

TERMS OF REFERENCE

1. POSITION INFORMATION

Organization	UNDP - United Nations Development Programme
Office/Unit/Project	Yemen Country Office/Climate Change, Water, Energy & Environment Unit/ Integrated Water Resources Management to Enhance Resilience of Agriculture (ERA) and Food Security.
Title	Civil Engineer
No. of Job Vacancies	1
Level	ICS-8
Duty Station (City and Country)	Al-Mosaymer District - Lahj, Yemen
Type (Regular or Short Term)	Short Term
Work modality (Office-Based, Home-Based, or Field-Based)	Field-based/periodic site presence at Al-Haumara and Al-Jrab dams' sites as required by the projects. Daily site presence is not required unless specifically requested by UNDP based on implementation needs.
Expected Starting Date	15 September 2026
Expected Duration	<u>Three (3) Months</u> with the possibility of extension subject to project completion.

2. PROJECT BACKGROUND

Water resources management is a pressing issue in Yemen due to its arid climate and limited water availability. Yemen faces significant challenges in this regard, including limited agricultural productivity, high levels of malnutrition, and vulnerability to natural disasters.

With BMZ funding through the German Development Bank (KfW), UNDP Yemen and KfW have established a partnership focused on enhancing water resources management and food security in the country. These collaboration aims to address the critical challenges faced by Yemen in these areas and contribute to sustainable development. In addition, KfW and UNDP Yemen acknowledge the importance of addressing food security concerns in the country. To tackle these issues, the KfW-UNDP partnership focuses on promoting sustainable agricultural practices, supporting small-scale farmers, and strengthening local food systems. By enhancing agricultural productivity and ensuring access to nutritious food, these initiatives contribute to reducing hunger and poverty in Yemen.

Recognizing the urgent need to address these challenges, KfW and UNDP have joined forces to implement an integrated water resources management project that aims to enhance the resilience of agriculture and food security in Yemen. The project (Integrated Water Resources Management to Enhance Resilience of Agriculture (ERA) and Food Security) includes the construction and rehabilitation of water infrastructure to increase agricultural production, promoting access to markets, and empowering women in agriculture value chain in Yemen.

The overall objective of the project is for vulnerable Yemeni communities whose livelihoods depend on primary water sources for productive uses to be able to enhance their livelihood resilience through the development and rehabilitation of water infrastructure enhancing water availability in support of sustainable agriculture, implemented at key priority areas within a catchment.

This objective of this 4 year-project (Nov 2023-Dec 2027) will be achieved by investing in new water harvesting infrastructure aimed at augmenting existing supplies to efficiently capture surface water as well as sustainable groundwater such as small to medium surface and subsurface dams, dikes, weirs, etc. The objective will also be achieved by rehabilitating existing damaged or unmaintained infrastructure which could include community cisterns, shallow wells, canals, water storage infrastructure, soil erosion control measures, bank protection, low-tech agricultural infrastructure, flood protection structures (gabions, terraces, and embankments). The project aims to contribute to the overall development of the agricultural value chain and market accessibility by rehabilitating Farm-Market Roads. These roads serve as vital links connecting farmers with local markets in the targeted districts, enabling efficient transportation of agricultural products and enhancing the overall agricultural value chain.

The target beneficiaries include small-holder farmers, women, and IDPs working on agriculture. The total number of beneficiaries can reach up to 70,569 individuals; 37,123 of whom will be women in 4 districts located within the Tuban catchment equally shared between the two governorates of Taiz (Al-Mawaset and Al-Selw districts) and Lahj (Tuban and Al-Mosaymer districts).

Package Context:

Package 2 (Lot 2) covers the Rehabilitation of Water Storage Infrastructure (Dams), specifically the Al-Jrab and Al-Haumara dams in Al-Mosaymer District, Lahj Governorate.

- **For Al-Jrab Dam,** the works include the construction of stone and gabion check dams in the main channel leading to the dam to act as barriers against silt and sedimentation and to reduce sedimentation in the dam basin.
- **For Al-Haumara Dam,** the works include the construction and rehabilitation of composite stone and gabion check dams in the main channel leading to the dam, in addition to the construction of a new spillway for the dam.

The contractor commenced the construction activities for both dams at the beginning of July 2026. The planned implementation period is six months, with completion expected in December 2026. A consultancy firm has already been appointed to supervise the work under this package.

