



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

July 7, 2020

**REGIONAL MEMORANDUM**

No. **351**, s. 2020

To: Schools Division Superintendents  
Regional Office Personnel  
All Others Concerned

**JOB OPPORTUNITY AT UNESCO**

1. Attached is an email from Remegio A. Alquitran, National Project Officer, UNESCO Jakarta with the subject Job Opportunity at Unesco: Construction Project Manager Position with Assignment in Palo, Leyte, Philippines.
2. Interested and qualified applicants are encouraged to apply.
3. Immediate dissemination of this Memorandum is desired.

**RAMIR B. UYTICO EdD, CESO-IV**  
Director IV

Reference: Email from UNESCO

Enclosure: None

To be included in the Perpetual Index under the following subjects:

JOB OPPORTUNITY  
PROJECT MANAGER  
UNESCO

AD-PS-EDR





Department of Education Region VIII <region8@deped.gov.ph>

DEPARTMENT OF EDUCATION  
REGION VIII, EASTERN VISAYAS

07-02-2020 #3344

Date / Tracking No.

11:33

Signature

## JOB OPPORTUNITY AT UNESCO: Construction Project Manager Position with Assignment in Palo, Leyte, Philippines

1 message

Thu, Jul 2, 2020 at 11:18 AM

**ALQUITRAN, Remegio** <r.alquitran@unesco.org>

To: Ryan Jay Bagon <befar8@gmail.com>

Cc: Department of Education Region VIII <region8@deped.gov.ph>, Alfredo Cafe <alfredo.cafe@deped.gov.ph>, "Choi, Mee Young" <my.choi@unesco.org>, "Djamhur, Rusyda" <r.rusyda@unesco.org>, "PAGUNSAN, Marmon A." <m.pagunsan@unesco.org>, "AGARAO, Maria Karisma Bea" <mk.agarao@unesco.org>, "Zakki, Gunawan" <g.zakki@unesco.org>

Dear Engr. Ryan,

Greetings!

UNESCO Jakarta Office is inviting written proposals from Individual Specialist as Construction Project Manager for the work assignment to be posted in Palo City, Leyte, the Philippines.

This Request for Proposal for a Construction Project Manager position is within the framework of UNESCO Jakarta Office's project "Better Life for Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines" funded by the Korea International Cooperation Agency (KOICA) and in partnership with the Department of Education. One of the project components is the construction and establishment of the Girls Education Centre.

We would like to request Engr. Ryan to kindly circulate this announcement within your network who are interested for the post and to other potential applicants in Leyte and Tacloban City and its vicinity.

To enable applicants to prepare a proposal for this assignment and the details of the position, please find the link for this announcement below:

<https://en.unesco.org/RFP/Request%20for%20Proposal%20for%20Construction%20Project%20Manager>

Written proposals should comprise of a technical proposal consisting of:

- An up-to-date curriculum vitae for the required skills and qualification,
- Description on how each of the basic requirements in the TOR could be addressed and / or elaborated and may provide technical advice on options for UNESCO to consider to include any other necessary features to support the construction of the Girls Education Centre and its corresponding facilities located in the compound of the DepED Regional Office 8 in Brgy. Candahug, Palo,
- An approach and methodology for the assignment to reflect a feasible and sound methodology and show how quality control, prompt delivery of services and internal technical and quality assurance review mechanism for the works will be achieved.
- A work plan with specific treatment of key deliverables and priorities to indicate the necessary timeframe for the completion of the deliverables.
- Comments on the Terms of Reference if any (in brief).

7/2/2020

Department of Education Mail - JOB OPPORTUNITY AT UNESCO: Construction Project Manager Position with Assignment in Palo, ...

Written proposals should be submitted by e-mail no later than close of business **(17.00) on 15 July 2020**. E-mail proposals should not exceed 5MB. Your proposal and any supporting documents must be in English. Please send your proposal to this e-mail address: jakarta(at)unesco.org (jakarta@unesco.org)

For enquiries, you may contact Mr. Remegio A. Alquitran, National Project Officer through his email address: r.alquitran@unesco.org and phone contact, +639952500834 and/or Mr. Marmon Pagunsan, National Project Consultant through his email address: m.pagunsan@unesco.org, and phone contact, +639158696408.

