



TERMS OF REFERENCE

Position: Construction Projects Consultant

Location: Tehran, Iran (with travel to areas where RI operates)

Duration: 3 months with possible extension

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach -which we call the RI Way- emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

RI in Iran: Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran and currently implements a large-scale COVID-19 response. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response.

Position Summary:

RI's program in Iran focuses on the Education, Health, Livelihoods, Protection and Emergency Response sectors. Many of RI's projects are implemented in partnership with government line ministries and involve construction and rehabilitation, primarily of Health and Education facilities across the province and other RI's operational areas upon supervisor request. Under

the direct supervision of the head of office and technical supervision of Country Construction Coordinator, the Construction Projects Consultant will support RI in supervising all aspects of the implementation of RI's construction activities.

Position Responsibilities and Duties:

The Construction Projects Consultant will be responsible for ensuring the successful implementation and delivery of on-site construction activities.

Specific duties and responsibilities include the following:

- Develop/consolidate physical program and technical specifications for the design process of construction activities through close communication and coordination with the Country Construction Coordinator.
- Conduct needs assessment or Review and approve needs assessments conducted by the Program team to be used in the preparation of BoQs.
- Support the Operations department in the preparation of BoQs, tender documents, selection recommendation reports, offers, contracts under supervision of the Country Construction Coordinator
- Check drawings, specifications and other design and construction documentation to ensure accuracy, constructability and compliance with local regulations and codes - identifying potential design and construction issues well before they occur, and informing the country Construction Coordinator
- Provide on-site monitoring of construction/rehabilitation projects, ensuring the highest possible standard of construction within agreed timeframes and budgets;
- Communicate and coordinate with contractors and their staff on a daily basis to ensure that progress is in line with quality, time and cost targets;
- Organize regular site meetings with all relevant stakeholders to discuss issues and challenges, and provide efficient and effective solutions. Prepare minutes of meetings and develop implementation strategies for approval by the country Construction Coordinator;
- Prepare detailed, regular progress reports, for submission to the country Construction Coordinator;
- Taking into consideration the difficulties encountered in the operational environment, ensure effective/productive relationships are maintained with all stakeholders at all times;
- Manage the process of design/plan changes where required in coordination with the country Construction Coordinator; obtain necessary approvals and implement the plans ensuring that disturbances to site work are kept to a minimum;
- Proactively manage contractor variations following standard procedures. Negotiate with the contractor to ensure value for money and to implement and document variations;
- Review and approve contractor invoices/payments/billing quantities and submit to the Country Construction Coordinator for approval. Maintain accurate invoice/payment records for all contracts and projects;

- Resolve on-site and off-site contractual disputes with contractors amicably to minimize the need for escalating issues to higher management;
- Ensure that the contractors fully understand and comply with all relevant RI policies and donor requirements;
- Thoroughly understand and apply norms and standards, including RI SOPs, the National Building Code, and other applicable national standards and specifications;
- Act as RI representative when required during periods of projects implementation in coordination with the Country Construction Coordinator.

Safeguarding

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

Equity and Diversity Commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.
- Perform other functions that maybe assigned from time to time.
- Perform other duties that may be assigned from time to time.

Qualifications & Requirements:

- Master's Degree in Civil Engineering, Construction, or Architecture with minimum three years of relevant experience, or a Bachelor's Degree in Civil Engineering, Construction, or Architecture with an additional five years of relevant experience;
- Experience delivering construction projects in a development environment is essential;
- Five years' experience liaising with technical organizations, local parties and stakeholders, working on construction projects, with a good knowledge of local regulations and procedures;
- Close familiarity with construction industry standard formats for contracts/documents is required;
- Previous experience managing building construction projects.
- Knowledge of and experience working with MSP, Microsoft Office, AutoCAD and other relevant software packages.

Competencies:

Professional:

1. Fluency in English & Persian, both written and spoken;
2. Ability to produce good quality reports;
3. Good knowledge of related laws, regulations, technical codes, contract and project cycle management including 2800 construction codes;
4. Negotiation skills with stakeholders;

5. Experience of working with UN/INGO/NGO as a plus.

Behavioral:

1. Proactive
2. Problem Solving approach
3. Planning and delivering results;
4. Analyzing;
5. Communication with impact and respect;
6. Working with people and good team player;
7. Coping with changes.

RI Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- *Inclusiveness*
- *Transparency and accountability*
- *Agility and innovation*
- *Collaboration*
- *Sustainability*

How to apply:

If you are interested in this job, please email your cover letter and CV together with your **RI Application** in English to tehran@ri.org and mention the <Job Title_FULL NAME> in the subject line. **Applications close on 17 October 2021.**

Due to limited resources, only short-listed candidates will be contacted.

Note to external agencies, we will not be accepting CVs from third parties.

Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment. All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.