



Ministry of Health

AFRICA CENTRES FOR DISEASE CONTROL AND PREVENTION REGIONAL INVESTMENT FINANCING PROJECT (P167916)

TERMS OF REFERENCE FOR POSITION OF CIVILL ENGINEER FOR THE ZAMBIA NATIONAL PUBLIC HEALTH INSTITUTE (ZNPHI)

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| Country | : | ZAMBIA |
| Project ID | : | P167916 |
| Name of Project | : | Africa Centers for Disease Control and Prevention Regional Investment Financing project |
| Assignment Title | : | Civil Engineer |
| Reference Number | : | ZM-MOH-218308-CS-CQS |

1. PROJECT BACKGROUND

The Ministry of Health (MoH) with support from the World Bank is implementing the Africa Centres for Disease Control and Prevention (Africa CDC) Regional Investment Financing Project (ACDCP) which aims to enhance Public Health Security capacity by supporting the establishment of infectious disease control systems on the African continent.

The Africa CDC is a specialized technical institution of the African Union established to support public health initiatives of Member States and strengthen the capacity of their public health institutions to prevent, detect, control, and respond quickly and effectively to disease threats. To help Africa CDC and countries in the region cope with the burden of disease threats and outbreaks, the World Bank has provided funding to the Africa CDC headquarters in Addis Ababa, the Southern Africa Regional Coordinating Centre (SA-RCC) in Lusaka, the Ethiopian Public Health Institute (EPHI) and the Zambia National Public Health Institute (ZNPHI) for strengthening vital institutional capacities to execute measurable public health functions through the Africa Centers for Disease Control and Prevention Regional Investment Financing Project (ACDCP).

The overall Project Development Objective (PDO) is to support Africa CDC to strengthen continental and regional infectious disease detection and response systems.

The Project has five strategic components: (i) governance, advocacy, and operational frameworks; (ii) public health assets; (iii) human resource development; (iv) project management support; and (v) a contingent emergency response component for Ethiopia and Zambia. Each

component has complementary actions defined under sub-components for each implementing entity.

In Zambia, the Project seeks to provide institutional strengthening to the Zambia National Public Health Institute (ZNPHI) and support operationalization of the Africa CDC Southern Africa Regional Collaborating Centre (SA-RCC) based in Lusaka, Zambia. The Project will include the construction, equipping, and staffing of a Biosafety Level 3 (BSL-3) National Public Health Reference Laboratory and Office Complex that will serve as a Regional Centre of Excellence and provide additional capacity to support the Southern Africa region. The project will be implemented by Ministry of Health through Zambia National Health Institute of Public Health (ZNPHI).

Under the ACDCP, Ministry of Health/ZNPHI seeks to engage a Civil Engineer to participate and contribute to all phases of construction work including planning, designing, and overseeing the construction.

a. Duty Station: Zambia National Public Health Institute, MoH, Lusaka

b. Reports to: Project Coordinator – ACDCP

c. Title: Civil Engineer (1 Post)

2. OBJECTIVES OF THE ASSIGNMENT

Lead the structural engineering component of the construction project from early concept through design development. Review drawings, specifications, and construction documents. Consult with clients to determine their requirements.

The Civil Engineer will primarily be responsible for implementation of the approved Quality Assurance and Management Plan for Works, from Design Stage, Construction Stage until Project Completion Stage to ensure adherence to set standards and Quality.

3. SCOPE OF WORK

- Coordinate the maintenance and security of all Project documents and records pertaining to assessments of the quality of Project from Inception to completion
- Participate in technical meetings as may be required.

Main Duties/Accountabilities

| # | Key Result Area | Principal Responsibilities |
|---|---------------------------------|--|
| 1 | Planning and design | <ul style="list-style-type: none"> • Participate in and provide technical/engineering input in the design of the construction works. • Participate in pre-bid meetings and bidding processes through the assigned committee for the selection of vendors and provide technical input to the preparation of tenders, during bid evaluation process and in the preparation of the construction contracts preapproval by management. • Participate in procurement of construction related works, from tender preparation to evaluation and ensure adequate technical consideration are in place before award of construction contract. • prepare the necessary applications for development consent and permits with relevant Ministries and Authorities. • Review and recommend construction designs for approval and ensure these are in line with Government and World Bank standards |
| 2 | Construction and Implementation | <ul style="list-style-type: none"> • Coordination with Constructor's site Engineer to obtain required technical inputs as necessary for the carrying out field level tasks effectively and efficiently and in accordance with specified standards and specifications. • Collaborate with contractors on site identification and site lay out of construction project. • Check line level, layout of construction to ensure conformity with the approved construction drawing. • Interpret plans and specifications and project milestones to ensure compliance |

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| | | <p>with requirements, project timeframe and to resolve questions as intent of the same.</p> <ul style="list-style-type: none"> • Ensure all site surveys, soil and water samples, concrete test, etc. are done in a timely manner and are recorded in the project document. • Ensure compliance with WB/GRZ safety policies and procedures in construction and implement site safety and hazard assessments at the site. • Ensure constructions are implemented in compliance with WB rules and regulations. |
| 3 | Monitoring, Supervision and Reporting | <ul style="list-style-type: none"> • Undertake site visits as required and as specified in the implementation plan to provide oversight of the construction works and overview of progress, with particular attention to ensuring Construction Contractors' adherence to the design and construction drawings and specifications. • Random sampling and testing of Construction Contractor's materials to ensure compliance with the Specifications. • Monitor and track construction to ensure timely, cost effective and quality delivery of the works. • Conduct formal Site Meetings with the Construction Contractor and keep minutes of matters of concern. • Attend community meetings organized by the Environmental Safeguards and Social Safeguard Specialist and prepare appropriate technical briefs as required. • Review the consultant's progress reports on sub-project implementation. • Verify completion and standards by signing completion certificates. • Provide regular and periodic updates and reports on the construction work. |