Thank you very much.



United Nations  
Educational, Scientific and  
Cultural Organization



Sustainable  
Development  
Goals

### Remegio A. Alquitran

National Project Officer (NPO)

UNESCO Jakarta-Better Life for Out-of-School Girls to  
Fight Poverty and Injustice in the Philippines Project

c/o DepEd Regional Office VIII  
Government Centre, Brgy. Candahug  
Palo, Province of Leyte

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#### 3 attachments

 **ToR-Construction Project Manager- (UNESCO).pdf**  
145K

 **Form HR 13-2.doc**  
136K

 **RFP Construction Project Manager 1Jul20.doc**  
90K



**Contract for Construction Project Manager**  
**Request for written proposal**

Reference: JAK/RFP/20/EDU/007

Date: 01.07.2020

**Request to submit a written proposal for a work assignment**  
**with UNESCO**

UNESCO is inviting written proposals from Individual Specialist as Construction Project Manager for the work assignment to be posted in Palo City, Leyte, the Philippines as described in attachment A.

To enable you to prepare a proposal for this assignment, please find attached the following documents:

- (a) Terms of Reference (see attachment A);
- (b) UNESCO's contract for Individual Consultants, the contracting modality used for these assignments (See attachment Form HR 13-2);

Your written should comprise:

- (a) A technical proposal consisting of:
  - An up to date curriculum vitae for the required skills and qualification,
  - Description on how each of the basic requirements in the TOR could be addressed and / or elaborated and may provide technical advice on options for UNESCO to consider to include any other necessary features to support the construction of the Girls Education Centre and its corresponding facilities located in the compound of the DepED Regional Office 8 in Brgy. Candahug, Palo,
  - An approach and methodology for the assignment to reflect a feasible and sound methodology and show how quality control, prompt delivery of services and internal technical and quality assurance review mechanism for the works will be achieved.
  - A work plan with specific treatment of key deliverables and priorities to indicate the necessary timeframe for the completion of the deliverables.
  - Comments on the Terms of Reference if any (in brief).
- (b) The amount to be charged for the assignment, which should be quoted in US dollars only. Please show any travel costs separately.

Your proposal and any supporting documents must be in English.

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

Your proposal should be submitted by e-mail no later than close of business (17.00) on **15 July 2020**. E-mail proposals should not exceed 5MB.

The e-mail address is:

**[jakarta@unesco.org](mailto:jakarta@unesco.org)**

It is the individual's responsibility to ensure that his/her proposal is received by the deadline.

Thank you for your interest in this UNESCO assignment; and we look forward to receiving your proposal.

**Education Unit, UNESCO Office, Jakarta**

## CONTRACT FOR INDIVIDUAL CONSULTANTS

THE UNITED NATIONS EDUCATIONAL, and  
SCIENTIFIC AND CULTURAL  
ORGANIZATION

(hereinafter called 'UNESCO')

7, place de Fontenoy, 75352 Paris 07 SP  
France

(hereinafter called 'The Individual  
Specialist')

Vendor Number:

Hereby agree as follows:

### TERMS OF REFERENCE

1. Under the supervision of \_\_\_\_\_ the Individual Specialist shall:

### DURATION OF CONTRACT

2. If the contract is not signed by the Individual Specialist and returned to UNESCO by [dd/mm/yyyy] at the latest, it will be considered null and void. This date is subject to modification upon agreement of both parties.
3. This contract shall come into effect on [dd/mm/yyyy], and shall expire on satisfactory completion and delivery of the services described above, but no later than [dd/mm/yyyy], unless terminated earlier under the terms of this contract.
4. If, by the expiry date of the contract as defined in Article 3 above, the Individual Specialist has performed no part of the work assignment, and no advances have been paid by UNESCO, the contract shall be considered null and void.
5. After the expiration of the contract, the Individual Specialist cannot claim payment for any work not delivered on time, as stipulated in article 6.3 below.

