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TERMS OF REFERENCE

Construction Supervision Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Office-based, Pemba, Cabo Delgado, Mozambique + travel
DURATION OF CONTRACT	11 months

Purpose of Assignment

UNICEF Mozambique seeks to engage a Construction Supervision Consultant to provide technical supervision, quality assurance and implementation monitoring for the construction and rehabilitation of WASH projects and social infrastructure, including water supply systems, sanitation facilities, health care facilities, schools and other designated public facilities. The assignment will target Chiure, Ancuabe, Palma, Mocímboa da Praia and Macomia districts in Cabo Delgado Province. The consultant will be based in the districts upon UNICEF's request, according to implementation priorities and supervision needs.

The consultant will verify construction progress and quality against approved designs, technical specifications, contractual requirements, and Environmental and Social Safeguards (ESS) requirements. Through technical assessments, acceleration plans, supervision reports and completion assessments, the assignment will support the resolution of implementation bottlenecks and the timely completion, testing, commissioning and handover of safe, functional, inclusive and resilient infrastructure. Upon request, the consultant will also provide technical assessments and documentation for emergency interventions within the assigned scope.

The consultant will work under the direct supervision of the WASH Officer, with support from the WASH Specialist and in close collaboration with the Construction Specialist, coordinating with government counterparts, contractors and supervision engineers to deliver the agreed outputs.

Scope of Work

The consultant will provide field-based engineering oversight and technical implementation support for WASH projects and social infrastructure in the targeted districts. Assigned works may include water supply and sanitation systems, institutional WASH facilities, and the construction or rehabilitation of health facilities, schools, and other public infrastructure, as specified in the relevant contracts. Specific contracts, locations, deployment periods, and supervision priorities will be established through workplans agreed with UNICEF.

In carrying out these responsibilities, the consultant will actively support and mentor relevant government counterparts, particularly the Provincial Directorate of Public Works and Housing (DPOPH) and the District Service for Planning and Infrastructure (SDPI), to take a leading role in the planning, implementation, supervision, and oversight of construction activities. Through on-the-job coaching and technical guidance, the consultant will strengthen government capacity in construction contract management, quality assurance, progress monitoring, compliance, risk management, and problem-solving, while promoting government ownership, institutional learning, and sustainable management of infrastructure investments.

1. Technical assessment, contract review and accelerated implementation planning

The consultant will establish the status of assigned works and assess requirements for their completion. Findings will inform supervision arrangements and contract-specific acceleration plans with measurable implementation targets.

- Review contracts, BOQs, drawings, technical specifications, implementation schedules, approved variations, supervision reports and payment certificates.
- Conduct inception meetings and site assessments to verify completed and outstanding works and establish baseline progress.
- Assess contractor capacity, resource availability, critical-path activities and causes of implementation delays.
- Support the preparation of acceleration plans specifying reporting-period and monthly targets, resource requirements, material delivery dates, testing milestones and forecast completion dates.
- Establish supervision schedules, progress monitoring tools, photographic records and corrective-action trackers.
- Build the contractors and supervisors capacity: following the guidance and the templates prepared by UNICEF FO & UNICEF CO, the consultant will technically guide and explain improvements to the contractors and supervisors in the field, explain the good construction practices and the project details in case they are needed.

2. Environmental and social screening and compliance monitoring

The consultant will assess environmental and social risks and support appropriate mitigation measures. Regular monitoring will document compliance, identify gaps and track corrective actions.

- Conduct and document site-specific environmental and social screening and recommend mitigation measures.
- Assess environmental impacts, waste management, wastewater disposal, drainage and erosion risks.
- Review occupational health and safety, worker protection and community safety practices.
- Verify accessibility, inclusion, safeguarding and community engagement measures.
- Maintain an ESS compliance matrix, identify follow-up responsibilities and verify implementation of corrective actions.
- Review the approval of the Health, Safety and Environment plan made by the contractor and approved by the supervisor. Verify that the measures proposed are in place during the works.

3. Construction supervision, quality assurance and implementation monitoring

The consultant will inspect assigned WASH and social infrastructure works to verify compliance with approved designs, specifications and contractual requirements. Supervision findings will document progress, construction quality and actions needed to address defects or delays.

