

# TERMS OF REFERENCE

## SHORT-TERM/CONSULTANCY CONTRACTS

<b>JOB TITLE:</b>	Senior Engineer – Indonesian
<b>TYPE OF CONTRACT:</b>	SSA
<b>UNIT/DIVISION:</b>	WFP Emergency Preparedness and Response
<b>DUTY STATION (City, Country):</b>	Jakarta, Indonesia
<b>DURATION:</b>	ASAP until 31 March 2017, with potential extension

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### PROJECT BACKGROUND

In its Medium-Term Development Plan (RPJMN) 2015 – 2019, the Government of Indonesia has committed to “Develop Logistics Capacity and Distribution Management during Disaster occurrence, through establishing Logistics Humanitarian Hubs on each Island, which are reachable to support a post disaster occurrence in remote areas.”

Consequently, a National Network of Humanitarian Response Facilities (NNHRFs) will be established in Indonesia to improve the agility, effectiveness and efficiencies of emergency responses, and enhance government readiness to rapidly and effectively deploy response teams and equipment into affected areas. This project will be jointly implemented by BNPB and WFP; WFP intending to provide technical and operational support and expertise throughout the design and implementation phases

A Programme Document delineating the various components of WFP technical support has been drafted which includes:

- Strategic planning
- Physical facility development
- Supply chain management systems
- Capacity strengthening and knowledge transfer
- Operational management

Six different strategic locations have been proposed based on an academic qualitative and quantitative analysis with was also supported by various surveys and consultations with multiple technical experts, humanitarian practitioners, key partners and a variety of stakeholders. Six locations were then identified as follows where those (larger priority hubs in **bold**).

1. **Medan**
2. Banjarmasin
3. **Makassar**
4. Ambon
5. **Surabaya**
6. Jayapura

Following is a Terms of Reference for a Senior Engineer to support WFP in the provision of technical assistance to BNPB in the implementation of this project.

### ASSINGMENT BACKGROUND AND PURPOSE:

This position will be with WFP Indonesia Country Office and requires the engagement of a competent Senior Civil Engineer, who will work with and report to the HRF Project Manager. The main tasks required of the position will include technical support on: infrastructure development projects for emergency preparedness in collaboration with BNPB (NDMO); project feasibility studies and analysis; engineering design and review; engineering project management; construction procurement

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processes; contract management for construction activities, public Procurement Contracting in a UN Environment and technical support to WFP's programmes and other operations in Indonesia.

The Civil Engineer shall be able to demonstrate in-depth technical knowledge and experience required to identify, analyse and resolve complex engineering issues, manage and direct projects and work streams, provide technical expertise, advice and solutions that support strategic results, and formulate new strategies and technical approaches where appropriate. The Civil Engineer may lead multi-disciplinary teams, including engineering staff, and manage clusters of project partners and stakeholders to deliver engineering services or more complex projects.

The Civil Engineer should also have experience as a Project Manager with focus in design and construction of infrastructure and buildings. The Engineer assigned to this position will require experience in construction contract management, including knowledge and experience of international construction contract law; and FIDIC or related construction contract formats.

### **ACCOUNTABILITIES/RESPONSIBILITIES:**

Following Circular OED2014/015 and Directive RM2015/004, the Civil Engineer shall report to the HRF Project Manager in Indonesia, or other staff member designated by the Country Director and shall take technical direction from the Chief Engineer and WFP Engineering in HQ, in relation to all aspects of engineering assessments, design, construction and contract management for projects in Indonesia, as required. The duties shall include but are not limited to the following:

#### **General Engineering duties**

1. Contribute to the implementation of WFP Policies, standards, norms and practices ensuring compliance with wider WFP policies, procedures, guidelines and operations. Apply and implement WFP Construction Manual procedures and processes in coordination with WFP Engineering.
2. Provide engineering and project management services, apply best practices, standards and innovative technologies that comply with WFP standards and processes.
3. Contribute towards the analysis of project proposal to enable effective decision making on project technical feasibility.
4. Prepare evidenced based recommendations for Country Office management on measures to improve WFP facilities suitability to operational purpose, safety, and efficiency of structures and equipment.