### CONDITIONS OF PAYMENTS

#### **6. Payments and Currency**

- 6.1. UNESCO shall make payments to the Individual Specialist on a lump sum basis.
- 6.2. The contract shall be drawn up and all payments made in United States Dollars, Euros or currencies in which UNESCO holds a bank account. Only one currency can be used in any one contract. Where necessary, the United Nations' operational rate of exchange on the date a contract is signed should be used to convert amounts into another currency, but no adjustments will be made for exchange rate variations during the contract period, either to the overall amount or a staggered payment.

6.3. UNESCO shall make the following payments to the Individual Specialist for the services to be provided under the terms of this contract:

Payment	Upon submission and approval by UNESCO of the following:	Reference Article 1	Latest date for submission	Amount	Currency

6.4. The final payment, or each payment in the case of staggered payments, shall be made only after receipt and approval as satisfactory by UNESCO of any deliverable that the Individual Specialist is required to submit for payment under the terms of this contract.

6.5. All payments (see article 6.3 below) shall be effected by bank transfer. UNESCO shall be responsible for its own banking fees but any possible intermediary banking fees, as well as the beneficiary's own banking fees, shall be the responsibility of the Individual Specialist.

6.6. No payments shall be made to a third party.

**7. Advance Payments**

Except for expenses necessarily incurred by an Individual Specialist in order to prepare for an assignment (e.g. travel or equipment), no advance payment shall be made.

**8. Travel**

If deemed necessary by UNESCO, the Individual Specialist who is required to travel in order to perform the work described in article 1, shall be paid a lump sum of [ ] (state currency, which must be the same as the currency in article 6.3) to cover all travel related expenses, including daily subsistence allowance, tickets for the authorized travel and other related expenses (e.g. visas, vaccinations and terminal expenses), in accordance with UNESCO's usual travel provisions.

**9. Reimbursement**

9.1. If any of the work corresponding to the instalments in article 6.3 is not completed to UNESCO's full satisfaction, and/or prior to the expiration of the contract, UNESCO shall have the right to the reimbursement of full or partial payments made, including any advanced payment, to the extent that the services already rendered are either unusable or inadequate in relation to the expenses incurred by UNESCO.

9.2. Any reimbursement shall be returned in the same currency as the payment was made.

**10. Banking Instructions**

10.1. The Individual Specialist should confirm below mentioned banking instructions for any payments arising from the present contract:

Name of the Bank:

Address of Bank:

Name of the Account Holder:

Number of Account:

IBAN Number:

SWIFT Address:

10.2. Only one banking instruction is allowed in any one contract.

**UNESCO TERMS AND CONDITIONS**

11. This contract is subject to General Terms and Conditions as attached. Each page of these Terms and Conditions should be initialled by the Individual Specialist and UNESCO.

12. The Individual Specialist and UNESCO also agree to be bound by the provisions contained in the following documents, which form the only legally valid contractual arrangement between the parties and which shall take precedence in case of conflict in the following order: (i) the present contract and (ii) the General Terms and Conditions attached hereto.

**Signed on behalf of the Director-General of UNESCO:**

Name:	Date :
Title :	Signature :

**Individual Specialist:**

*"I acknowledge that I have read and accept the terms and conditions on the following page".*

Name :	Date :
Title :	Signature :

**GENERAL TERMS AND CONDITIONS**

**Article I. Legal Status**



1. Individual Specialist is neither a staff member under the UNESCO Staff Regulations and Staff Rules nor an official under the Convention on the Privileges and Immunities of the Specialized Agencies (21 November 1947). He/she may, however, be given the status of 'expert on mission' within the meaning of Annex IV of the said Convention.
2. Any immunities and privileges that may be accorded the Individual Specialist by a government are conferred in the interests of UNESCO. Any such immunities and privileges shall not be invoked to excuse the Individual Specialist from discharging any private obligations or from observing laws and police regulations. Should a question of immunities and privileges arise, the Individual Specialist shall immediately report to the Director-General of UNESCO, who shall decide whether they shall be waived.

