



## **UGANDA CANCER INSTITUTE**

### **EAST AFRICA'S CENTRES OF EXCELLENCE FOR SKILLS AND TERTIARY EDUCATION IN BIOMEDICAL SCIENCES PHASE 1 PROJECT**

#### **TERMS OF REFERENCE**

#### **FOR**

#### **PROJECT ARCHITECT / CIVIL ENGINEER**

**TO SUPPORT THE CONSTRUCTION COMPLETION AND EQUIPPING OF THE  
PROPOSED MULTIPURPOSE BUILDING FOR CANCER TREATMENT,  
RESEARCH AND TRAINING**

**REF: UCI/CONS/2023-2024/00055/1**

**MAY 2024**

## **PROJECT ARCHITECT/CIVIL ENGINEER**

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### **1.0 Introduction**

The Government of the Republic of Uganda received a loan financing from the African Development Fund (ADF) towards Project for establishing the East Africa's Centre of Excellence in Oncology Phase 1 at the Uganda Cancer Institute, Mulago Kampala.

The overall objective of the project is addressing the crucial labour market shortages in highly skilled professional in oncology sciences and cancer management in Uganda and the EAC region in general. Component 1 of the project includes Expansion and Improvement of the Infrastructure and Equipment at the Uganda Cancer Institute (UCI) as a Centre of Excellence in Cancer Research and Management. This will involve among others expansion of infrastructure at the UCI to provide required research laboratories, training facilities for postgraduate and doctoral training, faculty and research scholar offices, conference facility, adequate ancillary spaces to enable the institution to offer state of the art training and provision of medical equipment for laboratories and training facilities.

The project implementation arrangements require the services of a project support team under Component 3 to enhance the capacity of the Project Coordination Unit for the smooth implementation of the Project. One of the project support personnel (Individual Consultants) required is an **Architect or Civil Engineer**.

As the Implementing Agency, UCI now invites suitable qualified individuals with qualifications and experience as detailed below to apply for the position of **Project Architect/Civil Engineer**.

### **2.0 Objectives of the Assignment**

The Architect/Civil Engineer will be responsible for planning, monitoring, supervision and contract administration of the construction completion works and construction supervision consultancy services for the proposed Multipurpose Building.

### **3.0 Type of Contract**

The type of Contract shall be Individual Consultant.

### **4.0 Expected Start Date**

The successful candidate will be required to commence work not later than 1<sup>st</sup> July 2024.

### **5.0 Duration**

This is a full-time assignment for a period of two (02) years.

### **6.0 Scope of Work / Duties and Responsibilities**

In accordance with the Project objectives, the Architect/Civil Engineer shall undertake the following tasks:

#### ***Task 1: Technical Support to the Project Coordination Unit***

- a. Play a leadership and advisory role to the Project Coordination Unit in handling design and construction completion activities at the proposed Multipurpose Building.

- b. Coordinate closely with the project team, consultants, contractors, service providers and stakeholders in planning and managing design and construction activities on the project.
- c. Act as a link between project implementation teams, Consultants, Contractors, Service Providers, Communities, and respective local governments on site matters.
- d. Provide necessary technical assistance to facilitate the implementation, management, and monitoring of design and construction activities while considering stakeholder proposals.
- e. Provide support to manage the consultants hired to undertake Design Review/Optimization and Construction Supervision and provide support to the Contract Management Team(s).
- f. Participate in Project Coordination Unit meetings and enhance ownership and co-operation of the users and stakeholders in the implementation of the project.

***Task 2: Technical Support to the Design Review and Preparation of Tender Documents***

- a. Provide coordination support to review and optimize architectural and engineering designs; through the Project Coordinator, liaise with the Project Coordination Unit for clearance.
- b. Provide general guidance and oversee the preparations of the required tender documents including updated design plans and details, schedules, equipment layout, specifications, bills of quantities, and environmental, health and safety (EHS) plan, among others.
- c. Ensuring that the final approved designs comply with national and international standards as well as the regulatory requirements.

***Task 3: Technical Support to the Construction and Construction Supervision Process***

- a. Supervision of the Consultancy firm to ensure diligent management of time, cost, quality, and environmental and social (ES) considerations during the completion works.
- b. Supervision of Contractor's performance in liaison with the Consultancy firm to ensure the Contractor timely mobilizes resources for the construction completion works including reviewing and clearance of procurement plans, method statements, construction methodology, construction schedules/programmes, clearance of materials delivered, review and confirmation that equipment is acceptable, ensure the contractor deploys all key staff and other staff as required by the contract, that the Contractor meets ES requirements as well as all other contractual obligations.
- c. Supervision of construction completion works and equipping, certifying practical completion, preparation of handover/operationalization documentation, and monitoring the defects liability period, among others.
- d. Conducting regular on-site visits to the construction site and resolve any technical challenges as may arise or as reported by the Consultancy firm supervising the works and confirmed through the site inspection.
- e. Keeping and maintaining records of electronic and hard copies of all documents pertaining to civil works under the project including drawings, bills of quantities, site meeting minutes, reports, instructions issued to contractors, issues escalated from site.
- f. Communicating with end users, stakeholders and service providers including reviewing and recommending or deferring approvals of deliverables, payments, contract extensions, amendments, and variations.
- g. Ensure contract enforcement and compliance with relevant laws and regulations including, but not limited to, core labour standards, environmental, child, occupational health, and safety protections.

- h. Liaise with the PC to escalate persistent challenges to the attention of UCI Management including those that relate to the jurisdiction of other MDAs such as NEMA, KCCA, NWSC, Umeme, AEC etc
- i. Managing handover documentation, contract closure and evaluation of the Contractor and Consultancy firm.