- Conduct regular inspections to verify physical progress, completed quantities and construction measurements, supporting UNICEF's review of contractor progress and payment submissions.
- Review technical submissions, shop drawings, construction methods, material approvals and test results in coordination with the Construction Specialist.
- Monitor contractor resources, materials, schedules, ESS compliance and implementation of agreed acceleration measures.
- Verify the quality of civil, structural, architectural, electrical, plumbing and WASH components within assigned contracts, referring specialized issues to the Construction Specialist.

- Identify defects and non-compliance, recommend corrective actions, and track their resolution through documented technical and progress review meetings.
- Ensure that the supervisors implement and use the Application developed by UNICEF for construction. Guide on its use and track the data uploaded on a weekly basis.

4. Progress analysis, coordination and performance reporting

The consultant will prepare biweekly supervision reports and consolidated monthly reports to support UNICEF's oversight and decision-making. Reporting will assess implementation against acceleration plans, highlight completion risks and identify responsibilities for corrective action.

- Prepare two technical supervision reports per reporting month, documenting progress, inspection findings, quality and ESS issues, and corrective actions.
- Prepare consolidated monthly reports analysing physical and financial progress, contractor and supervision engineer performance, and forecast completion dates.
- Review acceleration plans monthly, assess achievement of agreed targets and support revisions where implementation falls behind schedule.
- Support coordination with government counterparts, contractors and supervision engineers, documenting decisions and follow-up responsibilities.
- Maintain updated monitoring datasets, meeting records and photographic evidence, highlighting issues requiring UNICEF decisions.

5. Completion readiness, testing, commissioning and handover

The consultant will assess whether infrastructure meets contractual and functional requirements and is ready for operational use. Assessments will identify outstanding works, defects, and documentation required for handover.

- Conduct completion inspections to verify delivery of the contractual scope and approved variations.
- Prepare outstanding works and defects registers, and verify completion of corrective actions.
- Witness relevant testing and commissioning activities and review results, including water quality and building services tests where applicable.
- Review as-built drawings, operation and maintenance manuals, commissioning records, user training and maintenance responsibilities.
- Submit site-specific recommendations on commissioning and handover readiness, clearly identifying outstanding requirements.

6. Emergency assessments and technical response support

Upon UNICEF's request, the consultant will assess damage and urgent needs affecting WASH services and social infrastructure. Assigned interventions will be supported by practical technical documentation and implementation records.

- Conduct rapid assessments of damaged infrastructure, service gaps and urgent rehabilitation needs.
- Identify priority interventions and assess their technical feasibility.

- Prepare BOQs, cost estimates, technical specifications, scopes of works and drawings or sketches, as required.
- Support technical coordination with government **counterparts and partners and monitor assigned** interventions.
- Document implementation findings, corrective actions, response results and recommendations for recovery.

7. Final reporting and knowledge management

The consultant will consolidate assignment results and technical records to support follow-up, institutional learning and continuity. Final documentation will identify achievements, outstanding requirements and responsibilities for further action.

- Compare baseline and final progress for each assigned contract and location.
- Document achievements, contractor performance, unresolved defects, remaining works and risks.
- Assess the effectiveness of acceleration plans and corrective actions and record lessons learned.
- Compile an indexed electronic archive of reports, monitoring tools, photographs, ESS records, test results and completion documentation.
- Submit the final consultancy report and handover package, including recommendations and responsibilities for outstanding actions.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
The consultant will review assigned contracts, verify completed and outstanding works, assess contractor capacity and analyse delays. Working with contractors and supervision engineers, the consultant will prepare contract-specific acceleration plans and establish supervision and monitoring arrangements.	**Deliverable 1: Baseline assessment report and contract-specific acceleration plans.** Cover all initially assigned contracts, documenting verified progress, outstanding works, constraints and dated photographs. Each plan shall specify critical activities, measurable progress targets, resource requirements, material delivery dates, testing milestones, responsible parties and forecast completion dates.	Preliminary findings and priority plans by 30 December 2026; complete initial package by 29 January 2027.
The consultant will assess risks at assigned locations, review safety and inclusion provisions, and define mitigation measures and responsibilities. Subsequent compliance monitoring will be documented through regular supervision reports.	**Deliverable 2: ESS screening and mitigation package.** Provide completed screening forms for all initially assigned locations and a consolidated matrix specifying risks, mitigation measures, responsible parties and deadlines. Screen newly assigned locations within 15 working	Priority package by 30 January 2027; complete initial coverage by 28 February 2027.

