

VACANCY ANNOUNCEMENT

Issued on: 5 November 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Hargeisa Somaliland (with regular travel to Nairobi, Kenya)
FUNCTIONAL TITLE:	Contracts Manager – Project Manager for Hargeisa Urban Water Supply Upgrading Project (type of contract: consultancy)
DURATION:	9 work-months over 12 months
CLOSING DATE FOR APPLICATIONS:	19 November 2014

BACKGROUND

The Programme is a 42-month, €17.5 million project co-funded by the European Union (€15 million), Somaliland Development Fund (€1.0 million) and UN-Habitat (€1.5 million), and implemented by UN-Habitat. In response to regional water scarcity and rapid urbanisation, the Hargeisa Water Supply Upgrading Project (HUWSUP) is rebuilding Hargeisa's decaying bulk-water transmission system, increasing its capacity by 122% to 20 million litres a day. The upgraded system will be managed by HUWSUP's local counterpart and implementing partner, the Hargeisa Water Agency (HWA). In addition to planned works, HUWSUP has identified further fundraising targets to help meet the water needs of Somaliland's growing and prosperous capital.

The design and procurement phase of the project is coming to an end, and construction of the new works, including the laying of a 23Km long DN600 ductile iron transmission main, drilling new boreholes, constructing a new pumping station and associated works is due to start in 2015. This construction phase is expected to last 18-months.

Purpose of assignment:

1. Manage and oversee the contracts for construction and consultancy activities related to the HUWSUP project.
2. Provide technical support, water engineering services and management inputs to the EU-funded Hargeisa Urban Water Supply Upgrading Project, as well as related project components funded by other donors (including SDF)
3. Assist in Fund mobilization for the expansion of the Hargeisa Water Project; contribute to proposal formulation and liaison with Donors and representation of the project to external stakeholders

TASKS

The UN-HABITAT Hargeisa-based international Contracts Manager - Project Manager will be responsible for the field-based management of the Hargeisa urban water project activities (including spin-off projects funded under the SDF and other potential donors), the oversight of works and capacity building components, as well as the coordination and supervision of partners, consultants, service providers and contractors involved in the implementation.

Under the supervision of the CTA for the UN-HABITAT Somalia Programme and the Programme Coordinator responsible for Water Supply, Infrastructure and Reconstruction, the Contracts Manager - Project Manager, will undertake the following tasks:

1. Manage contracts for the construction activities related to the HUWSUP project.

- Act as the UN-Habitat focal point for the Contractors, international Consultants, HWA and the local authorities for the construction of the 23Km of DN600 ductile iron transmission main, new boreholes, a new pumping station and associated works.
- For construction activities supervised by a third party (international Consulting Engineering firm), manage their contract and ensure that they are meeting their Terms of References. Prepare payment certificates for their services.
- Review payment certificates, site instructions, variation orders etc. prepared by the international Consulting firm and, as applicable, submit to the Programme Coordinator for authorisation. Attend meetings between the Contractor and the Consultant in the position of the Employer/Client's representative / Project Manager.
- For construction activities supervised directly by UN-Habitat, act as the Senior Resident Engineer and review and authorise payment certificates, variation orders, etc. Ensure that specifications, workplans and budgets are adhered to, and that quality standards, health, environmental and safety requirements are met on-site.

2. Technical support, engineering and project coordination services to Hargeisa Urban Water Supply Upgrading Project funded by EU and SDF

- Act in the role of senior technical expert for the Hargeisa Urban Water Supply Upgrading Project: provide overall coordination and management at Hargeisa level, oversee programme implementation, identify bottlenecks, opportunities, risks and challenges, and ensure timely completion of all inputs and outputs, in particular the various construction components;
- Manage HUWSUP's Senior Engineer who directly oversees the local engineering team and acts as the local head of office. Ensure timely delivery of outputs by the project team, in collaboration with the Senior Engineer and the Programme Coordinator;
- Provide technical advice, inputs to design and technical documents, and oversee the construction of water infrastructure works for the Project
- Organize and review preparatory studies; amend project strategies and priorities as required, in line with the changing context, priorities and project demands, in consultation with HWA and other local counterparts (through the Project Steering Committee), and the UN-HABITAT Management Team.
- Organize the Project Steering Committee sessions with all stakeholders; liaise with local and central government authorities, implementing partners and private sector parties.
- Specify and plan activities under each component, including design and technical planning of the infrastructure components. Prepare and update detailed budgets, work plans and procurement plans;
- Review annual work plans and individual work programmes of contractors, consultancy firms and individual consultants; ensure compliance with the stated objectives, project strategy, specific outputs, delivery of works, and other project activities.
- Organize review of design studies, pipeline surveys, elevation studies, pipeline profiles, geo-technical investigations (as required), construction material surveys and assessments of local contractors' capacities, identification of underground and above-surface utilities, etc, as applicable to the concerned pipeline, borehole and civil works construction project components.
- Jointly with the respective senior consultants and specialized consultancy firm(s), organize and support the preparation of all required (remaining) tender documents, drawings, BoQs,

specifications, cost estimates (including: analysis of local construction and material rates), calculations required to determine the engineering details for the project, and other technical support documentation;