## **Article II. Obligations**

1. The Individual Specialist is subject to the authority of the Director-General of UNESCO and is responsible to the Director-General in the performance of his/her work.
2. The Individual Specialist's responsibilities are exclusively international. By accepting a contract with UNESCO, the Individual Specialist undertakes to carry out the work given to him/her and to regulate his/her conduct with the interest of the Organization only in view.
3. In providing his/her service, the Individual Specialist shall neither seek, nor accept, any instructions from any government or any authority external to the Organization, except as may be authorized by the Director-General of UNESCO.
4. The Individual Specialist shall conduct him/herself at all times in a manner befitting his international status. He/she shall not engage in any activity that is incompatible with the performance of his/her work for UNESCO. He/she shall avoid any action and in particular any kind of public pronouncement that may adversely reflect on his/her status, or on the integrity, independence and impartiality that is required by that status. While he/she is not expected to give up his/her national sentiments, or his/her political and religious convictions, he/she shall at all times bear in mind the reserve and tact incumbent upon him/her by reason of his/her international status.
5. The Individual Specialist shall exercise the utmost discretion in regard to all matters of official business. He/she shall not communicate to any person unpublished information known to him/her by reason of his/her assignment, except by authorization of the Director-General of UNESCO. These obligations remain binding even after the expiry of the contract.
6. If the Individual Specialist, by malice, culpable negligence or failure to observe any applicable rule, involves UNESCO in unnecessary loss, expense or liability, he/she shall be held responsible and may be required to pay compensation.

## **Article III. Declaration of Compatibility of the Professional Status**

### **1. Family Ties**

- (i) The Individual Specialist certifies that he/she is not the father, mother, son, daughter, brother or sister of a staff member of UNESCO, of an employee of the ancillary services or of someone who, at the same time, holds a supernumerary contract or contract for individual consultants or other specialists or has a fellowship with UNESCO.

- (ii) The Individual Specialist also certifies that, if he/she has a spouse working as a UNESCO staff member, or as an ancillary services employee, the spouse does not work in the same Sector, Bureau or field office in which the Individual Specialist will be working.

## **2. Multiple Contracts**

- (i) The Individual Specialist certifies and declares that he/she only holds one contract of any type with UNESCO at any one time. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.
- (ii) The Individual Specialist certifies and declares that he/she is not a beneficiary of any type of UNESCO Fellowship. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.
3. The Individual Specialist certifies and declares that he/she does not have incompatible professional status under UNESCO's provisions governing the contracts for individual consultants and other specialists.<sup>1</sup>

## **Article IV. Officials not to Benefit**

The Individual Specialist confirms that no official of UNESCO has received from or will be offered by the Individual Specialist any direct or indirect benefit arising from this contract or the award thereof. The Individual Specialist accepts that breach of this provision is a breach of an essential term of this contract which renders this present contract liable for immediate termination, without notice or indemnity.

## **Article V. Taxes**

UNESCO will not reimburse any taxes, duties or other contributions for which the Individual Specialist may be liable in respect of any payments made to him/her under the terms of this contract.

## **Article VI. Use of Name, Emblem or Official Seal of UNESCO**

The Individual Specialist shall not in any manner whatsoever advertise, display, appropriate for personal use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with his/her business or otherwise.

## **Article VII. Confidential Nature of Documents and Information**

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\* In order to avoid the perception of lack of independence or conflict of interest, the individual selected for an assignment must not be:

- a fellow or a holder of another contract of any type with UNESCO at the same time as the proposed contract;
- a member of the Executive Board or an Alternate during his/her term of office until at least 18 months have elapsed from the date of cessation of their representational functions;
- a member of any UNESCO Committee, International Programme Governing Body or National Commission;
- the External Auditor and members of his or her staff who have participated in the audit of the Organization during the two financial periods (e.g. two biennia) following completion of their mandate;
- a member of the Oversight Advisory Committee for 5 years following the expiry of his/her term;
- other officials with oversight responsibilities, including members of the Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), Joint Inspection Unit (JIU) or other similar bodies in the United Nations system, who have had oversight responsibilities over UNESCO, during their service and within 4 years of ceasing that service.

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Individual Specialist under this contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this contract.