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| | | <ul style="list-style-type: none"> • Review and make recommendations on any claims submitted by the Construction Contractor for additional payments and extensions of time. • Attend third party inspections as necessary and provide certification on the quality of the material, equipment and plant/site based on such inspections. • Monitor quality and quantity of construction materials and equipment and verify against contract terms, inventory reports, accepted construction standards and compliance with design documents and specifications. • Advise ZNPHI/MOH on quality control and quality assurance matters, in cases of non-compliance with set standards. |
| 4 | Contract Management | <ul style="list-style-type: none"> • Manage construction contract and ensure these are delivered within budget, time, and quality. • Manage relations with contractors on behalf of ZNPHI from inception to closure ensuring that all parties adhere to the provisions of the contract. • Lead performance review of the contractor as part of procurement committee • Document any breaches by contractors and escalate to management accordingly. • Supervise and monitor construction work. Prepare measurements for the work completed and in progress and verify bills for payment. • Assist the Project Coordinator in any other work-related contract administration including addressing public complaints. |
| 5 | Managing and coordination of other technical disciplines that are part of the construction project | <ul style="list-style-type: none"> • Procure, supervise, and report on all aspects of the work of technical consultants engaged for the design and implementation of infrastructure. • Assist Project Coordinator and all project team members in all work related to |

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|---|------------------|---|
| | | <p>testing, verification, commissioning, and handover of the office complex and laboratories.</p> <ul style="list-style-type: none"> • Perform any other duties required for the effective functioning of the Coordination with the technical consultants, • Development of a Quality Assurance and Management Plan with inputs from the Quality Assurance team and other relevant stakeholder. |
| 6 | Any other duties | <ul style="list-style-type: none"> • Perform any other tasks as delegated and required by the Project Coordinator. |

4. CAPACITY BUILDING PROGRAM

The Civil Engineer will be provided with opportunities to undertake training and skills enhancement relevant to execution of his/her duties. He/she will also work with the ZNPHI workforce development cluster to develop, organize and deliver relevant training to the implementing agency staff, contractors, field supervisors and other implementing agency officials; this will be coupled with inspection, technical support and mentorship visits to project sites.

5. LIST OF REPORTS, SCHEDULE OF DELIVERABLES, AND PERIOD OF PERFORMANCE.

a. Reports/Deliverables:

The Civil Engineer will ensure the following deliverables:

- a. Submission of acceptable monthly progress reports
- b. Submission of any other technical reports as may be required.

b. Timelines and duration of Consultancy:

This is a full-time position. The service is initially for a period of 2 years, subject to extension based on satisfactory performance, for the duration of the Project.

c. Performance Assessment/Compensation

The Civil Engineer will be appraised for the first six months and thereafter yearly. He / She will receive a competitive compensation monthly salary.

6. DATA, LOCAL SERVICES, AND FACILITIES TO BE PROVIDED BY MINISTRY OF HEALTH

The MOH/ZNPHI will provide information, and facilities including office space, transport, office equipment, computers, and telecommunication systems necessary for effective execution of the Role.

7. INSTITUTIONAL AND ORGANIZATIONAL ARRANGEMENTS

The Civil Engineer will report to the Project Coordinator – ACDCP at ZNPHI. He/She will work closely with ZNPHI and respective Government Departments that have a function role under the Project.

8. CONSULTANT QUALIFICATIONS AND SKILLS

- Bachelor's degree in Civil/Structural/Building Engineering and a minimum of ten years relevant experience of which at least 3 years should have been in construction supervision.
- A Master's degree in Civil/Structural/Building Engineering will be an added advantage.
- Registered with the Engineering Institute of Zambia (EIZ)
- Experience in the preparation, appraisal, and supervision of projects in construction engineering or structural engineering required.
- Experience managing construction projects from the design phase to the close out/retention period.
- Experience working on a donor funded project will be an asset.
- Experience developing and overseeing construction implementation plans
- Excellent communication skills (both written and oral) in English
- Proficiency in use of general computing applications such as MS Excel, Word, Power point

9. DEMONSTRABLE SKILLS AND COMPETENCIES:

- A team player with strong interpersonal communication skills, relationship building and networking skills;
- Have a demonstrated high level of organizational, construction inspection, and record keeping skills with an ability to undertake frequent visits to the Construction Site;
- He/she shall be familiar with civil works contract procedures regarding adherence to quality and must have experience in contract management of Complex projects;
- Strong analytical skills with an ability to evaluate and propose strategic options;
- Ability to multi-task (prioritize, organize, schedule work);
- Ability to think critically and strategically in difficult conditions to diplomatically challenge the status quo and encourage shared ownership of outcomes;
- Commitment to ensuring that knowledge transfer and capacity building is central in the work;
- Ability to work under pressure and meet tight deadlines.

