

**Terms of Reference**  
**Project Manager /Individual Consultant**  
**Chile Country Office Premises**

**1. Purpose of the Assignment:**

UNICEF Chile Office seeks a Project Manager to plan and execute build out of its new premises.

**2. Background and Justification:**

UNICEF Santiago recently purchased new office space in the Alto El Golf Building, Avenida Vitacura 2969, Comuna de Vitacura. The premises is one whole floor totalling 648 square meters of raw space. UNICEF wishes to create an efficient office layout for 5 sections, approximately 25/30 staff applying open space plan, greening elements and accommodative facilities for disabled persons.

Effective 1 June 2016 UNICEF Chile is leasing an office for a one year period. During this time, all works on the Avenida Vitacura premises are to be fully completed and relocation finalized no later than April 2017.

**3. Scope of Work:**

- Interior Design Phase: Discuss with staff and propose office configuration and fit out plan to respond to identified needs.
- Procurement Phase: Provide technical support/advice on selection of construction Company.
- Construction Phase: Oversee and supervise all works through completion.

**4. Key Deliverables:**

The Consultant/Company will:

Interior Design Phase:

- Establish workplan and project schedule, indicating milestones and deliverables.
- Conduct any necessary assessments of the infrastructure before work begins (i.e. mechanical, electrical and plumbing).
- Produce architectural design/floorplan based on staffing and space requirements, using UN Capital Master Plan as a guideline considering the minimum local standards defined in local laws/regulations.
- Incorporate UNICEF security recommendations, ICT requirements, disabled accommodation and accessibility options, and greening innovations.
- Develop seating arrangement and identify equipment and furniture to be relocated/purchased
- Prepare Bill of Quantities with specification of quality and type of materials required, and cost estimates.

Procurement Phase

Upon finalization of the plan, UNICEF will undertake competitive selection for the contractor to carry out the agreed works. The Consultant/Company will:

- Draft Terms of Reference which will serve as a basis for the Contract of Works.
- Provide technical and advisory support during the bidding process.

### Construction Phase

- Coordinate with and provide the contracting firm with consolidated information and designs
- Supervise and monitor works to ensure they are in accordance with agreed level of quality and design documentation
- Carry out daily onsite inspection and report any deviations or change orders
- Review the construction progress against timelines and ensure corrective actions are being taken to mitigate delays
- Verify that construction materials and equipment conform to project design and specifications
- Convene weekly meetings with UNICEF management to review progress of project
- Review all works to ensure that all defects have been rectified and produce certification of quality and compliance reports for UNICEF to release further payments to construction company
- Plan and coordinate move from existing office to new building and resolve any issues

### **5. Reporting Requirements:**

The consultant/company will work under the direct supervision of the Chief of Operations, under the overall guidance of the Country Representative, in conjunction with the Chief of Regional Operations.

### **6. Timing/duration of contract:**

The successful applicant shall be recruited on a contract for a period of 10 months.

### **7. Qualifications Required:**

Education:

- Advanced university degree in Architecture or related field.

Experience and Skills:

- Proven track record in undertaking works of similar nature during the last 10 years (at least 5 of which should be at a senior level).
- Professional expertise and excellent background in civil works planning, interior and engineering designs relocation documentations, construction systems and procedures, and latest trends in the industry.
- Hands-on exposure in monitoring actual fit-out construction of offices in modern buildings.
- Outstanding interpersonal skills, relationship management and client service orientation.
- Ability to meet deadlines and solve problems, work both independently and as part of a team.
- Proficiency in office automation.
- Excellent oral and written communication skills in Spanish and English.

### **8. Deadline:**

Qualified candidates are requested to submit a cover letter, CV and P11 form (which can be downloaded from here: [P11](#)) to [chilereclutamiento@unicef.org](mailto:chilereclutamiento@unicef.org) with subject line **#CLE-13/2016** by June 27<sup>th</sup>, 2016. Please indicate your availability and daily/monthly rate to undertake the terms of reference above. Applications submitted without a daily/monthly rate will not be considered.