#### **Article VIII. Title Rights**

UNESCO shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks with regard to all material which bears a direct relation, to, or is made in consequence of, the services provided to the Organization by the Individual Specialist.

#### **Article IX. Medical Clearance**

The Individual Specialist certifies and declares that he/she: a) is in good health b) has no condition that would prevent him/her from carrying out the work as foreseen by this contract and c) has obtained any necessary inoculations or other medical treatment which may be necessary for him/her to travel to and work in the area(s) foreseen under this contract. The Individual Specialist will be held fully responsible for this certification and declaration. If requested, Individual Specialists may be required to undergo a full medical examination, and be medically cleared by UNESCO's Chief Medical Officer, prior to taking up their duties.

#### **Article X. Insurance**

1. (i) The Individual Specialist shall be insured by UNESCO for work-related accidents, injuries, illnesses or death while performing duties on behalf of the Organization.  
  
(ii) The insurance provides for compensation in the case of: (a) death or permanent total disablement; (b) permanent partial disablement; (c) temporary total disablement. Coverage for temporary, partial disablement is not included. The capital sum insured shall be up to a maximum of 85 000 USD. The scale of compensation payable will be in accordance with the terms and conditions of UNESCO's policy with its insurer. Medical expenses attributable to work-incurred accidents or illnesses are paid up to a maximum annual amount of 10 000 USD.  
  
(iii) If any injury, illness or death for which compensation is payable under the above provisions is caused in circumstances which, in the Director-General's opinion, create a legal liability on the part of a third party to pay damages, the UNESCO Director-General may, as a condition of granting compensation, require the Individual Specialist to whom it is granted to assign to the Organization any rights of action which he/she may have against such a third party. The Individual Specialist shall thereupon furnish to UNESCO any data or evidence which may be available to him/her, and shall render all other assistance which may be required in prosecuting any claim or action against such a third party. He/she shall not settle any such claim or action without the consent of the Organization; UNESCO shall be entitled itself to do so or to require him/her to do so upon such terms as seem reasonable to it.
2. Other than the provisions set out in Article X, paragraph 1(ii), UNESCO does not provide medical insurance to the Individual Specialist.

#### **Article XI. Title to Equipment**

Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this contract or when no longer needed by the Individual Specialist. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Individual Specialist, subject to normal wear and tear. The Individual Specialist shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

#### **Article XII. Termination**

1. UNESCO or the Individual Specialist may cancel the contract before it has come into effect by giving written notice to the other party. For contracts of less than 2 months the period of notice is 5 days, for longer contracts – 14 days. No compensation shall be payable in such cases. Should UNESCO cancel the contract with shorter notice, the Individual Specialist is entitled to 5% of payment for each month of service provided by the contract, subject to a maximum of 30% of the total amount.
2. Once the contract has come into effect, it may be terminated by either party at any time before the expiry date with 2 weeks written notice for contracts of 6 months or less, or 1 month's written notice if the contract is for more than 6 months. If UNESCO terminates the contract, the Individual Specialist is entitled to an indemnity of 5% of payment for each remaining aggregated period of service equivalent to one month, subject to a maximum payment of 30% of the total amount. In the event of termination by the Individual Specialist, or of the inability of the Individual Specialist to carry out fully its terms, UNESCO may deduct from any payments due an amount equivalent to any losses caused to the Organization, taking into consideration the extent to which the assignment has been completed.
3. Notwithstanding the provisions of Article XII, paragraphs 1 and 2, in the event of breach of contract, including false declarations, on the part of the Individual Specialist, the contract may be immediately terminated by UNESCO without notice or indemnity.

#### **Article XIII. Arbitration**

1. Any controversy or dispute concerning the execution or interpretation of this contract shall be settled by negotiation between the parties. If it is not amicably settled, it shall be submitted, at the initiative of either party, either to the Chairperson of the UNESCO Appeals Board or be the subject of an arbitration under the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules in force. The arbitrator shall rule upon the costs of arbitration, which shall be either apportioned between the two parties or paid by one of them only. The arbitral award shall be final and irrevocable.
2. The party initiating the procedure shall decide which of the two procedures shall apply.

