

---

**TERMS OF REFERENCE**  
**(Agreement with Independent Contractor)**

**Position:** Civil Engineer  
**Duty Station:** Guatemala  
**Contract/Level:** ICSC 9  
**Supervisor:** Project Manager

**1. General background of the project/assignment**

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.

**2. Purpose and scope of the assignment**

The Civil Engineer provides assistance and specialized technical knowledge regarding feasibility, design, construction and field coordination requirements, ensuring high quality and consistency of work. On the project team, the Civil Engineer could supervise a diverse results-oriented technical team. He/She could also provide guidance to other team members thereby ensuring knowledge transfer for capacity development.

The Civil Engineer will perform his/her duties at the construction site and will be supervised by the Project Manager.

**Functions and responsibilities:**

1. Feasibility study/needs assessment
2. Design management
3. General construction
4. Construction supervision
5. Contract management
6. Knowledge management

Other activities required by the Infrastructure Cluster Coordinator

---

**a) Feasibility study/needs assessment**

- Complete the needs assessment, organize preliminary studies and supervise the consultants.
- Provide support in reviewing requests for new construction and rehabilitation works.
- Carry out evaluations and prepare reports with recommendations for follow-up actions.
- Assist the Project Manager (PM) in drafting the tender file, paying special attention to the technical documents (plans, work quantities [BoQ], technical specifications and standards).
- Any other activity relevant to this phase.

**b) Design management**

- Support the Project Manager (PM) in summarizing design requirements (e.g. timeline) for obtaining design services, including concept and early and late stages where applicable.
- Support the Project Manager (PM) in managing the design plan, ensuring that products are delivered on time and with the required quality.
- Prepare the terms of reference (ToR) in collaboration with the partner.
- Assist the Project Manager (PM) in supervising and controlling the design phases.
- Participate in the planning and coordination of design reviews in accordance with UNOPS regulations.
- Any other activity relevant to this phase.

**c) General construction**

- Support the Project Manager (PM) in the control, management and monitoring of the approved contract with the construction company.
- Ensure a permanent UNOPS presence on site throughout the construction phase.
- Plan and coordinate construction activities with the Project Manager (PM).
- Monitor progress and quality of work for timely execution of the project.
- Keep the Project Manager (PM) informed about the progress in the planning and coordination of work activities by the contractor.
- Recommend and inform the Project Manager (PM) about relevant corrective measures related to possible delays and/or cost overruns to the project manager.
- Monitor the contractor's presence at the construction site, including work quantities (BoQ) in accordance with the approved contract and inform the Project Manager (PM) of irregularities.
- Prepare project-related documentation, such as periodic progress reports, construction site assessment reports, stakeholder meeting minutes, engineer's instructions and change orders, contractor invoice review reports, certifications, documents to deliver to the associate and contract settlement reports.

- 
- Support the Project Manager (PM) in the management of the final delivery and the acceptance report based on technical specifications regarding the approved project.
  - Provide data and information about project work to the Project Manager (PM) for reporting.
  - Collaborate closely with engineering staff to ensure technical accuracy of construction activities.
  - Identify and resolve construction-related issues in a timely manner, keeping the Project Manager (PM) informed.
  - Collaborate with other offices in the country and provide support when necessary.
  - Guarantee, at its level of action, adequate interaction, coordination and exchange of information with the affected authorities and organizations.
  - Accompany all authorities or representatives of donors who visit the works.
  - Deliver reports as agreed with the Project Manager (PM) indicating all project incidents, including financial, quality, health, safety and environmental issues, as well as any other issues related to possible delays, cost overruns, modifications and any other matter as agreed with the Project Manager (PM).
  - Any other activity relevant to this phase.

**d) Construction supervision**

- Support the Project Manager (PM) in the control, management and monitoring of the approved contract with the supervision company;
- Control and supervise the work of the supervision company in order to carry out good supervision practices:
  - Supervise construction works and manage their execution in accordance with contractual provisions and design specifications.
  - Guarantee quantity/quality control and consistency of the planned schedule.
  - Verify that the works are consistent with the technical specifications of the project and inform in advance of possible deviations.
  - Ensure that construction works are completed on time and within budget and stipulated quality standards.
  - Regularly monitor progress and quality of work for timely execution of the project.
- Document, analyze and report to the Project Manager (PM) any negotiation and/or conflict situation between supervision and the contractor.
- Any other activity relevant to this phase.

---

**e) Contract management**

- Ensure that UNOPS contracts based on those of the International Federation of Consulting Engineers (FIDIC) are appropriately administered.
- Under the supervision of the Project Manager (PM), act as a negotiator between interested parties to manage and propose solutions within the contractual framework to operational problems and non-compliance with obligations.
- Develop and implement a contract management plan to track contract execution, payment certifications, variations, etc. in compliance with contractual requirements, in line with what was requested by the Project Manager (PM).
- Notify and coordinate potential conflicts and risks to the Project Manager (PM), proposing actions for their resolution and mitigation.
- Any other activity relevant to this phase.

**f) Knowledge management**

- Contribute to the project evaluation process, highlight project-related challenges and provide constructive feedback in a continuous cycle of improvements.
- Provide training and transfer technological knowledge to national and contractor staff, offer advice on good construction and environmental management practices, and appropriate health and safety standards during construction.
- Contribute to the dissemination and exchange of best practices and lessons learned for development planning and knowledge acquisition.

**3. Monitoring and controlling progress**

Monitoring and control of progress will be done through the different reports that the project must prepare. The engineer will be directly involved in the preparation of these reports.

**4. Final product**

Project built on time and in accordance with the plans and technical specifications.

**5. Qualifications and experience****a. Education**

- A higher university degree is required (equivalent to a Master's degree), preferably in one of the following disciplines: Civil Engineering, Construction Engineering and/or related areas.

- A university degree (equivalent to a Bachelor's degree) will be accepted, preferably in one of the following disciplines: Civil Engineering, Construction Engineering and/or related areas, as long as it accredits a minimum of 4 years of relevant experience.

## b. Work experience

- Minimum 2 years of experience (or more depending on academic credentials) as a road supervision engineer in the area of road infrastructure.
- Knowledge of quality control of materials is required.
- Experience in supervisory organizations will be considered highly valuable.
- Certification for ISO – 19011 Management Systems Audit is desirable.
- Experience in road infrastructure projects with asphalt roads is highly desirable.
- Experience in applying the CR2010 code will be considered a plus.

## 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		Business	
Date		Date	