- Provide inputs to sub-contracts with service providers and construction firms;
- Prepare standard construction management plans to be followed by contractors at construction sites, including: planning of activities (work plan), procurement of construction material and equipment; construction methodology; deployment of construction machinery, deployment of workers, deployment of funds (cash-flow plan), etc.
- Review Quality Assurance and Quality Control (QA & QC) Plans and Safety Manuals, to be followed on the respective construction sites; enforce adequate QA & QC, and safety of construction workers, engineers and citizens.
- Liaise with Hargeisa Local Government, electricity and telephone utilities, urban and national road authorities; share proposed pipeline plans, and advise on any proposed changes to the position and design of utility lines, road features, poles, and other public or private infrastructure. Agree on responsibilities in possible relocation or redesign of utilities, public or private infrastructure
- Assist Programme Coordinator and CTA in resolving threats and problematic issues affecting the programme, through liaison (as required) with the donors (EU, SDF, and possible others, as applicable), UN-HABITAT technical and administrative units, HWA, MoWR and other central and local government authorities.
- Support the Programme Coordinator, CTA and Programme Management Officer in the oversight of the administrative and financial management of the project, review updates of expenditures, and provide inputs to revised budgets in compliance with the Work Programme, the available overall budget, and in accordance with UN and EC rules and regulations.
- Carry out overall quality control and monitor performance of sub-contractors, service providers, individual consultants and partners under Agreements of Cooperation (e.g. Local authorities, NGOs, CBOs, Research institutes, etc); Regularly undertake visits to all project sites, oversee the works and guide the contractors on the activities and works, and provide concrete suggestions to UN-Habitat Programme Management for improvement on the same if required
- Monitor and analyze the project environment and progress, using applicable M&E and risk management tools where relevant, and advise on timely readjustments as necessary
- Prepare progress reports for the project to ensure effective monitoring and timely project outputs, provide inputs to financial reports; Review and summarize reports from project partners and ensure timely submission to the Programme Manager Infrastructure
- Prepare the bi-annual reports for the EU and other donors who are funding HUWSUP's activities;
- Work with the Communications and Visibility Officer ensure that the key messages are disseminated and that the visibility requirements of the donors are realised.

3. Assist in Fund mobilization for the expansion of the Hargeisa Water Project; contribute to proposal formulation and liaison with Donors and representation of the project to external stakeholders

- Represent the project and UN-Habitat at donor meetings. Through formal and informal lines of communication ensure that the donors are fully aware of the activities and their progress;
- As new opportunities arise assist the Programme Coordinator in preparing new concept notes, and project proposals;
- Working with the Head of Office and the Communications and Visibility Officer, represent the project to external stakeholders both in Somaliland and worldwide.

Work implies frequent interaction with the following: International and local contractors, implementing partners, local counterparts, Government and donor representatives, , officers and technical staff in HUWSUP and the UN-Habitat Somalia Programme, other UN agencies, non-governmental organizations, international consultancy firms, and international and local consultants.

Results expected: Pipes, valves and fittings delivered to site; Works on Main Construction and Civil, Works Contracts initiated and progress according to workplan. Borehole works initiated and completed. Project objectives for year 2015 achieved, monitored and documented. Appropriate coordination among implementing partners, results-based management of project activities, and effective donor relations continued. Well-reasoned written contributions, e.g., progress reports, consolidated reports, background papers, analysis, sections of reports, studies, and inputs to publications. Effective working relationships maintained. Adherence to policies and efficient use of resources.

COMPETENCIES

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to water infrastructure and the water sector in general. Ability to identify issues, analyze and participate in the resolution of issues/problems.

Planning & Organizing: Ability to work under pressure, establish priorities and plan, develop clear goals that are consistent with agreed strategies; use time efficiently.

Communication: Excellent written communication skills and ability to articulate ideas in a clear and articulate manner including the ability to prepare and edit a variety of documents, reports and briefs.

QUALIFICATIONS

- Recognized advanced degree (MSc.) in water engineering, civil engineering, hydrogeology, geography, project management or related relevant field;
- Broad knowledge and management experience in the field of water supply development, and construction of water infrastructure.
- At least ten years of experience in a senior position in project management, coordination and implementation;
- Familiarity with application of United Nations Rules for Contracts and Procurement, Project Management, Budget Preparation and Monitoring, Financial and Progress Reporting Formats for U.N. Agencies and Donor Organizations;
- At least ten years of experience in the construction, supervision and management of water infrastructure projects;
- Relevant experience in utility management, basic services delivery, institutional development and capacity building;
- Additional experience with UN human resources management and development will be beneficial;
- Relevant post-conflict field experience and familiarity with reconstruction issues
- Experience in Africa and Islamic countries, good knowledge of the Somalia social, political, economic and cultural context.
- Good communication skills and capability to work with colleagues and counterparts from a different socio-cultural environment;

- Team player and able to motivate and work in harmony with local staff and other agencies.
- Strong sense of initiative, stress resistant, and willingness to commit to long working days if needed
- Strong design and presentation skills
- Languages: excellent command of English and proven ability in report writing.

TIME FRAME

The assignment is expected to take 9 work-months, to be concluded within a period of twelve (12) calendar months. It should start on or around 15 January 2014, and finish after twelve months, on or around 14 January 2015. The assignment shall be a combination of 70% field based, and 30% Nairobi based work (at least 12 missions with typical duration of 2 weeks, and a total duration of approximately 7 months in the field).

FEES

Fees will be based on established UNON remuneration rates for individual consultants. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement. Payments will be based on deliverables over the consultancy period and satisfactory performance.

APPLICATION

Applications should include:

- Cover letter (maximum 1 page)
- Summary CV, indicating the following information:
 1. Educational Background (incl. dates)
 2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
 3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 4. Expertise and preferences regarding location of potential assignments
 5. Expectations regarding remuneration
 6. Work examples (optional)

All applications should be submitted to:

UN-HABITAT Somalia, Email: un-habitat.som@unhabitat.org

Please be advised that since April 15th 2010, applicants for consultancies must be part of the UN-HABITAT e-Roster in order for their application to be considered. You can reach the e-Roster through the following link: <http://e-roster.unhabitat.org>

Deadline for applications: 19 November 2014

UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org