#### **Article XIV. Amendments**

This contract may be amended specifying all modifications and signed by both UNESCO and the Individual Specialist prior to the expiry date of the present contract. If the Individual Specialist wishes to propose amendments, these proposals should be communicated to UNESCO which, if deemed necessary, will prepare the amendment to present contract for mutual agreement and signature.

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United Nations  
Educational, Scientific and  
Cultural Organization

**UNESCO Office, Jakarta**  
Regional Science Bureau for Asia and the Pacific  
Cluster Office for Brunei Darussalam, Indonesia, Malaysia, Philippines  
and Timor-Leste

## ATTACHMENT A

### TERMS OF REFERENCE Construction Project Manager (Only Filipino Nationals May Apply)

<b>Unit</b>	Education Unit, UNESCO Jakarta Office
<b>Title</b>	Construction Project Manager
<b>Level</b>	Middle
<b>Duty Station</b>	DepEd Regional Office VIII-Eastern Visayas, Candahug, Palo, Leyte, Philippines
<b>Type of Contract</b>	Individual Specialist
<b>Starting Date</b>	01 August 2020
<b>Duration</b>	11 Months (with possibility of extension, subject to availability of funds and satisfactory performance)
<b>Closing Date</b>	15 July 2020

#### A. BACKGROUND AND CONTEXT

UNESCO Jakarta in partnership with Philippines' Department of Education and with financial support of Korea International Cooperation Agency (KOICA) is currently implementing the "Better Life of Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines" project. One of the component of this project is the construction of the Girls Education Centre located inside the compound of DepEd Regional Office VIII-Eastern Visayas, Government Centre, Candahug, Palo, Leyte, Philippines. It is a one-stop educational hub where Alternative Learning System (ALS) girl-learners will be able to avail holistic support and opportunities to improve their lives.

#### B. PURPOSE OF THE ASSIGNMENT

The Construction Project Manager will be responsible to monitor and evaluate the construction of the Girls Education Centre in compliance with the approved plans and documents of the project "Better Life for Out-of-Schools Girls to Fight Against Poverty and Injustice in the Philippines", including ascertain the quality control and quality assurance of the construction project; day-to-day management and supervision, ensuring the overall efficiency and effectiveness of processes and activities undertaken to achieve timely delivery of the construction project. She/He will be providing technical assistance and sound advice to UNESCO and its partners, including inputs to the development of the construction strategies as well as policies for the maintenance of the Girls Education Centre.

#### C. DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Director of UNESCO Jakarta, and direct supervision of the Head of Education, UNESCO Jakarta, the Construction Project Manager will be responsible to manage the construction of the Girls Education Centre, monitor construction methods and quality control, certify that the quality of works conforms to the specifications, norms, standards, drawings and plans. Responsibilities of Construction Project Manager under this heading includes, but not necessarily limited to, the following:

##### I. Construction Works: Preliminaries and Completion Activities

- Develop the Request for Proposals for the invitation to bid for large projects to the construction firms/companies for the construction of Girls Education Centre within the compound of DepEd Regional Office VIII-Eastern Visayas, Candahug, Palo, Leyte, Philippines.

- Disseminate the invitation to bid for the construction of Girls Education Centre to as many as possible prospective construction firms or companies.
- Organise the pre-bid conference for the interested prospective construction firms or companies before submission of the proposal for the construction of Girls Education Centre.
- Lead in organising the opening of submitted bids for the construction of Girls Education Centre.
- Provide sound technical advice to UNESCO as well as to its partners for the best value for money and most advantageous proposals among the submitted bids for the construction of Girls Education Centre.
- Conduct a thorough background check of the construction firms or companies that submitted the bids proposals for the construction of Girls Education Centre.
- Coordinate and follow-up with the winning construction firm or company for the submission of necessary documents and signing of contract.
- Organise pre-construction briefing meeting with the winning construction firm or company.
- Organise and coordinate the ground-breaking ceremony for the construction of Girls Education Centre.
- Energize the power and water supply system of the completed construction project.
- Maintain the relevant construction records, prepare the interim until final construction and handover reports
- Facilitate the handover process of completed construction project from UNESCO Jakarta Office to Department of Education (DepEd) Regional Office VIII-Eastern Visayas, Candahug, Palo, Leyte, Philippines.
- Prepare handover documents that will include, but not limited to, legal papers and policies for the maintenance of the infrastructures.
- Assist in the organisation of an inauguration ceremony of the completed construction project with high level key officials from UNESCO, Philippines' Department of Education, KOICA and relevant partners.

