Terms of Reference

Project Title:	Southern Africa Urban Water Crisis Emergency Response Project: Strengthening Water Security and Climate Resilience in Urban Poor Areas
Post Title:	**Engineer (1)**
Contract Type:	Individual Consultant Agreement (ICA)-(Short-term). LICA5-level11
Duty Station:	Gaborone, Botswana
Contract Duration:	5 months with a possibility of extension
Starting Date:	02 November 2026
Advertisement period:	7 days
Reporting Line:	Reporting to the Project focal point of UN-Habitat country office and overall guidance of the head of the Sub-Regional hub

1. BACKGROUND

The United Nations Human Settlements Programme, UN-HABITAT, is the United Nations agency for Human Settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. In October 2016, at the UN Conference on Housing and Sustainable Urban Development – Habitat III – member states signed the New Urban Agenda. This is an action-oriented document which sets global standards of achievement in sustainable urban development, rethinking the way we build, manage, and live in cities. Through drawing together cooperation with committed partners, relevant stakeholders, and urban actors, including at all levels of government as well as the private sector, UN-Habitat is applying its technical expertise, normative work and capacity development to implement the New Urban Agenda and Sustainable Development Goal 11.

UN-Habitat Sub-Regional Office for Southern Africa covers 13 countries including South Africa, Lesotho, Eswatini, Mozambique, Namibia, Botswana, Zimbabwe, Zambia, Malawi, Madagascar, Comoros, Seychelles, and Mauritius; and the SADC (Southern African Development Community) secretariat based in Botswana; and providing substantive assistance to the country level as well as sub-regional level.

In Botswana, Lesotho and South Africa, UN-Habitat is implementing the project "Southern Africa Urban Water Crisis Emergency Response Project: Strengthening Water Security and Climate Resilience in Urban Poor Areas" (hereinafter referred to as "the Project"), to address escalating urban water and sanitation challenges in the three countries; as rapid urbanisation, climate-induced shocks, flooding and prolonged droughts have severely disrupted water supply and sanitation services, particularly in informal settlements and underserved urban communities. The project aims to provide life-saving emergency interventions while supporting the sustainable upgrading of urban water and sanitation infrastructure, strengthening climate resilience and improving long-term water security for vulnerable urban populations. Interventions focus on the rehabilitation and upgrading of WASH infrastructure in neighborhoods, schools and health facilities, while reinforcing institutional capacity, community governance and inclusive livelihood opportunities. There are also several pipeline projects in line with UN-Habitat programming in Botswana.

To support effective implementation of these projects, UN-Habitat seeks to engage an **Engineer** to provide technicall supervision, quality assurance and reporting for construction and rehabilitation activities under the project.

The position is based in Gaborone, Botswana country office under the direct supervision of the Project focal point of UN-Habitat country office and overall guidance of the head of the Sub-Regional hub.

2. PURPOSE

The objective of this assignment is to provide day-to-day technical supervision and oversight of construction, installation and rehabilitation works for water facilities, to ensure that all constructions and installations are done in compliance with approved engineering designs, technical specifications, Bills of Quantities, quality standards, timelines, UN-Habitat procedures and donor requirements, while contributing to the delivery of resilient, inclusive and sustainable urban WASH services.

3. RESPONSIBILITIES

Under close supervision of the Project focal point of UN-Habitat country office and overall guidance of the head of the Sub-Regional hub, the **Engineer** will be responsible for:

3.1 Site Supervision and Quality Control

- Providing supervision of contractors to ensure technical and quality assurance of construction, installation and rehabilitation works for water facilities at assigned project sites in respective countries.
- Supervising and coordinating activities in resolving technical site problems, providing technical specifications support for maintenance, repair, and installation works.
- Coordinating and reporting on the necessary alteration needs on the construction and installation works to ensure that the quality of contractors' services is in accordance with set terms and conditions, codes and standards as well as health and safety rules and regulations.
- Identifying technical non-compliance or delays and recommending and implementing corrective measures in coordination with contractors, relevant authorities, stakeholders and UN-Habitat project team.
- Facilitating joint site inspections with government counterparts and partners at key construction milestones.
- In collaboration with local authorities (Government counterparts), performing activities related to commissioning of engineering works, including periodical and final inspections.

3.2 Provision of Support to procurement processes

- In collaboration with UN-Habitat projet team, support the procurement process of the service providers/contractors.
- In collaboration with UN-Habitat projet team, support with following up with UNDP country office on progress of procurement of service providers/contractors including providing UNDP procurement team with the necessary technical interpretations to support the evaluation process.
- Conduct regular follow-ups on contractors during their procurement to ensure that progress is on track and the procured materials are already aligning to the specifications in the BoQs and ToRs.

3.3 Coordination and Stakeholder Engagement During Constructions and Installations

- Engaging with contractors, community representatives and relevant project partners to ensure effective implementation of engineering works on project sites.
- Updating Supervisors/Managers periodically on construction and installation status and interpreting to managers all technical matters arising, for their guidance and management decisions.

- Accompanying all contractors to job locations in collaboration with government engineers to clarify drawings and specifications after contracts have been awarded (On-boarding of contractors)
- Supporting and facilitating site visits by donors and partners, including the preparation of technical briefings, progress summaries and supporting documentation for constructions and installations.

3.4 Documentation and Reporting

- Verifying and recommending for approvals to Management, on all invoices/Claims submitted by contactors during the implementation phase as per UN procurement rules and ensuring that all technical requirements have been met as planned, before payments to the contractors are processed.
- Providing cconsolidated weekly and monthly site progress reports.

3.5 Compliance and Safeguards

- Ensuring full compliance with UN policies and procedures, including the Code of Conduct, Prevention of Sexual Exploitation and Abuse (PSEA) environmental and social safeguard requirements.
- Promoting safe, inclusive, respectful working environments at all project sites to support successful project delivery.

3.6 Other

- Perform any other related duties as assigned by the UN-Habitat Office at Country or Regional level

4. ULTIMATE RESULT OF SERVICE

The Engineer's work will have directly supported the quality of project interventions including the rehabilitation of water supply systems, restoration of flood-resilient sanitation and drainage infrastructure, installation of solar-powered water pumping and purification systems, restoration of WASH services in the project area. The assignment will have contributed to enhancing climate resilience, service continuity, and inclusive urban water security across the three participating countries.

5. COMPENTENCIES

Professionalism:
Knowledge of rules and regulations pertaining to construction, engineering, building management and industry codes and standards. Knowledge in structural design analysis and systems design for buildings and infrastructure. Ability to lead projects and supervise the work of contractors. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication:
Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning & Organizing:

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

6. QUALIFICATIONS

Education

- A relevant minimum of a technical/vocational diploma in Civil or Water engineering.
- Holding a valid registration with the Engineers Registration Board (ERB) in Botswana is a must.

Experience

- Minimum 3 years of relevant experience in site supervision for infrastructure project implementation.
- Technical experience that includes interpretation of BoQs for drainage/canals, concrete water tank towers and solar powered water reticulation for WASH facilities.
- Strong reporting, coordination, and communication skills
- Experience in the sustainable development sector, including field experience, is an asset.

Language

- English and French are the working languages of the United Nations Secretariat. For this assignment, fluency in oral and written English is required. Fluency in other UN languages is an advantage. Knowledge of the language of working regions is desirable.

7. APPLICATION

Please submit the following application documents via e-mail at: blessings.fula@un.org, cc to: agnes.mashonganyika@un.org .

- Cover letter or motivation statement
- Personal History Profile (PHP) from UN Inspira, accessible at https://inspira.un.org/
- Supporting documents such as registration with ERB