

TERMS OF REFERENCE

Consultant State Engineer (National candidates only)

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Enugu State, Nigeria & Office-based (approximately 70% of time at project sites)
DURATION OF CONTRACT	7 months

Purpose of Assignment

UNICEF Nigeria supports the Government of Nigeria at national and sub-national levels to provide equitable, sustainable and climate-resilient water, sanitation and hygiene services for children and their families through the design and implementation of national and sub-national projects.

Nigeria is among the ten countries most vulnerable to climate change globally. UNICEF, in collaboration with government authorities and FCDO in Nigeria, developed the Climate Resilient Infrastructure for Basic Services (CRIBS) project to assess climate risks and vulnerabilities in primary healthcare facilities and primary schools and identify and implement interventions to strengthen their resilience. The first phase (2024–2025) tested the approach in Kano and Jigawa States and supported climate-resilient interventions in more than 39 primary healthcare facilities and 45 primary schools. The second phase (2025–2027) is scaling the approach to Bauchi, Enugu, Gombe, Jigawa, Kaduna and Katsina States. In Enugu State, CRIBS II will support rehabilitation works in 12 selected facilities across three targeted LGAs.

The purpose of this consultancy is to provide close technical supervision, quality assurance, construction planning, progress monitoring, technical guidance and reporting for CRIBS rehabilitation works in Enugu State. The consultant will support timely and quality implementation while final approval, certification, contract management and payment authorization remain with UNICEF staff members.

Scope of Work

The consultant will support planning, supervision, quality assurance, reporting and risk management for CRIBS construction and rehabilitation works in Enugu State. Specific responsibilities include:

- Prepare and regularly update state-level construction implementation timelines and Gantt charts in consultation with the Contract Manager, contractors, site engineers and the CRIBS team.
- Support development and review of technical surveys, designs, drawings, BOQs, specifications and tender documentation, as required, ensuring compliance with CRIBS guidelines, national regulations, government standards, local climate risks, social and environmental safeguards and child safety requirements.
- Undertake regular site inspections and spend approximately 70 per cent of the assignment time at an estimated 12 project sites to verify quality, timeliness, safety and compliance with technical specifications and CRIBS standards.
- Guide contractors, site engineers and supervision firms on corrective actions and monitor completion of agreed actions.

- Ensure weekly progress updates through CRIBS tracking tools, checklists and dashboards and compile state-level progress updates at least weekly.
- Analyse progress against milestones and report on quality, quantities, timelines, risks, emerging issues, lessons learned and follow-up actions.
- Prepare the initial construction risk management framework by 31 January 2027, update the risk register at least weekly thereafter, and promptly flag environmental, social, financial, safeguarding, quality and schedule risks to the CRIBS teams at Field Office and Country Office levels.
- Prepare variation-order documentation and technical justifications in coordination with the Construction Specialist/Manager and CRIBS teams.
- Review contractors' reports and payment requests and provide technical verification and recommendations to UNICEF for certification and processing, as required.
- Coordinate site handover to contractors at commencement and handover to government and communities on completion.
- Participate in CRIBS coordination meetings and joint site visits with UNICEF, government counterparts and other relevant stakeholders.
- Maintain complete technical records and provide timely and accurate information for interim and final CRIBS reports.

The consultant will report to the UNICEF CRIBS focal point at the Enugu Field Office on administrative matters, including field travel, planning, reporting and invoice submission, with matrix supervision by the Construction Specialist based in Abuja. Relevant correspondence will copy the CRIBS technical team in Abuja.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Technical supervision Provide technical supervision and establish a documented baseline for rehabilitation works at the 12 selected facilities across three targeted LGAs.	Submit a technical supervision report containing: • A baseline inspection report for each of the 12 facilities, documenting work completed, outstanding work, quantities observed, technical issues and dated photographs. • A consolidated construction implementation schedule and site-specific Gantt charts identifying milestones, dependencies and responsibilities. • A site inspection plan covering all 12 facilities throughout the assignment. A technical action tracker identifying corrective actions, responsible parties and	31 December 2026

	target completion dates.		
Risk management Establish an early construction risk management framework for all 12 facilities and maintain risk monitoring, mitigation follow-up and escalation throughout the assignment.	Submit a consolidated risk management report containing: • An initial risk register covering all 12 facilities and addressing quality, schedule, environmental, social, safeguarding and financial risks, with a defined approach for regular review and updating. • For each identified risk, its rating, mitigation measure, responsible party, target date and current status. • An escalation procedure and initial escalation log documenting significant risks and decisions required from the responsible staff members. • An initial mitigation action plan and verification record showing actions completed, outstanding measures and residual risks as at 31 January 2027. Technical justifications and supporting records for any proposed variations identified by 31 January 2027, or a statement confirming that no variations were proposed.	31 January 2027	30
Quality assurance Assess workmanship, materials and compliance with approved designs, bills of quantities, specifications and climate-resilience requirements.	Submit a consolidated quality assurance report summarizing findings, compliance gaps, corrective actions and outstanding issues across all 12 facilities, with the following supporting annexes: • Completed facility-specific quality assurance checklists for all 12 facilities, cross-referenced to the report findings. • A consolidated review of available drawings, bills of quantities, specifications and relevant test	28 February 2027	

	records, identifying discrepancies requiring technical review. • A non-conformity register supported by dated photographs and recommended corrective actions. Follow-up inspection records showing whether identified defects have been corrected or remain open, with unresolved issues escalated to the designated technical supervisor.	
Progress monitoring Verify physical progress and provide evidence-based analysis of construction quantities, quality and delivery against agreed milestones.	Submit a consolidated progress monitoring report containing: • An updated site-by-site tracking matrix covering all 12 facilities. • Verified quantities and progress against approved construction milestones, supported by inspection records and dated photographs. • An analysis of schedule variances, implementation constraints and recommended recovery actions. • Updated Gantt charts, the current risk register and mitigation verification records, and a decision log identifying matters requiring action by the Contract Manager or technical team. An indexed record of the weekly progress updates submitted from commencement to the delivery deadline.	30 April 2027
Implementation support and close-out Provide technical verification, handover documentation and an orderly transfer of outstanding issues at the end of the consultancy.	Submit a final implementation and close-out report containing: • A final technical status report for each of the 12 facilities, clearly distinguishing completed, incomplete and defective works. • A consolidated snag list identifying outstanding corrective actions, responsible parties and recommended completion dates.	30 June 2027

	• Technical verification of notes and recommendations on contractors' reports and payment requests reviewed during the assignment. • Handover records for facilities ready for handover and a documented follow-up plan for facilities not yet ready. • An indexed electronic archive of inspection reports, photographs, tracking tools, risk records, technical correspondence and available completion documentation. • An end-of-assignment report summarizing verified results, unresolved issues, lessons learned and recommended follow-up actions, including the final risk register, residual risks, mitigation status and supporting records for proposed variations. Final approval, certification, contractual decisions and payment authorization remain with designated staff members.	
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Payment Schedule:

Payment will be made on submission and acceptance of 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.

Important Notes

- 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.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.

- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

**QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) /
LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

Minimum requirements:

Education:

- Advanced university degree (Bachelor's or higher) in Civil Engineering or Construction Management

Work Experience:

- 5 years of relevant work experience.

Skills:

- The State Engineer shall have a minimum of five years of experience in building construction in rural areas, with demonstrated skills in climate-resilient infrastructure construction in rural contexts.
- S/he should also have strong analytical and writing skills in English, with evidence of similar work at national and sub-national levels.

Language Requirements:

- English

Desirables:

- Prior experience with UN agencies would be an advantage.
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