

Terms of Reference - DRILLING CONTRACT MANAGER

MISSION LOCATION

Arua (Roving to project location under Arua, Adjumani, Hoima and Mbarara sub-offices)

DURATION

6 months

OPERATIONAL CONTEXT

UNHCR Uganda is currently hosting over 1.2 million refugees and asylum seekers (according to OPM statistics) in twelve settlements across the country. The country has received the single largest refugee influx from South Sudan with over 800,000 new arrivals as of June 2017. At the same time, Uganda continues to receive refugees from the DR Congo, Burundi and other countries of origin. This unprecedented mass influx to Uganda puts enormous pressure on the country's resources, in particular on land, systems for basic service delivery, and the humanitarian and development partners' capacity to respond to the crisis. A concerted effort of humanitarian and development partners is required to continue to save lives, provide basic services including WASH, health and education, and to stabilise refugee hosting areas in Uganda.

Uganda has an exemplary refugee protection environment, providing refugees with freedom of movement, the right to work and establish businesses, the right to documentation, access to social services, and allocation of plots of land for shelter and agricultural production through a generous asylum policy (the Refugee Act of 2006 and the Refugee Regulations of 2010). The country pursues a non-camp settlement policy, by which refugees are allocated relatively large plots of land that are stretched out over vast territories, which allows for both shelter and agricultural production. Typically, the settlement approach incurs higher up-front costs than that of a camp environment, when basic life-saving provision is being established. However, over time, the settlement approach encourages innovative self-reliance opportunities for refugees that are otherwise not feasible in a camp setting.

AIM OF THE ROLE

The Drilling Contract Manager will support the UNHCR Uganda Country Operation in the Development of Boreholes and Water Supply Systems in Northern Uganda. The Drilling Contract Manager will work with UNHCR WASH officers, implementing partners, contractors, and the Government, to ensure the successful completion of the required water supply systems planned under this project. This will include ensuring that all procedures and outputs of the project are in accordance with applicable UNHCR and National Standards so that the resulting systems will provide sustainable WASH services to the persons of concern to UNHCR. The role will report to the respective head(s) of sub-offices, with dotted line reporting to the senior WASH Officer. Expected outputs include:

- Technical advice and oversight provided to implementing partners and contractors to ensure successful execution of activities and production of outputs as stipulated by the contracts of The Project.
- Regular progress reports on implementation of The Project through UNHCR reporting channels provided.
- Improved and upgraded water supply system and infrastructure to serve the refugees, and if possible, also to the host communities implemented.
- Environmental impact caused by refugees' presence in hosting areas reduced.

RESPONSIBILITIES

Quality Assurance, Quality Control, and General Supervision

- Ensure that the drilling, construction and hydrogeological contractor(s) comply with all the terms and requirements stipulated in the service contract.
- Oversee hydrogeologist(s) in the mission of determining the most suitable locations for drilling, taking into account the available hydrogeological data and the results of geophysical investigations.
- Review and provide critical feedback on the hydrogeological studies, taking into account of the geological conditions and ensure that the proposed drilling sites are appropriate in terms of drilling methodology, available materials, aquifer production, etc.
- Manage all communication and supervision of contractor(s)/implementing partner(s) activities in relation to The Project.
- Conduct site inspections during: drill rig mobilization /demobilization, site preparation, rigging up and down, site fencing and site clearing, inter-site mobilization, etc.
- Ensure on-site inspection during all critical times including: installation of casing, gravel packing, boreholes caps, gantry, borehole development and grouting, well head construction, borehole disinfection, and pump test
- Supervising pumping tests, ensure appropriate design of test (i.e. pumping rate, duration, etc.) as well as the logging and interpretation of those tests.
- Ensure adequate oversight of drilling activities and propose technical solutions to improve the quality of drilling technique /activities (screens, backpacking, pressure tubes, proper development of the bores, etc.)
- Supervise and monitor the implementation of the drilling, borehole development and water system construction of The Project.
- Inspect/Test or ensure the inspection/testing is carried out on all relevant construction materials. This should include the pipes, casing, gravel pack, aggregates, cement, concrete, etc.
- Inspect the completed borehole to ensure compliance with the terms and conditions of the contracts/agreements (e.g. appropriate diameter, depth, plumbness, etc.).

