
TERMS OF REFERENCE
(Agreement with Independent Contractor)

Position: Architect
Duty Station: Guatemala
Section/Unit: LCR
Contract/Level: ICSC-9 (equivalent to IICA-1 or LICA-9)
Supervisor: Project Manager

1. UNOPS General Background:

The United Nations Office for Project Services (UNOPS) provides project management, procurement, infrastructure and support services to UN agencies, international financial institutions, governmental and non-governmental organizations. As an entity of the United Nations, UNOPS is an international public, intergovernmental, non-profit organization.

Since 1997, UNOPS began its operations in Guatemala in order to support the efforts prior to the signing of the peace agreement and later, following that initiative, it provided support to the Commission for Historical Clarification. Likewise, it has participated in boosting the local economy, through the implementation of productive projects; and in 2000, it focused on providing assistance to the Government of Guatemala, offering advisory services, project implementation and transactional services.

In the last 24 years, it has contributed in the following areas: culture, sports, recreation, justice, governance, health, education, tax collection, decentralization of services, environment, water and sanitation, institutional strengthening and infrastructure.

This call is made to identify **professionals in the field of Architecture**, with experience in infrastructure projects.

1. Principal functions

The main functions that the Architect will perform are related to the services provided by UNOPS in the area of infrastructure, which may include the following activities:

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- Review of designs and technical specifications of works, from the point of view of their specialty, in order to ensure their consistency and completeness, in accordance with the best engineering practices, UNOPS and the regulations applicable in the country, as well as to identify and propose opportunities for improvement in the designs, budgets, schedules, technical solutions or execution methods of infrastructure works.
 - Technical advice in the various phases of bidding processes that involve designs, execution or supervision of infrastructure works: preparation of Terms of Reference or Technical Specifications, responses to queries from potential bidders, advice to, or participation in, Bid Evaluation Committees, technical advice for drafting construction contracts or supervision of works.
 - Analysis of technical reports issued by third parties related to designs or execution of infrastructure works, verifying, in their field of specialty, compliance with the conditions established in the contracts signed with third parties by UNOPS or its associates.
 - Participation as a specialist in various roles linked to the execution of infrastructure projects: evaluation of works reports, works supervision, works management, approval of work certificates, work receptions, among others.
 - Participation and technical advice in the preparation phase of project proposals, identifying studies and designs to be carried out, leading them in their field of specialty and defining all the technical aspects necessary to ensure correct execution of the interventions, according to the principles and practices of UNOPS and regulations applicable in the country.
 - Support for the selection of technical teams for the implementation of infrastructure projects including the preparation of Terms of Reference, support in interviews, selection process, among others.
 - Any other technical advice that is required by the Project Managers in matters of their specialty, including aspects related to bioclimatic architecture.

2. Monitoring and evaluation of functions:

The performance of the functions developed by the Specialist will be monitored and evaluated by the Project Manager based on the following products:

- The reports on activities and products that the Specialist must prepare and present
- The monitoring instances that the Project Manager holds with the Specialist and/or the work teams.
- Those resulting from coordination instances with partners.
- The results of the work of oversight executed by the LCR Regional Office.

3. Qualifications and experience

a. Education

- A higher university degree is required (equivalent to a Master's degree), preferably in Architecture or related areas.
- A university degree (equivalent to a Bachelor's degree) will be accepted, preferably in Architecture or related areas as long as it accredits a minimum of 4 years of relevant experience.

b. Work experience:

- Professional experience of no less than four years in building design and/or urban design, master plan.
- Desirable experience in the construction stage of work.
- Desirable experience in the design of healthcare buildings of medium complexity and above.
- Desirable experience in infrastructure projects in Latin American and Caribbean countries.

c. Languages:

- Advanced command of the Spanish language is required
- Intermediate command of the English language is desirable.

6. Competencies



Treat all individuals with respect, respond tactfully to differences, and encourage others to do the same. Defends ethical and organizational standards. Maintains high standards of trust. It is a model for diversity and inclusion.



Acts as a positive role model that contributes to team spirit. Collaborate and support the development of others. **For personnel administrators only:** By using appropriate leadership styles, role model positive leadership, motivate, direct and inspire others to succeed.



Demonstrates an understanding of the impact his role has on all associates and always puts the beneficiary first. Develops and maintains strong external relationships and is a competent partner to others (if applicable).



Effectively establishes a line of action for oneself and/or for others with the objective of achieving a goal. The actions lead to the correct achievement of the task with special attention to quality in all areas. Identify opportunities and take the initiative to act. Understand that the responsible use of resources maximizes the impact we can have on our beneficiaries.



You are open to change and flexible in a high-paced work environment. Adapts your perspective to changing circumstances or requirements. Reflect on past experiences and modify your own behavior. Performance is consistent, even under pressure. Always pursue continuous improvements.



Evaluates the data and procedures that must be followed to achieve logical and pragmatic decisions. Take a fair and rational approach with calculated risks. Apply innovation and creativity to the problem-solving process.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listen and proactively share knowledge. Manage conflicts effectively by overcoming differences of opinion and finding a common denominator.

Project Authority (Name/Position):		Contractor (Name/Position):	
Business	Date	Business	Date