## **II. Construction Supervision Manual for Quality Control System**

- Prepare Construction Supervision Manual and Forms delineating a consistent, comprehensive and uniform system of quality assurance and quality control for the components, including but not limited to systems of checks and reviews, description of type, frequency and procedures of on-site as well as laboratory tests and inspections, etc., that will be enforced during construction to ensure highest standards of quality.

## **III. Monitoring and Supervision Reports**

- Ensure that effective implementation, monitoring and supervision of the construction of the Girls Education Centre.
- Ascertain effective quality control systems of the construction firm or company work in compliance with rules and regulations of Philippines' Department of Education, Korea International Cooperation Agency (KOICA) and UNESCO quality standards.
- Provide necessary technical support in project management, including risk management, cost control, scheduling, monitoring and reporting.
- Review and update specification of works, develop guidelines for quality assurance and quality control system for the smooth implementation of project components.
- Develop daily and weekly monitoring checklists for the construction of Girls Education Centre.
- Supervision during construction and delivery that involves supervision and inspection during and after construction activities namely: review of construction plans, designs and schemes; coordination of construction contractor activities; and other related tasks.

- Supervise the testing of the materials and concrete pouring of all structures.
- Supervise the electrical, plumbing and mechanical works of this construction project.
- Monitor and evaluate the performance of service provided by the construction project contractor.
- Identify and manage risks, initiate corrective actions where necessary, to the benefit of Philippines' Department of Education, KOICA, and UNESCO. Prepare daily, weekly and monthly accomplishments of the construction project as well as monthly billing and payment of the contractor.
- Organise a regular monthly meeting with the construction project contractor, Philippines' Department of Education and relevant partners.
- Provide regular monthly progress report of the construction of the Girls Education Centre as well as other relevant information.
- Supervise and monitor construction progress and obligations to ensure the construction contractors and personnel are rendering the deliverables on schedule and payments are issued on time.

#### IV. General Duties and Responsibilities

- Coordinate with operations and programmes required activities ensuring proper and timely actions from all stakeholders, UNESCO, Philippines' Department of Education, the contractors, the engineering consultancy companies, and others.
- In charge for overall progress of the construction of the Girls Education Centre and the use of resources.
- Perform other administrative assistance related to logistical, managerial, reportorial, and tasks in line with the project, among others.
- Work closely with project staff based in Indonesia and Philippines related to construction project activities, such as provide the information, report, document, and data as required; follow up the financial and administrative matters.
- Perform other tasks related to the project implementation as requested by the Director of UNESCO Jakarta and Head of Education Unit.

#### D. DELIVERABLES AND DEADLINES

In reference to the duties and responsibilities outlined in this terms of reference, this Construction Supervisor Consultant is expected to deliver the following on the date specified:

No.	Deliverables	Deadline
1	<ul style="list-style-type: none"> <li>• Terms of Reference for invitation to bid for large project for the construction of Girls Education Centre.</li> <li>• Meeting report of the pre-bid conference with the interested prospective contractors.</li> <li>• Draft Construction Supervision Manual and Forms.</li> <li>• Daily and Weekly Monitoring Checklists.</li> </ul>	31 August 2020
2	<ul style="list-style-type: none"> <li>• Relevant information gathered about the prospective contractors that submitted the bid proposals.</li> <li>• Selection meeting report of the opening of submitted bid proposals.</li> <li>• Meeting report of the pre-construction briefing meeting with the winning construction company or firm.</li> <li>• Report on the organised ground breaking ceremony.</li> </ul>	30 September 2020