UNDP seeks to engage two Civil Engineer (one for each dam) through SOC to provide supplementary supervision, monitoring, coordination, and reporting support for the implementation of these two-dam rehabilitation works. One engineer may be assigned primarily to Al-Jrab Dam and the other primarily to Al-Haumarah Dam, while both positions will perform substantially similar functions and may support either site as required by the project. The Civil Engineer' role is supplementary and shall not replace or diminish the contractual responsibilities of the supervising consultancy firm. The Civil Engineer shall not issue contractual instructions directly to the Contractor unless specifically authorized by UNDP.

3. ROLE BACKGROUND AND DESCRIPTION

UNDP Yemen seeks to engage two highly qualified and experienced national Civil Engineer through SOC to support the supplementary supervision and monitoring of the ongoing rehabilitation works for Al-Jrab and Al-Haumara dams under Package 2 (Lot 2) in Al-Mosaymer District, Lahj Governorate.

The Engineer will support the ERA Project Manager, ERA Project Engineer, and UNDP Engineering Unit by monitoring implementation progress, providing field-based technical observations, facilitating coordination, supporting issue resolution, and strengthening reporting and documentation throughout the remaining implementation period.

This role is crucial for the success of the **"Integrated Water Resources Management for Agricultural Resilience and Food Security"** project. The civil Engineer will play a pivotal role in ensuring the technical quality and successful implementation of these infrastructure interventions, thereby contributing significantly to the project's overall objectives. The civil Engineer will be focused on the following key role objectives:

Role Objectives:

- Provide supplementary technical supervision and monitoring support to the contractor and the appointed consultancy firm during implementation of the dam rehabilitation works under Package 2 (Lot 2).
- Support UNDP in ensuring that the works are implemented in accordance with approved designs, BOQs, technical specifications, contractual requirements, quality standards, environmental and social requirements, and agreed implementation schedules.
- Facilitate effective communication and coordination between UNDP, the contractor, the supervising consultant, local authorities, community committees, end-users, and other stakeholders.
- Support the Project Manager, Project Engineer, and UNDP Engineering Unit through timely field observations, technical inputs, reporting, risk identification, and issue resolution.

4. SCOPE OF WORK

Under the overall guidance of the ERA Project Manager and the direct supervision of the ERA Project Engineer, the Civil Engineer will provide supplementary supervision, monitoring, coordination, reporting, and technical support for the implementation of Package 2 (Lot 2). In addition to the responsibilities listed below, the Civil Engineer shall perform any other engineering, project-related, or Country Office support tasks as requested by the Project Manager or the Head of the Engineering Unit. Key responsibilities include:

Summary of Key Responsibilities:

1. Technical Monitoring and Supplementary Supervision.
○ Conduct periodic site visits to Al-Jrab and/or Al-Haumara dams as required by the project team and implementation needs. ○ Monitor the quality and progress of stone works, gabion works, check dams, channel protection works, and, for Al-Haumara Dam, spillway construction activities. ○ Verify that the contractor is implementing the works in line with approved drawings, BOQs, technical specifications, method statements, material approvals, shop drawings and instructions issued by the supervising consultant. ○ Review and comment on technical submittals, shop drawings, material samples, inspection requests, and site instructions when requested by UNDP. ○ Identify quality concerns, delays, risks, non-conformities, and technical issues and escalate them promptly to the Project Engineer and Project Manager with clear recommendations.
2. Reporting and Documentation.
○ Prepare concise site monitoring reports, field visit reports, photographic records, issue logs, and action point trackers after each visit or as requested by UNDP. ○ Contribute to weekly or biweekly progress updates and monthly project progress reports, including technical progress, challenges, risks, corrective actions, and stakeholder issues. ○ Submit reports and technical inputs to the Project Manager, Project Engineer, and Engineering Unit in the required format and within agreed deadlines. ○ Maintain organized records of key site observations, instructions, correspondence, meeting outcomes, and supporting documentation.
3. Coordination with Contractor, Consultant, and Stakeholders.
○ Maintain effective communication with the contractor, supervising consultancy firm, local authorities, community committees, end-users, and relevant stakeholders. ○ Facilitate resolution of operational difficulties and site-level constraints affecting implementation progress. ○ Support the prevention and resolution of issues or disputes that may arise between the contractor and consultant, or between project parties and community committees. ○ Support coordination meetings, site discussions, and follow-up on agreed action points.
4. Contract Management and Quality Support.
○ Support review of contractor progress, quantities, measurement sheets, payment documentation, and consultant supervision reports as requested by UNDP. ○ Assist in reviewing implementation schedules, revised work plans, delay justifications, and proposed corrective actions. ○ Support the Project Engineer in preparing technical notes, justifications, and inputs related to contract management, variations, extensions, claims, or other implementation matters. ○ Monitor compliance with occupational health and safety, environmental, social, and community-related requirements and report gaps requiring action.

