Dear Sir/Madam,

You are invited to submit an offer for service as Engineer Support Officer to support the Building Rehabilitation Project under the activity of “Strengthening Science and Mathematics in Primary Education in Timor-Leste” in accordance with the present Request for Proposal (RFP) from individual consultant.

The Request for Proposal (RFP) consists of this cover page and the following Annexes:

**Annexes I: Term of Reference (ToR) Engineer Support Officer for Building Rehabilitation Project**

Please send your proposal to:

Email : pcbjak.itb@unesco.org  
Subject : RFP Engineer Support Officer (JAK/QUO/22/SC/PCB/006)  
Deadline : 20 April 2022

Your proposal and any supporting documents must be in English.

This letter is not to be construed in any way as an offer to contract with you. Your proposal could, however, form the basis for a contract between you and UNESCO.

For and on behalf of UNESCO  
Policy and Capacity Building Unit  

UNESCO Office, Jakarta
TERMS OF REFERENCE

Ref.: JAK/QUO/22/SC/PCB/006
Engineer Support Officer for Building Rehabilitation Project
(Only Timor-Leste Nationals May Apply)

<table>
<thead>
<tr>
<th>Title:</th>
<th>Engineer Support Officer for Building Rehabilitation Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of contract:</td>
<td>Individual Consultant</td>
</tr>
<tr>
<td>Level</td>
<td>Middle</td>
</tr>
<tr>
<td>Contract period:</td>
<td>30 April – 15 August 2022 (3.5 months)</td>
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<tr>
<td>Duty Station</td>
<td>UNESCO Dili Antenna Office, with frequent travel to 9 municipalities in Timor-Leste (Ainaro, Baucau, Bobonaro, Covalima, Lautem, Liquiça, Manatuto, Manufahi and Viqueque)</td>
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</table>

1. Background

Within the framework of the project "Strengthening Science and Mathematics in Primary Education in Timor-Leste", UNESCO Jakarta, in coordination with the Ministry of Education, Youth and Sports of Timor-Leste, will establish a functional Science and Mathematics Laboratory in its existing location in nine municipalities in Timor-Leste: Ainaro, Baucau, Bobonaro, Covalima, Lautem, Liquiça, Manatuto, Manufahi and Viqueque. The rehabilitation project of each laboratory will vary depending on its current conditions.

UNESCO Jakarta seeks a qualified contractor to assist and monitor the rehabilitation project in each site to achieve the overall efficiency and effectiveness of operations and timely delivery of the rehabilitation project.

2. Objectives

The main objectives of this task are:

1. Assist the tender process by ensuring the Request for Quotation (RFQ) and related bidding documents for the rehabilitation project meet the construction standard, reviewing the bidding proposals, and providing recommendations for the tender competition's contract awardee.

2. Assist day-to-day laboratory rehabilitation projects in the nine municipalities by ascertaining quality control and assurance based on the approved construction plans and designs.

3. Ensure the overall efficiency and effectiveness of laboratory rehabilitation processes following the construction plans, designs and schemes to achieve timely delivery of the rehabilitation project.

3. Outputs

The expected outputs under this contract are:

1. Progress reports of the laboratory rehabilitation projects in Ainaro, Baucau, Bobonaro, Covalima, Lautem, Liquiça, Manatuto, Manufahi and Viqueque as agreed schedule.

2. The Science and Mathematics practical laboratory in Ainaro, Baucau, Bobonaro, Covalima, Lautem, Liquiça, Manatuto, Manufahi and Viqueque) are fully rehabilitated and functional by 1 August 2022 at the latest.
4. Duties and Responsibilities

Under the overall authority of the Director of UNESCO Office in Jakarta and direct supervision of the Programme Specialist for Science, Policy and Capacity Building, the Consultant will be responsible for supervising the Science and Mathematics Laboratory Rehabilitation Project in Timor-Leste under the project "Strengthening Science and Mathematics in Primary Education in Timor-Leste". As the Laboratory Rehabilitation Project Manager, the Consultant will be responsible for delivering the following services:

I. Construction Works: Preliminary and Completion Activities

1. Conduct the quality assessment of current BoQs for rehabilitation projects in Ainaro, Baucau, Bobonaro, Covalima, Lautem, Liquiça, Manatuto, Manufahi, and make the necessary adjustment of the BoQs.
2. Conduct the visit to the proposed rehabilitation project site in Viqueque, assess the building conditions, and prepare the detailed BoQ to rehabilitate the building to be a functional laboratory.
3. Contribute to the tendering process for the rehabilitation project, including but not limited to:
   3.1. Review the existing project documentation (such as project design, drawings, sketches)
   3.2. Ensure that all relevant data and information are incorporated into the final BoQs and RFQs document for an invitation to tender no later than (date)
   3.3. Lead the review of proposals and recommend the construction vendor(s) for the Science and Mathematics Laboratory Rehabilitation project with the best value for money.
4. Develop a checklist for quality assurance and quality control of the rehabilitation project.
5. Maintain relevant construction records, prepare regular interim reports until the project is completed, and submit these reports to UNESCO.
6. Facilitate the handover process of the completed rehabilitation project from UNESCO to the Ministry of Education Youth and Sports in close consultation with UNESCO Jakarta and Timor-Leste National Commission for UNESCO (TLNCU), including preparing the legal papers and guidelines to maintain the rehabilitated laboratories upon completion.

