



Somali Federal Republic
Ministry of Public Works and Reconstruction

Terms of Reference
of

Technical Adviser for Infrastructure Capacity Building to the Ministry of Public Works (FGS)
Joint Programme Local Government and Decentralised Service Delivery (JPLG)

Date: 15 November 2015

Vacancy No:	mpwr/04AD/2015.....
Position title:	Technical Advisors for Infrastructure Capacity Building to Ministry of Public Works (FGS) - (Somali Nationals) – (1 Positions).
Deadline for application:	01 December 2015
Organization unit:	Ministry of Public Works
Contract type:	One year
Duty Station:	Mogadishu traveling to target districts (Baidoa, Jowhar, Kismayo and Beled wein).

Position will entail regular and extensive travel to districts

1. BACKGROUND:

The UN Joint Programme on Local Governance and Decentralised Service Delivery (JPLG) is a 5-year programme developed by ILO, UNCDF, UNDP, UN-HABITAT and UNICEF designed to support the establishment and strengthening of local government bodies in Somalia. The Joint Programme pursues a comprehensive capacity development approach with complimentary funding for priority local government service delivery projects, seeking wider reforms on policy and legislation in the areas of functional, fiscal and administrative decentralization that clarify and enhance the role of local government, its relationship to central government.

The Technical Advisor- capacity building will be responsible to provide technical advisory and capacity development support to the respective tiers of the administration on employment-intensive infrastructure investment and delivery of local public infrastructure works and services, with a primary focus on the target JPLG districts.

2. SPECIFIC FUNCTIONS AND RESPONSIBILITIES:

Housed within the Ministry Of Public Works in Mogadishu Office; Technical Advisor will be technically supervised by and will report technically to the Ministry of Public Works (FGS), ILO Somalia EIIP - Technical Adviser and ILO Somalia Programme Officer in Mogadishu.

Representation

1. Liaise between the JPLG and the relevant central, regional and local administration including all relevant central technical and sectoral line ministries vis-à-vis the delivery of district public infrastructure works and services.
2. Participates in JPLG meetings, missions and working groups as requested or assigned by the EIIP, Technical Adviser and/or Programme Officer.

Technical Advice and Capacity Development

The primary responsibility of Infrastructure capacity building, Technical Advisor (TA) will be to provide technical advice and guidance; support the establishment of the policy, legislative and institutional framework. Within this, build technical capacity necessary for employment-intensive infrastructure investment and delivery of local i.e. district public

infrastructure works and service delivery. The main roles, responsibilities and tasks will include:

3. Build the capacity of the Ministry of Public Works (MoPW-FGS) and the districts to undertake their roles in decentralized service delivery and establish systems to allow Ministry and district governments to play this role; facilitating learning workshops and platforms while providing continuous mentoring support
4. Provide technical advice and guidance on the definition of the functions, roles and responsibilities of the different tiers of the administration i.e. Central, Interim States, region and district functions for the development and delivery of coherent, prioritised public infrastructure works and related services.
5. Support the review, reform and development of the necessary policy, legislative and institutional frameworks for, primarily, district public infrastructure works and service delivery noting the issues requiring clarification of roles and responsibilities of other levels of administration.
6. Support the establishment, rationalisation and development of the structures, functions, roles and responsibilities within the respective administrative tiers with respect to district public infrastructure works and service delivery this includes Ministry of Public Works, Regional, District and Municipality Engineering/Public Works departments.
7. Develop and implement a capacity development programme based on defined competency framework for the respective administrative tiers with respect to their functions, roles and responsibilities in district public infrastructure works and service delivery. The Infrastructure, TA will be required to provide specific technical skill and competency building through all forms of learning and skill development including formal sessions, provision of distance learning, on-the-job training and mentorship in, but not limited to, the following areas:
 - a. Public infrastructure development and investment planning;
 - b. Infrastructure technical standards and specifications;
 - c. Public works project planning, appraisal, feasibility studies, preparation of designs and cost estimation of prioritised works;
 - d. Public works procurement process including the preparation of tender documents; evaluation of bids and award of contracts;
 - e. Contract management including preparation of certification of quality of work against set standards and specifications and preparation and verification of payment certificates and to follow-up the different stages of instalments processes;
 - f. Infrastructure asset management including maintenance budgeting and planning.
8. Within the structures agreed, the Infrastructure, TA will regularly provide technical advice, guidance and backstop the central, regional and local administrations in their functions district public infrastructure works and service delivery.
9. The Infrastructure, TA will be required to undertake baseline assessments to inform interventions, prepare a monthly work plan which includes specific technical skills and competence training to be delivered; and report on specific technical capacity development undertaken each month.
10. In collaboration with MoPW, local authorities and other relevant partners, the Infrastructure, TA will manage the capacity and capability development of service providers, private sector contractors, and/or community bodies in the public works project cycle management i.e. planning, design, procurement, implementation, monitoring, and management and maintenance of community and local public works and services.
11. As part of the accountability framework for local governance, build, with counterparts, quality assurance and monitoring mechanisms and compliance with set procedures in the project cycle i.e. planning, prioritization, design, technical standards and specifications, environmental impact assessments, procurement and implementation, monitoring, reporting and evaluation.