#### **Specific Engineering duties**

1. Executing the planning, design and implementation of infrastructure and building projects in accordance with the WFP Construction Manual and ensuring adherence to WFP policies and procedures.
2. Undertake site visits to project sites within country, and conduct data collection, technical assessments of buildings if required, according to specific requirements and needs case by case defined.
3. Undertake project feasibility studies, analyzing pros and cons, benefits, budgets, risks and constraints, recommending on best options and solutions.
4. Undertake concept, preliminary or detailed designs (preparing, writing and assembling drawings, schematics, masterplans, design calculations and reports, technical specifications) and requiring a detailed knowledge of the international (and local) standards and codes.
5. Develop project budgets or preliminary and detailed costs estimations to implement civil, structural, electrical, mechanical or special systems within the projects. Work-time estimates could be also required.
6. Prepare Specification documents, Project Proposal Documents, Scope of Works, and any other document as specified in the Expected Deliverables

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7. Prepare technical documentation as regard to bidding processes, for construction or design services, inclusive of evaluation methodologies and reports.
8. Provide technical guidance that support a successful construction procurement process.
9. Attend meetings and prepare and review reports, minutes and correspondence.
10. Provide guidance and direction to contractors and design consultants.
11. Review and evaluate the planned and any 'in progress' construction projects.
12. Undertake design reviews (reading, interpreting and critique/comment on technical drawings, schematics, and computer-generated reports) and giving advice and recommendation.
13. Preparation and issuance of bi-weekly reports to WFP Engineering with regards to engineering activities in country.
14. Abn other task assigned from time to time by the HRF Project Manager or Chief Engineer

### Project Management

15. Undertake administrative tasks as required, and provide project management services for the projects where and when requested.
16. Liaising with all relevant WFP departments to ensure a coordinated approach to infrastructure projects.
17. Collate data and contribute to preparation of accurate and timely reporting on outputs to facilitate informed decision-making and consistency of information presented to the stakeholders.
18. Liaise with stakeholders, both internal and external to the organization, and governmental bodies. Prepare and present project presentations.

### Expected Deliverables

19. Directly develop a generic layouts and concept designs (based on WFP standard approaches) for a Temporary Mobile Logistics Hub (a standard approach based on deployment of mobile tented warehouses and prefabricated office and accommodation units).
20. Directly develop generic Technical Specifications and corresponding guidelines (including corresponding budgets) for establishing a Temporary Mobile Logistics Hub during normal and emergency response situations.
21. Develop generic specifications and layout designs for the permanent facilities in close collaboration with WFP engineering and present these as technical recommendations for BNPB and WFP Indonesia.
22. Support WFP and BNPB logistics staff in the development and implementation of site assessments in order to make technical recommendations to BNPB on the acquisition of the most appropriate land titles in each of the aforementioned cities.
23. Support BNPB on their national warehouse project in Bekasi (Jakarta) which could include:
  - I. Develop recommendations on flood defenses and mitigation (including collation Site data collation and
  - II. Draft technical advisories related to necessity, application and implementation of Technical Surveys (Topographical & Geotechnical surveys) prior to acquisition of land titles for construction purposes
  - III. Support BNPB (or their contracted consultant engineers) with the drafting of layouts and Concept Designs for the warehouse
24. All deliverables are to be accompanied with a technical written report which stipulates specific recommendations for both BNPB and WFP Indonesia on the implementation of the respective project activities/ outputs.
25. All written reports must be presented verbally to both BNPB and WFP with accompanied Q&A / discussion sessions in order to ensure that all technical recommendations are properly understood by the appropriate counterparts.
26. Any other deliverable, which may be required as part of the overall Project development, and that can be required from time to time

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### QUALIFICATIONS & EXPERIENCE REQUIRED:

- Education:** First University degree in Civil Engineering. Hold or be eligible for Accreditation to "Professional Engineer" or "Chartered Engineer" status, or recognised equivalent by an appropriate national or international regulatory authority (Not necessary but an advantage)
- Experience:** Minimum 7 years of relevant civil engineering experience at increasing levels of responsibilities.
- Knowledge & Skills:**
- Good communication and leadership skills.
  - Knowledge and/or experience in engineering design
  - Detailed knowledge of construction contract formats and contract management obligations.
  - Good knowledge of public procurement procedures; international contract formats and construction management procedures.
  - Experience of working within the Humanitarian Community.
  - Experience in the use of AutoCAD software (2D)
- Languages:** International Professional: Fluency (level C) in English language. Indonesian language is mandatory.  
Intermediate knowledge (level B) of a second official UN language: Arabic, Chinese, French, Russian, Spanish, and/or WFP's working language, Portuguese is considered an advantage.

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Only candidates meeting the above requirements are requested to apply. **Female candidates are especially encouraged to apply.** Applications should be addressed by E-mail to: [Jakarta.Vacancy@wfp.org](mailto:Jakarta.Vacancy@wfp.org). Please put the vacancy number and the post title in the subject matter.

All applications should include an updated CV, a photograph and three references and should be received no later than **14 November 2016**.

"Only short-listed candidates will be contacted"