DESCRIPTION OF ASSIGNMENT

**Preamble:**

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

1. **Assignment title:** Civil Engineer – Health Infrastructure
2. **Host entity:** United Nations Development Programme (UNDP)
3. **Volunteer category:** International UN Volunteer
4. **Duty station, country:** Insert duty station, country
5. **Number of UN Volunteers:** Enter number of volunteers
6. **Duration (in months):       or expected contract end date:**
7. **Possibility of extension\*:** Choose an item:

\*Dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

1. **Assignment family status:** Choose an item:
2. **Expected start date:** Enter expected start date
3. **Organizational context and brief project description:**

The United Nations Development Programme (UNDP) is the UN’s global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help

empower lives and build resilient nations.

The [UNDP HIV, Health & Development Strategy 2016-2021: Connecting the Dots](https://www.undp.org/content/undp/en/home/librarypage/hiv-aids/hiv--health-and-development-strategy-2016-2021.html) outlines its unique contribution to the global health response through its work to reduce inequalities and social exclusion that drive HIV and poor health, promote effective and inclusive governance for health, and build resilient and sustainable systems for health.

[Provide brief description of the project under which the UN Volunteer is assigned, including relevant stakeholders, outcomes etc. and/or include web link. Example text included below.]

UNDP partners with the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) to support national responses to the three diseases and strengthen systems for health. In [insert country], UNDP is the Principal Recipient (PR) of the [insert grant component (i.e. HIV/TB/Malaria/resilient and sustainable systems for health)] Global Fund grant. The objective is to ensure access to quality health services for all and enable all those living or affected by the diseases to live healthy, productive lives. The partnership leverages UNDP’s mandate to strengthen institutions to deliver universal access to basic services, including through rebuilding resilient health services in crisis and post-crisis settings.

UNDP is requested to serve as PR on an interim basis in countries facing a wide variety of special challenges, including serious capacity constraints, post-crisis or complex emergencies, weak governance and accountability, grant implementation difficulties and financial irregularities, or other exceptional circumstances that prevent a national entity from acting as PR. In this role, UNDP manages implementation of Global Fund grants whilst developing national capacity and strengthening national systems to gradually reduce the need for UNDP implementation support and to transfer the role of PR to national entities when circumstances permit.

For the implementation of the Global Fund programme, UNDP [insert country] has established a Programme Management Unit (PMU) that coordinates the implementation of the grant and provides general guidance of Global Fund and UNDP rules and procedures to all Sub-recipients (SRs) participating in the implementation of the projects. The PMU also ensures coordination with other initiatives funded by the Global Fund and other health programmes.

As part of efforts to build resilient and sustainable systems for health and ensure quality health service delivery, UNDP supports countries to strengthen local health infrastructure, leveraging investments from the Global Fund, other health partners, and domestic resources. In close coordination with national counterparts and based on needs, UNDP infrastructure support may entail the construction and/or rehabilitation of medical warehouses, health facilities, medical laboratories, and other infrastructure part of the health supply chain. UNDP also supports investments to promote the environmental sustainability and climate resilience of health infrastructure, such as through the [Solar for Health (S4H)](https://www.undp-capacitydevelopment-health.org/en/capacities/focus/solar-for-health/) initiative.

In [insert country], UNDP is supporting the government with [insert details on specific infrastructure projects underway/relevant to the UNV assignment]. The UNDP [insert country] PMU seeks a Civil Engineer to provide technical expertise and support for the effective implementation of health infrastructure activities under the UNDP-managed [insert grant component] Global Fund grant. The Civil Engineer will support the planning, oversight, management, quality assurance, and stakeholder engagement processes to facilitate the project activities. H/she will work closely with other staff in the PMU, government counterparts, contractors, and other stakeholders involved in the infrastructure interventions.

1. **Sustainable Development Goals:** Choose an SDG.

**Supervision, induction and duty of care of UN Volunteers**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

* Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
* Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
* Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
* Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
* Access to shared host entity corporate knowledge, training and learning; ​
* Inclusion of the volunteer in emergency procedures such as evacuations;
* Leave management;
* DSA for official travel, when applicable​;
* All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

1. **Description of tasks**

*The below tasks are noted as potential support UN Volunteers could provide. You are encouraged to adapt them to your country or programme context.*

Within the delegated authority and under the supervision of Insert function or his/her designated mandated representative(s), the UN Volunteer Civil Engineer will support the following general tasks:

* Provide oversight and closely monitor the implementation of the construction/rehabilitation to ensure that contractors and implementing partners are compliant with technical standards and produces the results within the specificed constraints of time and cost;
* Prepare costed bill of quantities (BoQ), review technical specifications and provide support through all stages of the tendering process, participate in site visits, respond to technical queries, assist in the evaluation process, and produce progessive and end-of-project reports;
* Liase with all relevant stakeholders to ensure proper progress and success of project implementation.

