



United Nations
Educational, Scientific and
Cultural Organization

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)

Unit	Education Unit, UNESCO Jakarta Office
Title	Construction Project Manager
Duty Station	DepEd Regional Office VIII-Eastern Visayas, Candahug, Palo, Leyte, Philippines
Type of Contract	Consultant
Starting Date Contract	11 February 2022
Duration	11 Months
Closing Date RFP	6 February 2022

A. BACKGROUND AND CONTEXT

UNESCO Jakarta in partnership with Philippines' Department of Education and with financial support of Korea International Cooperation Agency (KOICA) is implementing the "Better Life of Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines" project. One of the components of this project is the construction of the Girls Education Centre located inside the compound of DepEd Regional Office VIII-Eastern Visayas, Government Centre, Brgy. Candahug, Palo, Leyte, Philippines. It is a one-stop educational hub where out-of-school girl-learners will be able to avail holistic support and opportunities to improve their lives through continuing learning and life skills training under ALS programme.

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 ascertaining the quality control and quality assurance of the construction project based on approved construction plans and design of the Girls Education Center; its 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, direct supervision of the Head of Education UNESCO Jakarta and in close collaboration with UNESCO focal point in Manila, 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 the Construction Project Manager under this heading includes, but not necessarily limited to, the following:

I. Construction Works: Preliminaries and Completion Activities

- Lead in organising and facilitating the review of new proposals in case of needs for supplementary activities during the course of the construction of the Girls Education Center from time to time and provide technical recommendations and advices to UNESCO.

- Provide sound technical advice to UNESCO as well as to its partners for the best value for money and most advantageous proposals on costs related to the actual construction of Girls Education Centre.
- Ensure the power and water supply system of the GEC are energized on the completed construction project.
- Maintain relevant construction records, prepare interim reports until final construction and handover of these reports to UNESCO.
- Facilitate the handover process of the 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 constructed infrastructure(s).
- Assist in the organisation of the 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

- Apply and implement the developed Construction Supervision Manual and Forms during actual construction activities 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.
- Develop a quick evaluation of the construction activities (prepare a checklist) prior completion of the construction of GEC using the construction supervision manual and provide impressions and summary report for submission to UNESCO that highlights overall compliance of construction activities based on the construction supervision manual developed.

III. Monitoring and Supervision Reports

- Ensure that effective implementation, monitoring and supervision of the construction activities of the Girls Education Centre are carried out.
- Ascertain effective quality control systems of the construction firm/contractor or company work in compliance with the rules and regulations of the Philippines' Department of Education, the Korea International Cooperation Agency (KOICA) and UNESCO's quality standards.
- Provide necessary technical support in project management, including risk management, cost control, scheduling, monitoring and reporting of the construction of the GEC.
- Review and update specification of works, develop guidelines for quality assurance and quality control system for the smooth implementation of the construction project's components.
- Develop daily and weekly monitoring checklists for the construction of Girls Education Centre and accomplish these checklists to show progress of the construction.
- Undertake supervision during construction and delivery of construction materials that involves inspection and checks during and after construction activities namely: review of construction plans, designs and schemes; coordination of construction contractor's 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 the construction project.
- Monitor and evaluate the performance of services and activities provided and carried out 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 to the team.
- Supervise and monitor construction progress and obligations to ensure the construction contractor and its personnel/workers are rendering the deliverables on schedule and payments are issued on time.
- Develop a simple building maintenance plan for GEC that will be part of the handover documents to DepEd Regional Office VIII under the sustainability plan of GEC.

IV. General Duties and Responsibilities

- Assist in the amendment of the contract based on the revised structural plans and design of the Girls Education Center including additional costs with the Contractor for the execution of the construction activities.
- Coordinate with operations and programmes' required activities ensuring proper and timely actions from all stakeholders such as, UNESCO, Philippines' Department of Education, the contractors, the engineering consultancy companies, and others.
- In charge for monitoring and tracking the overall progress of the construction of the Girls Education Centre and the use of resources and report these progress to the team.
- 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 relevant and needed information, reports, documents, and data as required; follow up the financial and administrative reporting matters of the contractor.
- 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 term of reference, the Construction Project Manager is expected to deliver during the contract duration the following outputs:

- Monthly Monitoring and Technical Report.
- Monthly Summary Accomplishment Report.
- Monthly Construction Progress Report.
- Monthly Narrative Report of the Construction Work.
- Minutes of Regular Meeting with Contractor and Partners.
- Quarterly Progress Report of the Construction Work.
- Bi-annual Progress Report of the Construction Work.
- Annual Progress Report of the Construction Work.
- Handover Documents of Completed Construction Work.
- Construction Completion Report.
- Inauguration Ceremony Report.
- Photo documentations and evidence during actual Construction Work.

E. REQUIERED 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