**Terms of Reference**

**for**

**Multi-Phased Single-Phased Project Management[[1]](#footnote-1)**

**I] Planning Phase**

**Tasks**

Under the overall and general supervision of the UN Resident Coordinator and in close association with the Chairperson of the UN Operational Management Team (OMT), and with reference to the UNDP TTCP Transaction Model, the Project Manager/firm:

* Establishes Project Schedule, indicating project phases and deliverables with milestone deadlines and submits to RC/UN focal point and TTCP for review and approval. The project schedule must include:
* Detailed Planning phase (pre-design)
* Design phase
* Construction phase
* Project closeout and warrantee phase;
* Advises on Green building requirements based on the project program and budget as integral part of the initial planning phase.
* Conducts the necessary studies and survey (existing/proposed buildings or land) including but not limited to Architectural, Structural, Mechanical, Electrical, Plumbing and Fire Protection to assess the individual and collective requirements of all interested UN Agencies – UN focal point to assist throughout the process;
* Determines staffing and space requirements of all participating UN Agencies, following JIU office space standards - UN focal point to assist throughout the process;
* Plans and coordinates move of agencies from their existing offices to the new/temporary swing space(s) or building(s) and responds effectively to problems related to information /communication connectivity.
* Assists the RC/UN focal point with determining the selection criteria for identifying the most preferable premises situation;
* Assists as required the RC/UN focal point in negotiations with the Government in establishing a UN House/UN Common Premises;
* If required, identifies three (3) recommended real estate options/sites;
* If required, liaises with the local FSCO to ensure DSS assessment of all three sites;
* Provides assistance to RC/UN focal point to determines the duration of the lease for each of the identified options;
* If required, conducts a Market Survey of comparable real estate properties (realtor’s assistance may be provided by the RC/UN focal point) in order to determine whether recurring (rental rates, operational, etc..) costs and one-time construction (fit-out, relocation, etc..) costs are financially sustainable for the participating UN Agencies;
* Prepares a comprehensive Cost/Benefit Analysis (CBA) for each of the identified options, clearly outlining both the costing part and the projected benefits;
* Assists the RC/UN focal point with drafting a comprehensive proposal for TTCP review and endorsement;
* Acts as an advisor to the RC/UN focal point and provides guidance and unbiased opinion in all matters related to the project and indicated in the TOR;
* Monitors the overall project progress and the project schedule and reports any delays to RC/UN Focal point and TTCP. Prepares weekly written reports for the RC/UN focal point, as well as monthly progress reports for the TTCP including the project status and summarizing decisions taken and high-lighting issues to be resolved;
* Conducts weekly meeting (one 2-4 hour meeting per week) with project stockholders throughout the Planning Phase.
* Participates in OMT and UNCT meetings and briefs members on the status of the project as required.
* Assists the RC/UN focal point in drafting and issuing a Request for Proposal (RFP) for the Architectural and Engineering design phase.
* The Project Manager/firm is not vested with decisional authority for any issues and does not represent the UN system in discussions with 3rd parties (e.g. Government, developers, contractors, etc.).

**Key Deliverables**

* All deliverables are to be documented in electronic format, i.e. word, PDF, excel and submitted in printed and electronic formats. All drawings created by PM are to be submitted in AutoCAD 2007 format.
* Documented outcomes of negotiations between the UNCT and the Government - RC/UN focal point to assist in providing all the necessary information;
* A UN House/UN Common Premises proposal document, encompassing the following:
  + Premises Proposal Check List;
  + List of UN Agencies participating in the project - RC/UN focal point to assist in providing all the necessary information;
  + Detailed analysis of the existing office space situation of said UN Agencies, including:
    - Current workplace environment and comfort;
    - Current space lay-out;
    - Current rent, operating and maintenance costs;
    - Current staffing numbers and grades
  + Proposed premises situation, including:
    - Requirements for a better workplace environment and comfort;
    - Space (office and common areas) requirements;
    - Rent, operating and maintenance costs;
  + List of three recommended options/sites, including - RC/UN focal point to assist in providing all the necessary information:
    - List of the selection criteria used;
  + DSS assessment of each of said recommended options/sites, including - RC/UN focal point to assist in providing all the necessary information:
    - Detailed DSS reports of each option;
    - Itemized list of security measures recommended by DSS and their cost estimates;
  + Detailed Cost/Benefit Analysis (CBA), including: - RC/UN focal point to assist in providing all the necessary information:
    - Itemized list of the estimated one-time fit-out costs and recurrent costs for each option. These costs should be annualized;
    - Quantifiable benefits such as decreased costs in common services – in particular those common services directly related to premises: i.e. utilities, building security, cleaning including garbage disposal, gardening, and maintenance;
    - Narrative portion outlining expected non-quantifiable benefits;
* Regular progress reports to the UNCT, OMT and TTCP;
* Other pertinent information.

**Qualifications**

The Project Manager should have:

* An advanced university degree in Architecture or a first university degree with a relevant combination of academic and professional qualifications;
* A minimum of ten (10) years of progressively responsible professional experience in working with Government entities, developers, municipalities and contractors on similar projects. Background in developing countries with demonstrated strong project management experience & skills is preferred;
* A good knowledge of local real estate/construction market and pertinent legislation;
* Experience in qualitative and quantitative research methods (key informant interviews and focus groups);
* Ability to meet deadlines, problem solve, work both independently and as part of a team;
* Demonstrate knowledge of pertinent local building codes and life safety requirements, and State agency procedures.
* Good understanding of the project phases from project set-up through design, Bidding, construction and project close-out and occupancy.
* Have a good understanding of all the disciplines involved in the design of a building including building materials and systems.
* Knowledge of basic accounting principles related to construction.
* Candidate must possess knowledge of architectural, engineering and construction principles and practices,
* Familiar with International Building Codes such as IBC and Eurocodes.
* Experience in managing both small and large office building projects from inception to project closeout.
* Possess substantial knowledge of principles and techniques of personnel supervision and ability to work closely with all disciplines.
* Professional License and knowledge of Green Building principals and technologies is preferred.
* Proficiency in office automation – word processing, AutoCAD, Microsoft Projects, spread sheets, database management and Internet skills;
* Excellent oral and written communication skills in English. Additionally, a good commend of the local language is preferred.

1. Please note that this template may be tailored to suit the UNCT’s needs; items may be added or omitted as required. [↑](#footnote-ref-1)