5. Stakeholder Engagement and Issue Resolution.

- Support constructive engagement with community representatives and end-users to help resolve concerns that may affect project implementation.
- Promote transparent communication and timely escalation of community-related risks or disputes.
- Assist UNDP in facilitating practical solutions to site access, community coordination, work sequencing, and other operational challenges.

5. EXPECTED DELIVERABLES

Deliverable	Timing / Frequency	Minimum Content
Inception note and site familiarization update	Within the first 10 working days	Brief note confirming site familiarization, reporting lines, key contacts, initial risks, and agreed monitoring approach.
Field monitoring reports	After each site visit	Concise reports covering progress, quality observations, photos, issues, instructions, stakeholder matters, and recommended actions.
Weekly/biweekly progress updates	As requested by UNDP	Short updates on implementation progress, constraints, and follow-up actions for each dam.
Monthly technical progress report inputs	Monthly	Inputs for UNDP reporting, including physical progress, quality status, risk log, stakeholder issues, and corrective actions.
Issue and action tracker	Continuous	Updated action tracker covering delays, quality observations, ESHS concerns, community issues, responsible parties, and deadlines.
Final assignment completion report	By 15 December 2026 or end of assignment	Summary of works monitored, key achievements, outstanding issues, lessons learned, and recommendations for completion/closure.

6. INSTITUTIONAL ARRANGEMENT

The Civil Engineer will report to the ERA Project Manager and will work under a matrix management arrangement with the Head of the Engineering Unit. The Officer will receive day-to-day directions from the ERA Project Engineer and will coordinate closely with the Head of the Engineering Unit on engineering matters, quality assurance and consistency with Country Office practices. The Civil Engineer will coordinate closely with the ERA Project Engineer and Project team to ensure alignment with operational and strategic objectives. This matrix arrangement requires consistent communication and collaboration with both the ERA project team and the Engineering Unit to ensure efficient task delivery, technical quality, and adherence to project priorities. The Engineer will maintain close coordination with the supervising consultancy firm, contractor, local authorities, community committees, end-users, and other project stakeholders as relevant to implementation progress and issue resolution.

7. COMPETENCIES

- Strong technical supervision, construction monitoring, and engineering analysis skills.
- Good knowledge of dam rehabilitation, gabion works, stone masonry, check dams, drainage/channel works, and spillway-related construction activities.
- Good understanding of construction contracts, supervision procedures, measurement verification, quality control, and progress monitoring.
- Ability to coordinate effectively with contractors, supervising consultants, local authorities, community committees, end-users, and project stakeholders.
- Strong reporting, communication, negotiation, facilitation, and problem-solving skills.
- Ability to manage multiple tasks under pressure and escalate issues clearly and in a timely manner.
- Good understanding of environmental, social, health and safety requirements for infrastructure works.
- Ability to work effectively with multidisciplinary teams and stakeholders in complex field environments.

UNDP Core Competencies:

Core	Level
Achieve Results	○ LEVEL 2: Scale up solutions and simplify processes, balances speed and accuracy in doing work
Think Innovatively	○ LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
Learn Continuously	○ LEVEL 2: Go outside comfort zone, learn from others, and support their learning
Adapt with Agility	○ LEVEL 2: Adapt processes/approaches to new situations, involve others in change process
Act with Determination	○ LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
Engage and Partner	○ LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
Enable Diversity and Inclusion	○ LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

8. MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS

Requirement	Details
Education	B.Sc. Degree in Civil Engineering is required. A higher degree in civil engineering, water resources, hydraulic structures, construction management, or a related field is desirable.