	<ul style="list-style-type: none"> <li>• Construction Supervision Manual and Forms (Final Version).</li> <li>• Monthly Monitoring and Technical Report.</li> <li>• Minutes of Regular Meeting with Contractor and Partners.</li> </ul>	
3	<ul style="list-style-type: none"> <li>• Monthly Monitoring and Technical Report.</li> <li>• Minutes of Regular Meeting with Contractor and Partners.</li> </ul>	31 October 2020
4	<ul style="list-style-type: none"> <li>• Monthly Monitoring and Technical Report.</li> <li>• Minutes of Regular Meeting with Contractor and Partners.</li> </ul>	30 November 2020
5	<ul style="list-style-type: none"> <li>• Monthly Monitoring and Technical Report.</li> <li>• Minutes of Regular Meeting with Contractor and Partners.</li> </ul>	31 December 2020
6	<ul style="list-style-type: none"> <li>• Monthly Monitoring and Technical Report.</li> <li>• Minutes of Regular Meeting with Contractor and Partners.</li> <li>• Mid-term Progress Report of the Construction Work</li> </ul>	31 January 2021
7	<ul style="list-style-type: none"> <li>• Monthly Monitoring and Technical Report.</li> <li>• Minutes of Regular Meeting with Contractor and Partners.</li> </ul>	28 February 2021
8	<ul style="list-style-type: none"> <li>• Monthly Monitoring and Technical Report.</li> <li>• Minutes of Regular Meeting with Contractor and Partners.</li> </ul>	31 March 2021
9	<ul style="list-style-type: none"> <li>• Handover Documents of Completed Construction Work</li> <li>• Monthly Monitoring and Technical Report.</li> <li>• Minutes of Regular Meeting with Contractor and Partners.</li> </ul>	30 April 2021
10	<ul style="list-style-type: none"> <li>• Monthly Monitoring and Technical Report.</li> <li>• Minutes of Regular Meeting with Contractor and Partners.</li> </ul>	31 May 2021
11	<ul style="list-style-type: none"> <li>• Construction Completion Report</li> <li>• Inauguration Ceremony Report</li> <li>• Monthly Monitoring and Technical Report.</li> <li>• Minutes of Regular Meeting with Contractor and Partners.</li> </ul>	30 June 2021

#### **E. REQUIRED SKILLS AND QUALIFICATION**

- University degree in Civil or Structural Engineering, Architecture or other relevant technical area.
- Valid and appropriate professional license duly issued by Philippines Professional Regulation Commission (PRC). Certifications and/or trainings related to construction project management is an asset.
- Minimum of 7 years of professional experience in construction project management of educational buildings and other related buildings.
- Experience in working in complex environments and medium infrastructure and/or civil works, particularly in the field of construction project management, monitoring, evaluation, quality assurance and quality control as well as construction supervision.
- Experience in community mobilization/community monitoring sites, coupled with the ability to address and manage all aspects of monitoring of construction that includes legal aspects of positioning, procurement, law and knowledge of construction contracts, construction information technologies, and follow-up.



- Experienced in managing and supervising medium to large-scale construction works in the public and/or private sector.
- Knowledge of procurement, tendering, and contracting processes and requirements.
- Excellent and proven experience in dealing with construction project contractors, government partners and foreign aid agencies.
- Familiar with building design and construction in the natural disaster (typhoons and earthquakes) prone areas in the Philippines.
- Knowledge of United Nations rules, procedures and regulations is an advantage.
- Working experience with United Nations agencies or other international development organization is an asset.
- Excellent knowledge of English and full proficiency of Filipino languages is required. Knowledge of Waray and/or Bisaya will be an advantage.

#### **F. FACILITIES TO BE PROVIDED BY UNESCO**

Need for presence of Individual Specialist in office:

partial (for presentations of the consultant outputs on agreed dates)

intermittent (explain)

full time/office based in **the Department of Education (DepEd) Regional Office 8 in Brgy. Candahug, Palo, Province of Leyte, the Philippines**

*Provision of Support Services:*

Office space:  Yes  No

Equipment (laptop etc):  Yes  No

Secretarial Services:  Yes  No

Visa arrangements:  Yes  No