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**Scope of work for
Construction Engineer in Monrovia, Liberia**

Project Name: Strengthening the Center of Excellence for Infectious Diseases in Liberia

Period of Performance January to March 2018

Level of Effort: 45 days

Background:

MSH saves lives and improves health by helping public and private organizations throughout the world to effectively manage people, medicines, money, and information. Working from more than 40 country offices worldwide, our staff from over 70 nations is highly regarded for its technical expertise, integrity and commitment to making a lasting difference in health. We *live* our mission to save lives and improve the health of the world's poorest and most vulnerable people by closing the gap between knowledge and action in public health.

Through the U.S. Agency for International Development (USAID) –funded Center of Excellence for Infectious Disease (CEID) project, MSH is working with an alliance to build capacity within John F. Kennedy Medical Center (JFKMC) to prevent, detect, and respond to infectious disease. MSH, through its alliance, will work collaboratively with JFKMC to:

- Build the capacity of health care workers and health care students to prevent, detect, and respond to infectious disease in Liberia;
- Improve national capacity for infectious diseases management in Liberia;
- Refurbish JFKMC hospital facilities in Monrovia to establish and equip an infectious disease clinical care facility.

A: Description of Services to be provided

The construction engineer will have technical oversight of the CEID project site renovation activities including; technical meetings, quality monitoring of the contractors work, cost management, time management and documentation of renovation activities at the JFK hospital located in Monrovia, Liberia. The construction engineer will be responsible for certifying that the renovation activities have been executed as per the design drawings, specification standards, and all contract documents are implemented successfully. The construction engineer will work in close coordination with the JFK Medical Center counterparts, and Liberia regulatory agencies such as MOH Quality Management Unit and Infrastructure Units.

B: Responsibilities/Deliverables ¹

- Represent MSH in all technical meetings related to CEID project refurbishment work and shared minutes.
- With support from the Project Director, carry out a quick assessment of at JFK to identify specifics for refurbishment.
- Provide input into the design of agreed space and work for refurbishment and/or selection of contractors as needed.

¹ When submitting deliverables to MSH, the Consultant shall ensure that all related data sets are also provided. As used in this agreement "Datasets" refers to supporting information that goes into creating a final deliverable, such as data contained in spreadsheets (whether presented in tabular or non-tabular form) an extensible mark-up language (XML) file, a geospatial data file, or an organized collection of these.



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- Ensure that the renovation activities on the site are being undertaken as per agreed schedule and according to the design drawings and specifications.
- Ensure quality control of the renovation materials, work methods and workmanship on regular bases as per the MSH Quality Assurance Manual for Construction.
- Conduct sampling and testing of materials together with the contractor.
- Follow up to make sure that the costs are within the budget and that any quality issues are promptly addressed to the satisfaction of the client.
- Provide documentation of periodic progress records, submittals and all relevant documents to Project Director.
- Cooperate with Ministry of Health engineers and regulators on the quality control process.
- Enforce implementation of Health and Safety and Environmental Management Monitoring Plan (EMMP) procedures.
- Proactively follow up with the Contractor on the progress, risks and for early decisions to avoid delays, and cost overruns.
- Prepare weekly progress reports to the Project Director.

C: Delivery Schedule/Milestones

Deliverable or Milestone	Expected Date of Delivery or Completion
1. Submit assessment report with clear specifics for refurbishment	January 15, 2018
2. Minutes from all technical construction/refurbishment meeting with JFK and other partners produced and shared	March 31, 2018
3. Design for refurbishment work completed and shared with Project Director	January 20, 2018
4. Scope of work for all refurbishment work developed and submitted to PD	January 31, 2018
5. Status report for construction/refurbishment work submitted monthly	March 31, 2018
6. Weekly monitoring report submitted	March 31, 2017

Candidates must meet all the criteria of minimum qualifications.

Send your application to hrliberia@msh.org or hand deliver to the HR Specialist, CSH, Monrovia, stating the position in the subject line of your email/letter, as well. Interested persons must send a comprehensive resume with a brief cover letter not later than the closing date of the application, **December 20th, 2017**