Minimum Relevant Experience	Minimum of five (5) years of relevant professional experience in civil engineering, construction supervision, site monitoring, contract management, infrastructure works, and follow-up implementation. Experience with water storage infrastructure, dams, gabions, stone works, channel protection, spillways, or similar rural infrastructure is strongly preferred.
Required Skills	○ Experience supervising similar infrastructure projects; ○ Experience in reviewing drawings, BOQs, technical specifications, work schedules, method statements. ○ Experience in preparation of progress reports, measurement sheets, and payment documents; ○ Preparing technical reports and field monitoring notes; ○ Facilitating coordination between clients, contractors, consultants, local authorities, end-users, and community committees; ○ Good command of using MS Office and relevant engineering software such as AutoCAD, Civil 3D, and design programs. ○ Knowledge of international construction standards, FIDIC conditions, and UN/INGO procedures is an asset.
Geographical Experience	Experience working in Lahj Governorate, Al-Mosaymer District, or similar field contexts in Yemen is desirable.
Language	Fluency in Arabic is required. Working knowledge of English is required, particularly for written reporting and communication with UNDP.
Consultant category	National consultants only.
Professional Certificates	N/A

9. EVALUATION METHODOLOGY

Candidates will be shortlisted through a desk review of the criteria below. Final selection will be subject to SOC/UNDP requirements and completion of reference checks as applicable.

Evaluation Criteria	Scoring Guidance	Maximum Points	Weighting
B.Sc. Degree in Civil Engineering	– B.Sc. degree = 15; – Master's degree = 20	20	20%
Relevant professional experience in civil engineering, construction supervision, contract management, infrastructure works, and implementation follow-up	– 5 to 8 years = 15; – More than 8 years = 20	20	20%
Experience in similar assignments involving dams, gabion works, stone works, water storage infrastructure, spillways, channel protection, or similar rural infrastructure	– Less than 3 similar assignments = 0; – 3 to 4 assignments = 11; – More than 4 assignments = 15	15	15%

Stakeholder coordination and issue resolution experience with clients, contractors, consultants, local authorities, end-users, and community committees	– Limited evidence = 0 to 5; – Satisfactory evidence = 6 to 10; – Strong evidence = 11 to 15	15	15%
Experience with internationally funded projects, UN/INGO procedures, quality control, ESHS requirements, and construction reporting	– Limited evidence = 0 to 4; – Satisfactory evidence = 5 to 7; – Strong evidence = 8 to 10	10	10%
Computer and engineering software skills, including MS Office and AutoCAD or equivalent tools.	– Limited evidence = 0 to 4; – Satisfactory evidence = 5 to 7; – Strong evidence = 8 to 10	10	10%
Written and verbal communication skills in Arabic and English	– Limited evidence = 0 to 4; – Satisfactory evidence = 5 to 7; – Strong evidence = 8 to 10	10	10%
Total		100	100%

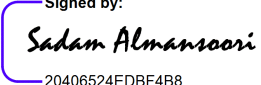
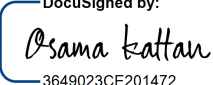
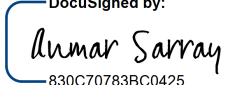
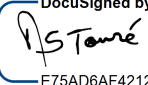
10. REQUIRED DOCUMENTS

THE FOLLOWING DOCUMENTS SHALL BE REQUIRED FROM THE APPLICANTS:

- Personal CV indicating all past positions held, main functions, duration of each role (month/year), qualifications, contact details, and at least three (3) recent professional references from previous supervisors or relevant professional contacts.
- Cover letter, maximum one page, indicating why the candidate considers himself/herself suitable for the assignment.
- Copies of academic qualifications and relevant certificates, if requested by SOC/UNDP.

11. APPROVAL

This TOR is:

Prepared by:	Reviewed by:	Cleared by:	Approved by:
Signed by:  20406524EDBF4B8...	DocuSigned by:  3649023CE201472...	DocuSigned by:  830C70783BC0425...	DocuSigned by:  E75AD6AF421247B...
Sadam Almansoori	Osama Kattan	Anmar Sarray	Saliou Toure
ERA Project Engineer	Engineering Specialist	ERA Project Manager	Team Leader - CCEE
Date: 15-Aug-2026	Date: 15-Aug-2026	Date: 15-Aug-2026	Date: 15-Aug-2026