

TERMS OF REFERENCE
NATIONAL INDIVIDUAL CONSULTANT (Construction Engineer)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Iran
Purpose of consultancy:	<p>The purpose of this consultancy is to support the UNFPA country office for providing monitoring and quality assurance of the effective construction of the planned three centers for enhancing the well-being of Afghan Refugee women and girls in Iran under the KOICA project which will be implemented by RI:</p> <ul style="list-style-type: none"> - Community Service Center (CSC) and Mental Health and Psycho-Social Support (MHPSS) Center in Isfahan province - Community Service Center (CSC) and Mental Health and Psycho-Social Support (MHPSS) Center in Alborz province - Safe Home in Tehran province.
Scope of work: (Description of services, activities, or outputs)	<p>Specific task of the consultancy:</p> <p>Under the overall guidance of the UNFPA CO and particularly Humanitarian programme team and the relevant team from the Relief International (Implementing Partner), the consultant will:</p> <ul style="list-style-type: none"> ● Provide technical support for the design, implementation, and on-site monitoring of the construction of the CSC, MHPSS and Safe Home Centers, including oversee and direct the construction work from the beginning up to the completion of the project to maintain project quality assurance procedures align with relevant National and International standards, while minimising disaster risk. ● Oversee planning the establishment and construction of the Community Service Centers (CSC) and the Mental Health and Psycho-Social Support (MHPSS) centers in Isfahan and Alborz provinces and the Safe Home in Tehran including monitoring the establishing a realistic timeline and distribution of tasks for each unit; ● Oversee preparation of construction annual work plan; ● Collaboration with UNFPA CO and support the technical consultation with counterparts and partners; ● Conduct site visits and perform technical analysis to provide technical reports to UNFPA; ● Contribute to the technical analysis of partner bids and ensure technical compliance as specified in the tender documents; ● Review the technical drawings and specifications from the contractors for the work to be carried out for the construction of the CSC, MHPSS and Safe Home Centers;

	<ul style="list-style-type: none"> ● Contribute to the review of contractors' and partners' payment documents. ● Hold regular technical team meetings with the UNFPA Humanitarian team and Relief International to determine progress and address any questions or challenges regarding progress. ● Conduct regular monitoring and site visit for assurance of the quality of the construction works, continuously inspecting the materials and construction operations with regard to workmanship and compliance with the specifications, including provision of notice to the contractors for any defects and deficiencies of the construction/renovation works, and issue instructions for the removal and substitution of the improper works, where provided under the contract. ● Conduct Quality checks in compliance with the Engineering Unit Quality Control manual. ● Ensure all documentation and records related to the construction are accurately maintained. ● Actively participate in the related meetings when needed ● Perform other duties related to construction activities as per UNFPA CO request <p>Outputs/Deliverables:</p> <ul style="list-style-type: none"> ● Oversee the quality assurance of the whole construction process and monitor the planning of the planned construction and schedule of construction of CSC, MHPSS and Safe Home Centers. ● Monitoring the implementation of construction of the CSC, MHPSS centers and Safe Home as per UNFPA, international standards and the Government of Iran rules and regulations. ● Monitoring the construction readiness of the CSC, MHPSS Centers and Safe Home to provide the required services.
Duration and working schedule:	<p>The duration of consultancy is 11 months effective start date of the contract.</p> <p>The consultancy could be extended with the mutual agreement of the hiring unit and consultant if required.</p>
Place where services are to be delivered:	Iran (Tehran, Alborz, Isfahan)
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Electronic and Hardcopy of materials submitted:</p> <ul style="list-style-type: none"> ● Site visit reports ● Monitoring reports ● Monthly consultancy reports

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> • Consultant is expected to complete the task by the end of contract. • Weekly meetings with relevant UNFPA programme staff and the Relief International and the construction team as required.
Supervisory arrangements:	Under direct supervision of Humanitarian Analyst/Project Manager of UNFPA Iran
Expected travel:	Regular visits of the construction sites in three provinces of Alborz, Isfahan and Tehran (the travel costs are included into the consultancy contract fees)
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • A bachelor's degree in architecture, civil engineering, construction management and the training certificate in the related functional area. • At least 5 years of experience in project management, particularly in construction and renovation projects. • Strong project management, leadership, and communication skills. • Ability to work effectively in a multicultural and interdisciplinary team. • Fluency in both oral and written communication in Farsi and English • Proficiency in the use of Microsoft Word, Excel and AutoCAD • Familiar with the construction related procedures and rules and regulations in Iran • Familiarity with UNFPA policies and priorities is desirable.
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space), if applicable:	Services will be provided remotely and based on UNFPA CO or RI requests, the consultant will need to be present physically in the meetings.
Other relevant information or special conditions, if any:	UNFPA will share the relevant documents.
Terms of Payment	To be determined based on the negotiation with the selected engineer. Proposed option is retainer IC for 11 months period and with lump sum payment modality based on deliverables.