II. Monitoring and Supervision Reporting

1. Conduct daily monitoring and supervision to ensure the rehabilitation projects in the nine municipalities are implemented according to the required specification and within the agreed timeline.
2. Ascertain quality control of the rehabilitation projects, ensure the Contractor is working in compliance with the rules and regulations of the local authority.
3. Provide technical advice in project management, including risk management, review and update the construction specification when needed, cost control, and scheduling.
4. Undertake inspection during delivery of construction materials to ensure it is aligned with the construction plans, designs and schemes.
5. Supervise the electrical, plumbing, and mechanical works of the construction project.
6. Organise a regular biweekly meeting with the Contractor, Timor-Leste National Commission for UNESCO (TLNCU) and the Ministry of Education Youth and Sports and relevant partners to identify and manage risks, initiate corrective actions where necessary, to the benefit of TLNCU, Ministry of Education Youth and Sports, Donor (Govt. of Japan), and UNESCO.

7. Monitor the rehabilitation progress to ensure the Contractor renders the deliverables on schedule and payments are issued on time.

III. General Duties and Responsibilities

1. Regularly and proactively update UNESCO with the project's latest development through regular communication via electronic means. Any significant deviation of the project must have prior agreement from UNESCO.

2. Provide regular monthly progress reports of the rehabilitation process and other relevant information to UNESCO.

3. Assist in any amendment of the Rehabilitation Project contract based on the approved revised structural plans and design, including additional costs, if applicable.

4. Coordinate the daily project operations to ensure proper and timely actions from the stakeholders such as UNESCO, TLNCU, the Ministry of Education Youth and Sports, the Contractor(s), and other relevant parties.

5. Work closely with UNESCO project staff in Jakarta and Dili, provide UNESCO with the information, reports, documents, and data as required, and follow up the financial and administrative reporting matters of the Contractor.

6. Perform other tasks related to the project implementation as requested by the Director of UNESCO Jakarta and Project Leader.

7. Submit to UNESCO for approval:
   7.1. Reviewed BoQs and RFQ documents of the Rehabilitation Project in nine municipalities ready for the tender process (one week after signing the contract)
   7.2. Progress Report No. 1 and its supporting document by 16 May 2022
   7.3. Progress Report No. 2 and its supporting document by 16 June 2022
   7.4. Progress Report No. 3 and its supporting document by 16 July 2022
   7.5. Final report of the completed project and its supporting document, such as handover document and building maintenance guidelines by 1 August 2022.

5. Outputs and Timeline

<table>
<thead>
<tr>
<th>No.</th>
<th>Outputs</th>
<th>Reference</th>
<th>Timeline</th>
<th>Payable Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BoQ Quality Assessment and RFQ Document</td>
<td>4.III.7.1</td>
<td>within 1 week after signed the contract</td>
<td>20% of the contract value</td>
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<tr>
<td>2</td>
<td>Monthly Progress Report 1</td>
<td>4.III.7.2</td>
<td>16 May 2022</td>
<td>20% of the contract value</td>
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### Monthly Progress Reports

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Date</th>
<th>Percentage of Contract Value</th>
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<tbody>
<tr>
<td>3</td>
<td>Monthly Progress Report 2</td>
<td>4.III.7.3</td>
<td>16 June 2022</td>
</tr>
<tr>
<td>4</td>
<td>Monthly Progress Report 3</td>
<td>4.III.7.4</td>
<td>16 July 2022</td>
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<tr>
<td>5</td>
<td>Final report of 100% of the completed work, Handover Documents of Completed Construction Work and other supporting documents</td>
<td>4.III.7.5</td>
<td>1 August 2022</td>
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</tbody>
</table>

### 6. Inputs

UNESCO and its partners, such as Timor-Leste National Commission for UNESCO, will provide the Contractor with information and advice on the activities provided for this contract.

### 7. Qualification

a. Have a university degree in Civil or Structural Engineering, Architecture or other relevant technical areas.
b. Have a valid and appropriate professional license duly issued by the authorised national engineering institution of Timor-Leste. Certifications and/or training related to construction project management is an asset.
c. Have five years of professional experience in medium to large scale construction project management.
d. Have working experience in complex environments and medium infrastructure and/or civil works, particularly in construction project management, monitoring, evaluation, quality assurance and quality control, and construction supervision.
e. Have experience in managing and supervising medium to large scale construction works in Timor-Leste.
f. Know about procurement, tendering and contracting processes and requirements.
g. Excellent and proven experience in dealing with construction project contractors, government partners and foreign aid agencies.
h. Familiar with building design and construction with natural specification and requirements in Timor-Leste.
i. Working experience with United Nations agencies or other international development organisations is an asset.
j. Excellent knowledge of English and full proficiency in Tetum is required.

### 8. Offer of Proposal

An interested consultant should submit a proposal to:

- **Email**: pcbjak.itb@unesco.org
- **With Subject**: RFP Engineer Support Officer (JAK/QUO/22/SC/PCB/006)
- **Before Deadline**: 20 April 2022

consisting of:

1. letter of interest, indicating previous similar works that support the ability to carry out the assignment in this TOR;
2. latest CV;
3. copy of Passport;
4. technical proposal including work plan to implement the task as specified in the TOR;
5. expected consultancy rate to carry out the assignment for a maximum of **3.5 months** and a travel cost according to workplan to conduct the task specified in the TOR. Please use the table below for detail budget breakdown.

<table>
<thead>
<tr>
<th>Description of Activity/Item</th>
<th>No of Consultants</th>
<th>Rate per Day [currency/ amount]</th>
<th>No of man-days</th>
<th>Total [currency/amount]</th>
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<tbody>
<tr>
<td>1. Remuneration</td>
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<tr>
<td>1.1 Services at Home Office (if applicable)</td>
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<tr>
<td>1.2 Services on site (if applicable)</td>
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<tr>
<td>2. Other Expenses</td>
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<tr>
<td>2.1 Travel according to workplan (please specify)</td>
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<td>2.2 Equipment and other items</td>
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<td>2.3 Others (please specify)</td>
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<td>2.4</td>
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