***Task 4: Monitoring & Reporting***

- a. Visit the construction site regularly to monitor implementation of the site activities by the Contractor and supervision by the Consultant and provide guidance where needed.
- b. Preparation of monthly, quarterly, semi-annual, and annual technical reports compliance with relevant standards and contractual requirements for submission to the Project Coordinator (PC), Head Engineering UCI and African Development Bank (AfDB); providing updates on physical and financial performance, ES performance, any challenges met and how they were addressed, emerging risks, issues for Management's attention, redress, etc.
- c. Preparation of technical presentations and reports required from time to time by the Project Coordinator or the Bank
- d. Providing regular briefs on construction activities whenever required and in collaboration with the Project Coordination Unit.
- e. Oversee and provide guidance on the project completion reports.

***Task 5: Capacity Building***

- a. Undertake capacity development of the project implementation teams, Consultants, and Contractors during project implementation with respect to planning and implementation of site activities, including conduct of awareness, communication, and sensitization activities.
- b. Develop training plans and provide training on infrastructure issues during implementation of the project and associated works to the project implementing staff, Contractors, and other relevant project stakeholders.
- c. Formulate post-occupancy facilities management policy and guidelines including maintenance and life cycle costing advice for the building and its electro-mechanical installations.

***Task 6: Any Other Duties***

- a. Fulfil other functions as requested by the Executive Director UCI and Project Co-ordinator within the scope of the financing agreement and other related documents.
- b. Perform any other duty assigned.

**7.0 Duty Station**

Uganda Cancer Institute, Upper Mulago Hill, Kampala. Working Hours are 8:00am - 5:00pm

**8.0 Qualification, Experience and Essential Competencies**

- a) Applicants should possess an Honors Bachelor of Science degree in Civil Engineering or Architecture attained from a recognized university or institution.
- b) Must be registered with a recognized professional regulatory body with a current practicing license.

- c) At least 8 years of professional experience with proven working knowledge in design, preparation of tender documents, drawings, specifications, construction supervision of building works including hospitals and contract management.
- d) At least five (05) years' working experience in infrastructure projects with multilateral funding agencies such as AfDB, World Bank, etc.
- e) Proven working knowledge of Computer Aided Design software.

*NB: Attach at least two (02) Contracts and Terms of Reference of previous work undertaken or appointment letters and their Job Description.*

## 9.0 Deliverables and their timing

The deliverables for the assignment of Project Architect/Civil Engineer and their timing are as indicated in the table below. All the deliverables shall be submitted electronically and in hard copies.

***Table of Deliverables***

<b>Deliverable</b>	<b>Description</b>	<b>Timing</b>
1. Work Plan & Inception Report	Outlining the approach, methodology and work plan for fulfilling the TOR for the assignment. This will include a breakdown of work, timelines, risks and an overview of stakeholders to be engaged during the assignment	14 days after commencing the assignment
2. Reports on review of baseline architectural and engineering design documentation	Detailing review findings, strength, weaknesses, and recommendations on areas to be improved on.	30 days after start of assignment
3. Reports on review of documents submitted by Consultants and Contractors	Detailing review findings, strength, weaknesses, and recommendations on areas to be improved on.	5 days after the reports have been delivered.
4. Monthly Progress Reports	Concise summary of progress and key achievements in the reporting month; planned activities; challenges and solutions or corrective measures recommended.	Monthly within 5 days after end of the reporting period
5. Quarterly Progress Reports	Update activity and staff schedule showing actual against planned progress and achievement of deliverables. Description of work completed in the reporting period and planned activities for coming quarter. Summary of issues addressed. Identification of potential problems, delays, etc	Quarterly within 5 days after the end of the reporting quarter.

<b>Deliverable</b>	<b>Description</b>	<b>Timing</b>
6. Annual Progress Reports	Outlining progress against agreed work plan activities and outcomes, including enabling/inhibiting factors, challenges, risks and options to mitigate them. Recommendations.	Annually within 5 days after the end of the reporting year.
7. Mission Reports	Addressing mission discussions, decisions reached, and action points	3 days after return from mission
8. Training Reports	Training objective, goals to be achieved, methodology and approach, organizational arrangements, expected results, post-training questionnaire and evaluation	5 days after training
9. Draft Completion Report	Detailing actual progress versus original planned activities, inputs, costs with reasons; key issues raised and addressed during the assignment; outstanding issues; deliverables. A frank assessment of capacity development and recommendations to inform decisions around future AfDB support to the health sector. What went well and why; what went wrong and why; what could be done differently; Lessons learned and recommendations.	Within 21 days prior to end of contract
10. Final Completion Report	Update Draft Project Completion Report by incorporating comments from stakeholders	Within 5 days after end of contract

The Work Plan and Inception Report will be discussed and approved by the Project Coordinator after review.

## **10.0 Reporting**

The Project Architect/Civil Engineer shall report managerially to the Project Coordinator and functionally to the Head Engineering UCI. He or She will work in close collaboration with the Project Coordination Unit.

The Project Architect will submit to the Project Coordinator a monthly report and a supporting Claim/Demand Note as a basis for payment for his or her services.

## **11.0 Facilities to be Provided by UCI**

UCI will be responsible for provision of the following:

- Office space equipped with access to the internet, shared printers, and document binding.
- General office supplies stationery
- Access to necessary documents

**NB:** The Project Architect/Civil Engineer is required to own a personal computer.

## **12.0 Remuneration**

The successful candidate shall be paid a competitive, negotiated and agreed monthly pay commensurate with qualification in accordance with the project financing provisions.