers, ensuring adherence to CRIBS quality standards, safety protocols, and project timelines.
- Prepare variation orders and justification for changes if any, in coordination with the CRIBS Construction Specialist and CRIBS teams.
- Certify work completed by contractors upon satisfactory completion as and when needed; review payments requests from the vendors and certify those for processing by UNICEF team.
- Share state level progress and issues in the weekly or bi-weekly coordination meetings with UNICEF CRIBS team.
- Manage the site handover process (to contractors at the beginning, and to government and communities after work completion).

Construction progress reporting

- Provide timely and accurate data to the CRIBS Team Leader or Construction Specialist based on CRIBS project implementation for the preparation of interim and final reports.
- Ensure that all CRIBS project-related technical information is maintained properly and handed over to CRIBS Construction Specialist when needed.

Consultant sourcing: ☒ National ☐ International ☐ Both	

Deliverables/Outputs	**Inputs (Days)**

Monthly report in a format agreed with the CRIBS Management (e.g. Analytical progress summary based on field supervision of 10 days or number of designs/ drawings/ BOQs finalized, progress status in each of the sites visited, updated workplan of the state, emerging issues and remedial actions etc.)	Sept
Field work in 10 sites and progress report highlighting field progress or design and BOQs	Oct
Final set of design and BOQs completed for PHCs and Schools for the assigned state	Nov
Detailed implementation arrangement for each of the sites agreed with the state authorities and brief report shared on the same	Dec
Construction sites handed over to the contractors from site visit to 10 sites and a realistic implementation schedule agreed in collaboration with CRIBS teams	Jan
Quantitative and qualitative progress report, based on visits to at least 10 sites, emerging issues and mitigation measures	Feb
Construction supervision of 10 sites and submit report on quantitative and qualitative progress	Mar
Revised planning (Gantt charts) for each site based on joint progress review with contractors and government authorities	Apr
Progress review report and submission of field reports from 10 sites with pictures, details of innovations etc	May
Report on projects hand-over to government and communities, with photos and progress highlights of other sites.	Jun
Final supervision of sites, check the completeness and make arrangement for handing over to the government and communities.	Jul
Final qualitative report in agreed format with good quality photos of each of the 10 sites supervised	Aug
Sub-Total	**264 Days**

Minimum Qualifications required:	**Knowledge/Expertise/Skills required:**
☐ Bachelors ☒ Masters ☐ PhD ☐ Other 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. Relevant work experience can be considered as a substitute for a higher degree.	**Language:** Fluency in English (verbal and written) is required. Fluency in Hausa language is an asset, and an added advantage. **Key qualifications** The consultant shall have a minimum of five years' experience in building construction in rural areas with skills in climate resilient infrastructures construction in rural contexts. Prior experience with UN agencies would be an advantage. 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. Communication skills in Hausa language would be an added advantage.