	days of assignment, subject to access.	
The consultant will inspect assigned WASH projects and social infrastructure, verify quantities and quality, and monitor contractor performance against acceleration plans. Biweekly reports will document field findings, while consolidated monthly reports will analyse overall performance and management priorities.	**Deliverable 3: Twenty-two biweekly supervision reports and eleven consolidated monthly progress reports.** Biweekly reports shall document planned versus actual progress, inspections, dated photographs, quality and ESS findings, and corrective actions. Monthly reports shall consolidate physical and financial progress, contractor performance, risks, completion forecasts and decisions required, including revised acceleration plans for contracts missing agreed targets.	Two supervision reports and one consolidated report per reporting month, according to the agreed calendar. Final submissions by 29 October 2027.
The consultant will inspect works approaching completion, verify defects correction and review testing and operational documentation. Assessments will establish handover readiness and identify outstanding contractual requirements.	**Deliverable 4: Completion and handover assessment package** for each assigned contract reaching completion, including inspection findings, defects status, test reviews, documentation checklist and handover recommendation. Include an updated follow-up register for incomplete works.	Within 10 working days of each completion inspection. Estimate of 15 projects Final status updates by 29 October 2027.
The consultant will assess damage and urgent needs affecting WASH services and social infrastructure. Technical packages will define priority interventions, costs and implementation requirements for UNICEF-authorized assignments.	**Deliverable 5: Technical response package for each authorized assessment**, comprising findings, priority interventions, BOQs, estimates, specifications and sketches where required. Submit initial findings within two working days and the complete package within five working days after assessment.	As requested between 30 November 2026 and 29 October 2027, within the stated turnaround times and assignment end date.
The consultant will consolidate results, assess achievements against the baseline and document lessons and outstanding actions. Technical records will be organized for UNICEF's follow-up and continuity of supervision.	**Deliverable 6: Final consultancy report and indexed electronic archive.** Cover all assigned contracts, baseline-to-final progress, achievements, effectiveness of acceleration measures, unresolved issues and follow-up responsibilities. Include a documentation completeness checklist.	Draft by 15 October 2027; final report and archive by 29 October 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.
- 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:
- Bachelor's degree in civil engineering, Water Resources Engineering, Hydraulic Engineering, Construction Engineering or a related engineering discipline from a recognized institution.
- Work Experience:
- At least four years of relevant professional experience in construction supervision, quality assurance or technical monitoring of WASH projects and social infrastructure.
- Demonstrated experience supervising water supply and sanitation systems and the construction or rehabilitation of schools, health care facilities or other public facilities.
- Experience reviewing drawings, technical specifications, BOQs, construction measurements, contractor schedules and payment supporting documentation.
- Experience preparing acceleration plans, monitoring contractor performance, identifying construction defects and following up corrective actions.
- Practical experience in environmental and social safeguards, construction safety, testing, commissioning and infrastructure handover.

- Skills:
- Sound knowledge of construction methods, civil works, building services and WASH infrastructure, including solar-powered water supply systems.
- Ability to interpret engineering drawings, verify quantities and assess compliance with technical specifications and quality standards.
- Ability to prepare realistic implementation and acceleration plans, track progress and analyse completion risks.
- Knowledge of environmental and social safeguards, occupational health and safety, accessibility, climate resilience and inclusive infrastructure.
- Proficiency in Microsoft Word and Excel, engineering drawing software such as AutoCAD, and construction scheduling tools.
- Strong technical reporting, problem-solving and coordination skills, with the ability to work independently in district-based assignments and undertake frequent field travel
- Language Requirements:
- Fluency in Portuguese, with strong technical writing and communication skills.
- Working knowledge of English, including the ability to review technical documentation and prepare written inputs for reporting.

- Desirables:

- Experience of working in Cabo Delgado supervising construction of water supply systems, WASH in Health Facilities and in schools
- Experience working with UNICEF, other UN agencies, government institutions or development partners on infrastructure projects.
- Experience in emergency infrastructure assessments and preparing BOQs, cost estimates and technical response packages.
- Familiarity with government procedures and national standards for water supply, sanitation, education and health infrastructure in Mozambique.
- Knowledge of local languages spoken in the targeted districts.
- A postgraduate qualification in a relevant engineering or construction management discipline.