12. Integrate all aspects of labour standards and occupational safety and health into public works and service delivery and management and advice and build systems and capacity of all partners for compliance.

3. MANAGEMENT AND COORDINATION:

1. The Infrastructure Capacity Building, TA will coordinate the ILO infrastructure interventions in south central Somalia; and liaise and coordinate elements of work with his/her counterpart in Somaliland.
2. The Infrastructure Capacity Building, TA will contribute towards definition of and monitoring of key project and programmatic indicators related to infrastructure and employment.
3. The Infrastructure Capacity Building, TA will prepare monthly and quarterly reports in conformity with the reporting formats and schedules.
4. Under the guidance of the EIIP, Technical Advisers and ILO programme Officer provide technical inputs to the JPLG Programme Management Unit (PMU) and donors and relevant reports in conformity with reporting formats and schedules.
5. The Infrastructure Capacity Building, TA will ensure coherence and complementarity with different project inputs. Advising, where necessary, to build such coherence under the infrastructure management structures developed for good governance within the Somali Administration.
6. Investigates and recommends on bottlenecks as well as new areas of possible intervention based on the local dynamics, evolving context and needs.

4. KNOWLEDGE MANAGEMENT AND SHARING:

1. Support partners in building institutional knowledge accessible to all and driving forward management of infrastructure in a coherent manner through the documenting of knowledge and lessons, and in undertaking surveys, gathering and recording empirical data from practice to inform policy, planning and the development of standard
2. Collates best practice and experiences, and stimulates sharing of information between participating agencies and partners, and government counterparts.

5. FUNCTIONAL COMPETENCIES:

1. Ability to impart technical capability and competencies and mentor others.
2. Ability to develop policy recommendations, technical guidelines and training materials.
3. Innovation and ability to design and synthesize strategies for programme development and recommend on alternative courses of action in the face of bottlenecks and challenges.
4. Ability to articulate technical concepts, advocate and present at high-level meetings.
5. Ability to monitor and evaluate projects cycles, and produces reports (e.g. narrative and technical).
6. Possess substantive knowledge and demonstrable experience in civil works project formulation and management, organisational/institution capacity building, governance and service delivery, public works procurement.
7. Demonstrated strong co-ordination and facilitation skills.
8. Strong communication skills (oral and written).
9. Results oriented, flexible and problem-solving skills.
10. Demonstrate integrity by modelling the UN's values and ethical standards.
11. Promote the vision, mission, and strategic goals of ILO.
12. Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

6. Reporting

The Technical Advisers will submit the following reports:

1. Monthly narrative reports including:
 - a. Detailed report against monthly activity plans, noting activities undertaken, and results achieved, reasons for difference, obstacles meet/challenges, corrective

measures undertaken, and recommendations of further measures required and lessons learned.

- b. Details of technical monitoring missions undertaken
 - c. Detail of on the job training and mentoring activities undertaken and/or completed
2. Weekly technical status reports for district works projects reporting progress against workplans, status of works, variations, payment status for each project etc.

The Technical Adviser will submit reports to:

1. The Ministry of Public Works to focal point.
2. Director General for the Ministry of Public works.
3. ILO Programme Officer, Mogadishu.
4. ILO Technical Advisers - EIIP

7. How to apply:

1. Qualified candidates may submit a written application quoting Vacancy Announcement No: **mpwr/04AD/2015** clearly demonstrating how your qualifications and experience meet the requirements for the functions and responsibilities described stating where you viewed the vacancy. Include a latest CV with 3 (three) references to:
 - i. Ministry of Public Works (FGS) and send e-mail: info@mpwr.gov.so
 - ii. Closing date for receipt of submissions **01/December/2015 at 1600 hrs.**
 - iii. Only short listed candidates will be contacted for possible interview.

This Vacancy is open to male and female candidates. PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.