Some of the specific tasks to be conducted by the Civil Engineer include:

1. **Planning and coordination**

* Lead and supervise the facilitation of building projects and installation of warehouse equipment and associated administration;
* Participate in evaluation of technical and budget proposals to ensure that the funds are adequate for engineering requirements;
* Obtain necessary building permits;
* Prepare high-level timelines, critical path and project deadlines and monitor and adjust as necessary;
* Coordinate project activities between contractors and the client, including:
* Prepare ToRs for design consultancy firms to conduct topography survey of the project sites and prepare designs, drawings and BoQ for the required infrastructure;
* Liaise with the design consultancies engaged by the project for design of projects and provide feedbacks/comments whenever required;
* Review and agree on costs of engineering-related requirements, subsequent BoQ, and preparation of project-design documentation;
* Review and agree on the quantity, quality and cost of the materials used for construction of the building by the Contractor.
* Supervise relevant project team members and assist with their recruitment as required;

1. **Oversight, monitoring, and quality assurance**

* Provide independent oversight and quality assurance for implementation of engineering and construction works by contractors during implementation of works;
* Review project plans, work schedules and the construction strategy provided by contractors;
* Monitor and review contractor and Clerk of Works’ compliance with plans and schedules to ensure they are implemented in accordance with specifications in the contract and with timely progress to meet deadlines;
* Ensure that the construction activities are carried out according to the plans, designs and drawings and ascertain accuracy of the qualities, quantities and proportions of the construction materials are precisely maintained.
* Survey the construction site and ensure that construction activities are carried out within demarcated land boundary and protect the site from external encroachment;
* Oversee quality control, health and safety matters of workers on the construction site;
* Check and certify requests for payment from contracted construction companies and make appropriate recommendations to senior management and UNDP business units;
* Conduct site safety inspections;
* Manage changes to engineering scope and ensure written client approval is obtained for changes before proceeding with work;
* Resolve any unforeseen technical difficulties and other problems that may arise in the process of the work;

1. **Stakeholder engagement and documentation**

* Maintain constant liaison with the contractor and their representatives (architects, engineers and surveyors), including attending regular meetings to ensure the pace of work progress;
* Keep up to date with policy and legislative requirements including national quality, safety, drug and alcohol policies and emergency plans;
* Confer with UNDP Programme Manager and other UNDP Global Fund focal points on project-related matters and keep the PMU informed of project progress;
* Liaise with Ministry of Health project team members and provide regular progress updates;
* Facilitate regular site visits for UNDP and Ministry of Health management and representatives ensuring the client is supported to enhance project delivery;
* Report delays, substandard workmanship, safety concerns or accidents, work issues or environmental concerns to the client to enable appropriate action to be taken;
* Maintain email contact with client, contractors and Clerk of Works;
* Manage project budgets and advise the client on the impact of variations they arise;
* Ensure all stakeholders are adequately informed of project progress;
* Prepare and file all relevant documentation, such as technical and financial reports, meeting minutes, status reports, certifications, permits, and plans for stakeholder handover and acceptance;
* Facilitate handover of projects to the stakeholders, including preparation of a final project report with measurement of key performance indicators;
* [Insert additional tasks as necessary given local context]

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

* Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
* Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
* Provide annual and end of assignment self- reports on UN Volunteer actions, results and opportunities.
* Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
* Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
* Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

1. **Results/expected outputs**

[Results/Outputs can be modified as appropriate; should not entirely mirror the task description but serve as a basis for workplan and deliverables]

As an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support is rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:

* Necessary cost estimates, BoQs and project documentations are developed and quality assurance provided;
* Procurement meets construction, legal and ethical requirements;
* Construction complies with all building codes, statutes and legal requirements and receives necessary certifications;
* Health, safety and environment standards are adhered to during construction;
* Smooth handover (acceptance) of construction projects to national entities is ensured;
* Key stakeholders are kept informed during construction and empowered to make decisions about the project;
* Contractors meet obligations and construction meets the required standards;
* Necessary documentation and reporting is complete and filed;
* Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
* A final statement of achievements towards volunteerism for peace and development during the assignment is provided, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

1. **Qualifications/requirements**

Required Degree Level**:** Master's degree

Required Experience:5years

1. Qualifications, skills, experience:

* Advanced higher degree in civil or structural engineering, architecture or related field.
* With a Master’s degree, at least 5 years and with a Bachelor’s degree, 7 years of relevant experience in civil works programme management at the national or international level;
* Professional work experience in construction with a focus on design, standardization, monitoring and oversight mandatory;
* International experience on a development programme or project highly desirable;
* Previous experience with the UN and/or Global Fund would be an advantage;
* Proficiency with Information Technology, including Microsoft Office (Word, Excel, and PowerPoint), competency in using web based management systems, construction and architecture software packages (CAD /ArchiCAD, GPS and mapping software, etc);
* Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners.
* **Driving license required:** Yes

b) Competencies and values [Edit as required]:

* Professionalism: demonstrated understanding of operations relevant to UNDP; technical capabilities or knowledge relevant or transferrable to UNDP procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
* Integrity: demonstrate the values and ethical standards of the UN and UNDP in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
* Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
* Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
* Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
* Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
* Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
* Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNDP’s mission and vision, as well as to the UN Core Values.

c) Language skills

Choose an item. spoken and written [language(s)] is required;

Choose an item. [other language(s)] is an advantage;

1. **Living Conditions**

[Provide brief description of relevant living conditions in duty station – e.g. security situation, access and air travel, climate, cultural awareness such as dress code / alcohol use, cost of living, accommodation options, availability of food/water/electricity, medical facilities, banking facilities, communications infrastructure, etc.

If duty station is a challenging operating environment, end with encouraging but cautioning statement such as “XXX is a unique country and XXX is a unique (humanitarian) operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

1. **Conditions of Service**

The initial contract is issued upon arrival for the period indicated above. The contract can be extended depending on continuation of mandate, availability of funding, operational necessity and satisfactory performance. However, there is no expectancy of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA), which is composed of a Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be calculated using by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate US$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website - [http://icsc.un.org](http://icsc.un.org/).

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.  
Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.  
  
UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).  
  
UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.  
  
UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**Description of Assignment prepared by the Project Manager/UN Entity:**

[Name, functional title, Host Agency, location, date]

**Description of Assignment approved by UNV Country Office Team/Support Office:**

[Name, functional title, Host Agency, location, date]

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality, age and culture.*