



## TERMS OF REFERENCE

### FOR THE CONSULTANCY CONTRACT OF: FIELD ENGINEER INFRASTRUCTURE/SHELTER

**Duty Station of the Consultancy:** Bucharest, Romania

**Position title:** Consultant – Engineer Technical Advisor

**Classification:** Consultant (part time)

**Type of appointment:** Consultant, three months with possibility of extension

**Estimated start date:** As soon as possible

**Closing date:** 26 November 2022

#### Introduction:

Established in 1951, International Organization for Migration is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

#### Context and Scope:

Under the overall supervision of the Head of Programmes and the direct supervision of the Programme Manager(s), and in close coordination with the IOM Romania Procurement relevant staff, the successful candidate is responsible and accountable for providing technical advice for the coordination and supervision of all the activities which require specific Civil Engineering knowledge.

IOM Romania requires technical support in the area of construction and planning in the various activities. Among the activities that require technical support are: technical evaluations and/or assesment of buildings for the prospect of rehabilitation, renovation of buildings designed to support migrants and their host communities (e.g., collective centers, accommodation centers, schools, hospitals, social houses, etc.), provision of safe spaces for the mobile population and host communities, expansion of the capacity of accommodation in shelters, and other related activities.

#### Tasks to be performed under the Consultancy contract

- Effectively support the Project Manager (PM) to coordinate work activities according to criteria specified, on time and within budget to the best interests of IOM.
- Assist in the assessment of needs for construction and rehabilitation interventions, approved and agreed on by the communities.

- Undertake duty travel as required to provide technical guidance to project staff and implementing partners and to compile field monitoring reports highlighting implementation challenges and solutions.
- Support in the preparation of technical documentation in field visits; photographs, plans, measurements and reports.
- Support for the identification of suppliers of construction materials and services
- Collection of information and quotations and support in technical evaluation.
- Support in coordination with the IOM team, to the purchasing and contracts area, on technical specifications of the procurement processes.
- Maintain continuous contact with the Programme Manager(s) as well as with the Head of Office, to report on the progress of the work and conditions presented.
- Keep an orderly record of the activities carried out (book of orders on site, exchange of technical information and documentation provided to other relevant entities)
- Preparation of work plan and schedule of activities, in coordination with the Programme Manager(s) and/or other staff members of the IOM.
- Elaborate the technical plans and measurements for proposals of constructive processes/ rehabilitation works.
- Report to and discuss with the project staff any technical issues which may have a direct impact on the general implementation of the project or of the organization's activities in the area.
- Establish contacts with counterparts (technical co-ordinators from other agencies, other relevant entities) and share with them techniques, knowledge, approaches related to construction works.
- Prepare reports on her/his activities as per the PM's requests.

#### Performance indicators for evaluation of results

- Satisfactory completion of tasks indicated in this ToR.
- Initiative, planning and timeliness for managing and overseeing construction projects.
- Quality of works/proposals.
- Satisfactory contacts with local engineers and national and local technical counterparts.

#### Reporting

The Shelter and Infrastructure Field Consultant will report on the progress of his/her activities to the Head of Programmes and the Head of Office for review and acceptance.

**Definition of the final product (technical documentation, data collected, workshops organized, search documents written, etc.):**

No.	Product	Deadline for delivery
1	Work plan and schedule of activities according to the contractual object	
2	A report of the field visits and work done	Monthly

3	Report of the activities developed during the contract	End of the contract
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### Education

- University and / or postgraduate training in the following areas: Civil Engineering, Architecture.

### Experience

- At least two years of working experience with relevant construction areas.
- Experience working in the field of site management, urban settings, other accommodation schemes and/ or educational, capacity building activities preferred.
- Ability to write in a clear and concise manner.
- Previous experience with UN agencies, other relevant entities in diversified cultural background will be of added advantage.

### Skills

- Proficient in a Microsoft Office environment and office software packages.
- Knowledge of spreadsheet and database packages, experience in handling of web-based management systems, data consolidation, analysis, and visualization.
- Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner.
- Excellent interpersonal relationships, including the ability to maintain effective relationships in a multicultural work environment, with sensitivity and respect for diversity.

### Other

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

### HOW TO APPLY

Interested applicants must submit:

- a) Cover letter (2 pages maximum) clearly specifying the qualifications, suitability for the assignment, motivation
- b) Curriculum Vitae.
- c) Contact details of at least 3 professional referees
- d) Financial offer (**cost per month in USD**)

Application shall be submitted by e-mail to [bucharestapplication@iom.int](mailto:bucharestapplication@iom.int) indicating the reference number Consultancy\_VN.11.2022

**The deadline for applications is 28 November 2022, at 11:59pm.**

For an application to be considered valid, IOM only accepts applications duly completed. Only shortlisted candidates will be contacted.