UNESCO Office, Jakarta
Regional Science Bureau for Asia and the Pacific
Cluster Office for Brunei Darussalam, Indonesia, Malaysia, Philippines and Timor-Leste

ATTACHMENT A

TERMS OF REFERENCE
Construction Project Manager
(Only Filipino Nationals May Apply)

<table>
<thead>
<tr>
<th>Unit</th>
<th>Education Unit, UNESCO Jakarta Office</th>
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<tbody>
<tr>
<td>Title</td>
<td>Construction Project Manager</td>
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<tr>
<td>Level</td>
<td>Middle</td>
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<tr>
<td>Duty Station</td>
<td>DepEd Regional Office VIII-Eastern Visayas, Candahug, Palo, Leyte, Philippines</td>
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<tr>
<td>Type of Contract</td>
<td>Individual Specialist</td>
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<tr>
<td>Starting Date</td>
<td>01 August 2020</td>
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<tr>
<td>Duration</td>
<td>11 Months (with possibility of extension, subject to availability of funds and satisfactory performance)</td>
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<tr>
<td>Closing Date</td>
<td>15 July 2020</td>
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A. BACKGROUND AND CONTEXT
UNESCO Jakarta in partnership with Philippines’ Department of Education and with financial support of Korea International Cooperation Agency (KOICA) is currently implementing the “Better Life of Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines” project. One of the component of this project is the construction of the Girls Education Centre located inside the compound of DepEd Regional Office VIII-Eastern Visayas, Government Centre, Candahug, Palo, Leyte, Philippines. It is a one-stop educational hub where Alternative Learning System (ALS) girl-learners will be able to avail holistic support and opportunities to improve their lives.

B. PURPOSE OF THE ASSIGNMENT
The Construction Project Manager will be responsible to monitor and evaluate the construction of the Girls Education Centre in compliance with the approved plans and documents of the project “Better Life for Out-of-Schools Girls to Fight Against Poverty and Injustice in the Philippines”, including ascertain the quality control and quality assurance of the construction project; day-to-day management and supervision, ensuring the overall efficiency and effectiveness of processes and activities undertaken to achieve timely delivery of the construction project. She/He will be providing technical assistance and sound advice to UNESCO and its partners, including inputs to the development of the construction strategies as well as policies for the maintenance of the Girls Education Centre.

C. DUTIES AND RESPONSIBILITIES
Under the overall supervision of the Director of UNESCO Jakarta, and direct supervision of the Head of Education, UNESCO Jakarta, the Construction Project Manager will be responsible to manage the construction of the Girls Education Centre, monitor construction methods and quality control, certify that the quality of works conforms to the specifications, norms, standards, drawings and plans. Responsibilities of Construction Project Manager under this heading includes, but not necessarily limited to, the following:

I. Construction Works: Preliminaries and Completion Activities
- Develop the Request for Proposals for the invitation to bid for large projects to the construction firms/companies for the construction of Girls Education Centre within the compound of DepEd Regional Office VIII-Eastern Visayas, Candahug, Palo, Leyte, Philippines.
Disseminate the invitation to bid for the construction of Girls Education Centre to as many as possible prospective construction firms or companies. 
Organise the pre-bid conference for the interested prospective construction firms or companies before submission of the proposal for the construction of Girls Education Centre. 
Lead in organising the opening of submitted bids for the construction of Girls Education Centre.
Provide sound technical advice to UNESCO as well as to its partners for the best value for money and most advantageous proposals among the submitted bids for the construction of Girls Education Centre. 
Conduct a thorough background check of the construction firms or companies that submitted the bids proposals for the construction of Girls Education Centre.
Coordinate and follow-up with the winning construction firm or company for the submission of necessary documents and signing of contract. 
Organise pre-construction briefing meeting with the winning construction firm or company. 
Organise and coordinate the ground-breaking ceremony for the construction of Girls Education Centre. 
Energize the power and water supply system of the completed construction project. 
Maintain the relevant construction records, prepare the interim until final construction and handover reports.
Facilitate the handover process of completed construction project from UNESCO Jakarta Office to Department of Education (DepEd) Regional Office VIII-Eastern Visayas, Candahug, Palo, Leyte, Philippines.
Prepare handover documents that will include, but not limited to, legal papers and policies for the maintenance of the infrastructures.
Assist in the organisation of an inauguration ceremony of the completed construction project with high level key officials from UNESCO, Philippines’ Department of Education, KOICA and relevant partners.

II. Construction Supervision Manual for Quality Control System
Prepare Construction Supervision Manual and Forms delineating a consistent, comprehensive and uniform system of quality assurance and quality control for the components, including but not limited to systems of checks and reviews, description of type, frequency and procedures of on-site as well as laboratory tests and inspections, etc., that will be enforced during construction to ensure highest standards of quality.

