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TERMS OF REFERENCE

Construction Engineer Consultant- Teraina and Tabuaeran

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	**Kiritimati**
DURATION OF CONTRACT	7 months

Purpose of Assignment

Engage one Construction Engineer for seven months to provide resident technical supervision, quality assurance, construction monitoring and contract-administration support for water, sanitation and hygiene facilities in six schools and five healthcare facilities in Teraina and Tabuaeran in the line islands of Kiribati. The assignment will address the difficulty of providing routine oversight across dispersed and remote island construction sites and will support timely completion in accordance with approved designs, specifications, UNICEF requirements and government standards.

Scope of Work

• Collaborate with UNICEF WASH, the Ministry of Line and Phoenix Islands Development, government technical services, island councils, contractors and communities to supervise and manage construction works.

• Review construction proposals, scopes of work, drawings, specifications and bills of quantities for clarity, completeness, climate resilience, accessibility, eco-efficiency and compliance.

• Recommend cost-effective implementation approaches and designs using locally available materials where suitable.

• Coordinate technical endorsements and permits; lead kick-off meetings; establish inspection and hold points; and conduct regular site visits and technical meetings.

• Monitor physical and financial progress, quality, timelines, health and safety, risks and corrective actions; maintain construction tracking and document-control records.

• Review supervision reports, payment certificates and variations; support amendments, extensions and liquidated damages where applicable.

• Participate in partial, substantial and final reception; verify correction of defects; review as-built and operation and maintenance documents; and prepare close-out records, performance evaluations and a final completion report with lessons learned.

• Submit regular field monitoring and progress reports to the Ministry and UNICEF.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Construction Engineer consultancy for technical planning, design review, site supervision, quality assurance, contract administration,	Inception, technical review and mobilisation package: approved work plan; stakeholder and contractor coordination	31 Dec 2026

commissioning and close-out of works for six schools and five healthcare facilities in Teraina and Tabuaeran. **Assignment period**: 1 December 2026 to 30 June 2027.	arrangements; consolidated site status and risk register; review of drawings, specifications and bills of quantities; permit and endorsement tracker; kick-off meetings; verification of site possession, contractor mobilisation, materials, health and safety plans, quality plans, programme, inspection and hold points.	
	January field monitoring and progress report submitted to the Ministry and UNICEF, covering physical and financial progress, quality, safety, risks, photographs, decisions required, agreed actions and updated construction tracker.	31 Jan 2027
	February field monitoring and technical supervision report, including site inspections, supervision-report review, material and test-result review, milestone status, technical obstacles, corrective actions, expenditure, variations, health and safety and updated action trackers.	28 Feb 2027
	March construction and contract-administration report: verified quantities and quality; payment certificate and variation review; updated construction records; forecast to completion; and advice on delays, amendments, extensions or liquidated damages where applicable.	31 Mar 2027
	April quality-assurance and completion-readiness report: joint monitoring with government services; outstanding works and defect lists; testing, training and handover requirements; operation and maintenance documentation status; and completion plan for all 11 facilities.	30 Apr 2027

	May commissioning and handover report: participation in partial/substantial reception; verification of testing, training and defect correction; review of as-built drawings, operation and maintenance documents, warranties, certificates and handover records; updated payment and close-out status.	31 May 2027
	Final completion and contract close-out package: final inspection/reception; verification of defect correction; final payment recommendations as authorised; contract performance evaluations; complete archived contract file; final construction tracker; and completion report with lessons learned and good practices. Target: construction completed in six schools and five healthcare facilities in Teraina and Tabuaeran.	30 Jun 2027

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.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) 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.
- 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**: Bachelor`s university degree in civil engineering, construction engineering, architecture or another relevant field.
- **Work Experience**: Minimum five years of relevant national or international experience in project management, construction site supervision, quality assurance or a directly related technical field.
- **Skills** (optional):
- Civil engineering, construction documentation, climate-resilient infrastructure and infrastructure/structural assessment.
- Review of drawings, specifications and bills of quantities; construction quality control; health and safety monitoring; payment certification, variations and contract administration.
- Strong oral communication, documentation, drafting and reporting skills.
- Proficiency in Microsoft Word, Excel, email and internet applications.
- Ability to work independently, meet tight deadlines and operate in multicultural teams and demanding remote field conditions.

- Stakeholder engagement with government, island councils, communities and contractors.
- **Language Requirements**: Fluency in English is required. Knowledge of Kiribati is an asset.
- **Desirables**:
- Experience in development or humanitarian settings, including emergencies.
- Familiarity with Pacific small-island contexts and Kiribati.
- Experience working with government, communities, faith-based organisations and youth groups.
- Valid driving licence and ability to drive a manual four-wheel-drive vehicle over rough terrain.
- **Technical requirements**: Technical proposal: Applicants should provide a concise methodology and work approach for supervising dispersed construction sites in Teraina and Tabuaeran, including quality assurance, reporting and risk management.