

**Department for International Development - Nepal Health Sector Support Programme  
(DFID-NHSSP)**

**TERMS OF REFERENCE: Construction Manager**

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**1. BACKGROUND**

The Ministry of Health and Population (MoHP) is currently implementing the Nepal Health System Strategy (NHSS) 2015-2020. Between March 2017 and December 2020, a consortium led by Options, with HERD International, OPM, and Miyamoto will be supporting the implementation of this strategy, through the Nepal Health System Support Programme 3, funded by DFID. The programme has two components. The first component is General Technical Assistance (TA) to increase the capacity of the MoHP to improve health policy-making and planning, procurement and financial management, health services and the use of evidence for planning and management. The second component aims to increase the MoHP's capacity to retrofit health infrastructure to withstand future earthquakes. Both components are integrated and provided by a team based in Kathmandu and "embedded" with the Government of Nepal.

**2. PURPOSE AND OBJECTIVES**

NHSSP is undertaking Retrofitting and Rehabilitation of two hospitals as per KPA3 of the NHSP3 (RHITA component). For this activity, Western Regional Hospital (WRH) Pokhara, and, Bhaktapur Hospital have been selected using the selection criterion agreed between MoHP and DFID. Preliminary assessments of the buildings have been carried out to identify the required interventions for both the Hospitals. The planned action involves structural, non-structural and functional retrofitting interventions as required for different types of buildings within the hospital complex. NHSSP technical assistance supported DUDBC for the overall technical support for design and planning of all the interventions required. The planned interventions recommended by the NHSSP team have already been reviewed and agreed by all the stakeholders. As agreed between DFID and the government of Nepal, DUDBC is responsible for the overall implementation of the project adopting the government procurement procedure, technically supported by NHSSP in all the aspects of the implementation of the retrofitting project. DUDBC has now proceeded forward with the tendering procedure and the construction works will commence shortly. In this regard, a construction manager has been proposed in the technical proposal of the NHSSP (RHITA) document for supporting broader management of the site during the construction period liaising between the programme and all the concerned stakeholders (MOHP, DUDBC, NHSSP, Contractor, Hospital authorities and local government).

The Construction Manager will liaise and report to the Health Infrastructure Lead Advisor and is also responsible for supporting DUDBC for the successful retrofitting construction and hand-over of the priority hospitals, including on-site management of work against the scheduled timeline, sequencing, quality, and personnel matters. The Construction Manager must also support the main and sub-contractors in implementing earthquake resilience works, as necessary and support in managing the construction and sites in line with good health and safety practices.

The Construction Manager leads the Site Engineers within the two retrofitting sites.

The Construction Manager's activities are linked to deliverables across Key Performance Areas 1, 2 and 3 in the NHSSP3 activity plan. The KPA targets are included as part of this job description

### 3. TASKS

#### **Specific responsibilities:**

Support the construction and contract management and implementation process of retrofitting works of WRH, Pokhara, and Bhaktapur in the following ways:

- Support in the tendering process of the main retrofitting work
- Supervise Site Engineers supporting DUDBC for the execution of retrofitting works to ensure delivery of and compliance with construction specifications, methodology, and timeframe
- Ensuring quality and consistency across all contract packages and areas of work, against the overall project plan, project hand-over, and completion processes
- Engage with Site Engineers to identify potential risks and blockages during execution and proactively initiate remedial action, as appropriate in coordination with HI - Lead advisor and DUDBC.
- Implement safety procedures as required by contract document, national codes, rules and regulation
- Prepare and implement monitoring and evaluation tools
- Maintain accurate records of site meetings, events, and construction decisions
- Sign-off on work satisfactorily completed, with supporting information to release payment
- Participate actively in regular site meetings.
- Conduct on-site training events and provide support to counterparts as part of KPA2: Capacity Enhancement.
- Review, assess and recommend actions on disputes and claims
- Assist project manager (DUDBC) in claims settlement, risk mitigation and contract interpretation.
- Ensure that the retrofitting works are implemented with good practices (patient-centred construction, efficient planning and sequencing to minimize disruption, strong infection control measures) in close consultation with hospital management.

The Construction Management expert's activities are linked to deliverables across Key Performance Areas 1, 2 and 3 in the activity plan. The KPA targets are also included as part of this job description.

#### **Key Performance Area 1 Target**

- 2 major standards and codes developed/updated and adopted within 6 months
- 6 major policies and guidelines produced and adopted within 2 years
- Nepal National Building Code updated with appropriate new environmental and natural hazard sections within two years

#### **Key Performance Area 2 Targets**

- 8 training events for the MoHP and DUDBC staff in policy development and technical skills in 2020 with at least 120 MoHP and DUDBC staff trained in skills development/capacity building programmes by 2020
- 80 training events for private-sector construction contractors and construction professionals with at least 800 participant training undertaken

### Key Performance Area 2 Targets

- At least 2 priority hospitals retrofitted/rehabilitated with support from DFID's earmarked Financial Aid by February 2020

### Other duties and requirements

- Maintain high standards of professional practice, ensuring quality assurance and compliance throughout the contract tenure.
- Participate as an active member of the NHSSP Health Infrastructure Team, contributing in operational planning, programming, and budgeting processes as required
- Produce reports, materials, and inputs for NHSSP deliverables (Payment Deliverables) as required for the effective performance of the programme
- Attend meetings, seminars, consultative events and workshops as a representative of the NHSSP as required
- Be familiar with and observe Options and NHSSP requirements on staff behaviour and performance, grievance and disciplinary procedures, anti-corruption action and other relevant personnel conditions of employment

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

## 4. PERSON SPECIFICATION AND QUALIFICATION CRITERIA

### Person specification

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Degree in Construction, Civil or Structural Engineering, or related field with professional registration</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Minimum 15 years of professional experience in construction, with significant exposure in programmes/projects in the health sector</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrable track record of delivery in large multi-functional projects</li> </ul>
<b>Skills and attributes</b>
<ul style="list-style-type: none"> <li>• Strong working knowledge of relevant national and international construction design codes, standards and practices</li> </ul>
<ul style="list-style-type: none"> <li>• Good client and external liaison skills, with experience of working in complex environments with government, donors and external stakeholders, communication skills</li> </ul>

and leadership qualities.

- Good interpersonal skills and ability to work with people from diverse backgrounds
- Good organisational skills, with the ability to handle multiple tasks and activities with competing deadlines
- Good report writing and presentation skills

**Other requirements**

- Commitment to equal opportunities and social inclusion
- Good command of written and spoken English
- Experience in working in multi-disciplinary and multi-cultural teams