III. Monitoring and Supervision Reports
Ensure that effective implementation, monitoring and supervision of the construction of the Girls Education Centre.
Ascertain effective quality control systems of the construction firm or company work in compliance with rules and regulations of Philippines’ Department of Education, Korea International Cooperation Agency (KOICA) and UNESCO quality standards.
Provide necessary technical support in project management, including risk management, cost control, scheduling, monitoring and reporting.
Review and update specification of works, develop guidelines for quality assurance and quality control system for the smooth implementation of project components.
Develop daily and weekly monitoring checklists for the construction of Girls Education Centre.
Supervision during construction and delivery that involves supervision and inspection during and after construction activities namely: review of construction plans, designs and schemes; coordination of construction contractor activities; and other related tasks.
• Supervise the testing of the materials and concrete pouring of all structures.
• Supervise the electrical, plumbing and mechanical works of this construction project.
• Monitor and evaluate the performance of service provided by the construction project contractor.
• Identify and manage risks, initiate corrective actions where necessary, to the benefit of Philippines’ Department of Education, KOICA, and UNESCO. Prepare daily, weekly and monthly accomplishments of the construction project as well as monthly billing and payment of the contractor.
• Organise a regular monthly meeting with the construction project contractor, Philippines’ Department of Education and relevant partners.
• Provide regular monthly progress report of the construction of the Girls Education Centre as well as other relevant information.
• Supervise and monitor construction progress and obligations to ensure the construction contractors and personnel are rendering the deliverables on schedule and payments are issued on time.

IV. General Duties and Responsibilities
• Coordinate with operations and programmes required activities ensuring proper and timely actions from all stakeholders, UNESCO, Philippines’ Department of Education, the contractors, the engineering consultancy companies, and others.
• In charge for overall progress of the construction of the Girls Education Centre and the use of resources.
• Perform other administrative assistance related to logistical, managerial, reportorial, and tasks in line with the project, among others.
• Work closely with project staff based in Indonesia and Philippines related to construction project activities, such as provide the information, report, document, and data as required; follow up the financial and administrative matters.
• Perform other tasks related to the project implementation as requested by the Director of UNESCO Jakarta and Head of Education Unit.

D. DELIVERABLES AND DEADLINES
In reference to the duties and responsibilities outlined in this terms of reference, this Construction Supervisor Consultant is expected to deliver the following on the date specified:

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<th>No.</th>
<th>Deliverables</th>
<th>Deadline</th>
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| 1   | • Terms of Reference for invitation to bid for large project for the construction of Girls Education Centre.  
   • Meeting report of the pre-bid conference with the interested prospective contractors.  
   • Draft Construction Supervision Manual and Forms.  
   • Daily and Weekly Monitoring Checklists.       | 31 August 2020            |
| 2   | • Relevant information gathered about the prospective contractors that submitted the bid proposals.  
   • Selection meeting report of the opening of submitted bid proposals.  
   • Meeting report of the pre-construction briefing meeting with the winning construction company or firm.  
   • Report on the organised ground breaking ceremony. | 30 September 2020        |
E. REQUIRED SKILLS AND QUALIFICATION

- University degree in Civil or Structural Engineering, Architecture or other relevant technical area.
- Valid and appropriate professional license duly issued by Philippines Professional Regulation Commission (PRC). Certifications and/or trainings related to construction project management is an asset.
- Minimum of 7 years of professional experience in construction project management of educational buildings and other related buildings.
- Experience in working in complex environments and medium infrastructure and/or civil works, particularly in the field of construction project management, monitoring, evaluation, quality assurance and quality control as well as construction supervision.
- Experience in community mobilization/community monitoring sites, coupled with the ability to address and manage all aspects of monitoring of construction that includes legal aspects of positioning, procurement, law and knowledge of construction contracts, construction information technologies, and follow-up.
Experience in managing and supervising medium to large-scale construction works in the public and/or private sector.
Knowledge of procurement, tendering, and contracting processes and requirements.
Excellent and proven experience in dealing with construction project contractors, government partners and foreign aid agencies.
Familiar with building design and construction in the natural disaster (typhoons and earthquakes) prone areas in the Philippines.
Knowledge of United Nations rules, procedures and regulations is an advantage.
Working experience with United Nations agencies or other international development organization is an asset.
Excellent knowledge of English and full proficiency of Filipino languages is required. Knowledge of Waray and/or Bisaya will be an advantage.

F. FACILITIES TO BE PROVIDED BY UNESCO

Need for presence of Individual Specialist in office:
☐ partial (for presentations of the consultant outputs on agreed dates)
☐ intermittent (explain)
☒ full time/office based in the Department of Education (DepEd) Regional Office 8 in Brgy. Candahug, Palo, Province of Leyte, the Philippines

Provision of Support Services:
Office space: ☒ Yes ☐ No
Equipment (laptop etc): ☒ Yes ☐ No
Secretarial Services: ☒ Yes ☐ No
Visa arrangements: ☐ Yes ☒ No