

ROLE PROFILE

Title	Consultant – Engineer for rehabilitation works at selected schools in Beirut 2 positions		
Functional Area	Programs		
Reports to	Education Program Manager Project Coordinator		
Location	Based in Beirut	Travel required	Regular travel to other regions in Lebanon
Effective Date	2020 – 2021		

ABOUT PLAN INTERNATIONAL LEBANON

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. Working together with children, young people, supporters and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face. We support children’s rights from birth until they reach adulthood, and enable children to prepare for – and respond to – crises and adversity. We place a specific focus on girls and young women, who are most often left behind. We have been building powerful partnerships for children for more than 80 years, and are now active in more than 70 countries. Plan International Lebanon has a range of programmes throughout the country, focusing on adolescent girls and boys and young people. All programmes are implemented in partnership with national and local partners.

ROLE PURPOSE

The Consultant - Engineer will be responsible for providing technical advice and for the overall technical supervision of the rehabilitation works in the identified schools in Beirut. The consultant also has the responsibility of ensuring the quality of implementation and plays a key role in determining the rehabilitation requirements of the schools based on field assessment / inspection activities and in setting the selection criteria of construction companies to be contracted.

The Consultant – Engineer is also expected to partake in Plan International emergency response activities and interventions on a country level.

DIMENSIONS OF THE ROLE

Under the direct supervision of the Education Programme Manager and the Project Coordinator, the Consultant – Engineer is in charge of providing technical support and assuring quality of implementation and ensuring adequate coordination and communication with relevant stakeholders in this project.

ACCOUNTABILITIES

- Conducting technical assessments in the selected in coordination with the Ministry of Education and Higher Education (MEHE) and identifying priority areas for rehabilitation.
- Liaising with the Engineering Department Focal Point at MEHE in order to comply with ministerial standards for the Rehabilitation and WASH interventions in these schools and with the INEE Guidance Notes on Safer School Construction.
- Preparation of the detailed BoQs for rehabilitation and WASH intervention for submission to MEHE according to the available budget and the priorities identified,
- Preparation of the tender documents and procedures.
- Participation in the contractors' selection committee, technical evaluation of the offers received.
- Preparation of the contracts, defining monitoring tools and timeframes.
- Regular follow up of the works with visits to the construction sites and ad hoc meetings with the constructors
- Management of the relations with the engineering department of the MEHE, submission of BoQs amendment requests and other related paper works.
- Preparation of the BoQs follow up; quantity and quality control of the material used and work progress
- Approval of instalment payments to the contractors
- Promoting healthy relationships with school principles for coordination of the rehabilitation works
- Coordination with local authorities (municipalities and local ministry offices) for release of needed permits, facilitation in set up of the working site, administrative procedures etc.
- Final quality and quantity control and preparation of hand over certifications.\
- Developing periodic progress reports as agreed upon with the Education Program Manager and the Project Coordinator.
- Constant updating of the Education Program Manager and the Project Coordinator on the various aspects of the intervention.
- Attend related calls, meetings, etc. as required by Plan International.
- Complies with corporate policies and standards: Safeguarding Children and Young People Policy, IT Policy, Anti –Fraud and Corruption Policy, Confidentiality Policy, Code of Conduct, Whistle Blowing, HR Policies and Procedures.

KNOWLEDGE, SKILLS, AND BEHAVIOURS

Demonstrable knowledge and understanding of:

- The context in Lebanon, particularly on issues affecting the Education sector and the rights and well-being of children and young people, especially girls and young women.
- Humanitarian principles and “do no harm” approach.
- Local laws in Lebanon related to policies and building codes with specific focus on Educational institutes.



Qualifications and Experience

- Mandatory Engineering (civil, construction) or Architecture degree
- At least 5 years of work experience in construction and supervising construction works
- Highly proficient in construction/civil works drawings and software
- Highly knowledgeable about construction/civil works standards, materials (availability, relevance, prices), and execution
- Highly proficient in writing construction/civil works reports (preliminary, progress, and final)
- Familiarity with the INEE Guidance Notes on Safer School Construction.
- Willing to visit sites in different areas all over Lebanon
- Flexible character
- Preferred previous similar experience with NGO / INGO / Government in similar projects.

Skills

- Excellent understanding of child rights, gender equality and development issues.
- Excellent skills in project design, time management, and problem solving.
- Strong organizational abilities; able to prioritise and manage tasks.
- Excellent Facilitation skills and ability to deliver briefing and prepare reports.
- Strong commitment to child safeguarding policies both inside and outside the workplace, and experience working with children-related interventions is a plus.
- Strong character traits, including team work, striving for high performance, emotional stability, resilience, adaptability, and ability to handle stress, strong initiative and self-motivation, cultural and gender sensitivity, honesty and physical fitness to travel are essential.
- Excellent written and oral communication skills, with excellent command of spoken and written English and Arabic.
- Able to think out of the box with a sense of humour.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

We strive for lasting impact

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.



We work well together

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and 'win-win' relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

1. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.