Monitoring

- Review all deliverables of the hydrogeological consultants including well completion reports, borehole log (and water level measurements), lithological and electrical logging, installation settings report, pump test results report, chemical and bacteriological quality test and, pump installation specifications report.
- Review and comment on water quality tests results. Ensure that tests and results are compliant with UNHCR and National Standards.
- Complete Borehole Report in accordance with new UNHCR Standard (Annex 1). This should include all the information fields on basic well information, well construction, well development, and pump tests.
- Review progress report submitted by construction contractors, and provide feedback and follow-up with contractors as necessary to ensure compliance with UNHCR and National guidelines.
- Oversee the collection of relevant monitoring data, including the installation of monitoring probes for collecting information on available groundwater and to assess any trend in groundwater levels in the surrounding areas that might negatively affect existing water supplies like shallow wells and community boreholes.
- Collate, review, and digitize groundwater monitoring data into the appropriate UNHCR monitoring platforms.
- Ensure that the WASH monitoring system data collection and reporting is carried out systematically, properly and timely with quality information
- Ensure that mechanisms to monitor the performance of UNHCRs partners on WASH activities in the refugee camps / settlements / host community are in place.

Reporting

- Report regularly on contract activities as well as other WASH activity implementation by all WASH partners, while maintaining accurate records of all relevant WASH performance indicators.
- Prepare monthly reports on the progress of implementation of the contracts and submit material for preparation of periodic project monitoring reports as required UNHCR management at country level.
- Ensure compliance with national regulations as far as reporting on borehole development, construction works, and other activities as necessary.
- Perform other duties as required by UNHCR management.

Other Tasks

- Work with WASH officers to coordinate the activities of WASH Partners working under the drilling project. Ensure these activities are carried out in a manner that is consistent with the related efforts of other UN agencies, governmental and non-governmental counterparts and local authorities
- Represent UNHCR in stakeholder meetings regarding progress on this project
- Formulate project submissions, including budgets, to respond to identified needs in collaboration with appropriate authorities, implementing and other partners, UNHCR Programme and technical sectors.
- Jointly with technical staff of implementing partners and other WASH actors, update detailed needs and resource assessments and revise designs of technical plans as necessary, taking into account practical aspects of implementation, long-term sustainable solutions, and relevant technical specifications and guidelines.
- Training of staff as and when required, especially in monitoring and follow-up
- Provide additional support to UNHCR staff on any other aspects of water, sanitation, hygiene projects administered directly by UNHCR and its partners.

PROFILE

Academic:

University degree in Water / Civil / Environmental / Engineering /Construction management. Advance training in hydrogeology, civil engineering or construction management will be preferable.

Experience:

Essential

- At least 8 years of progressively responsible functions in water/ sanitary engineering, construction management or a related field in a developing countries dealing with WASH facilities.
- Proven experience with Engineering Project Management and ability to achieve quality results, on time, and within budget.
- Ability to coordinate a range of diverse actors and activities to achieve a common objective in the area of WASH.
- Proven ability to deal with multiple tasks in a courteous and service-oriented manner in demanding working conditions that often have short deadlines.
- Proven technical expertise in the area of borehole development, construction practices, Project implementation, technical design, monitoring, auditing, and reporting.
- Exposure to UNHCR mandate, its priorities and principles.

Desirable

- Good understanding of integrated water resource management and water supply strategies and design.
- Applied knowledge in UNHCR Project management, project formulation, Project cycles and reporting standards.
- Previous exposure to UN sector approach, preferably both at the global policy level and at field implementation approach.
- Expertise in planning, formulation, implementation, monitoring and reporting on humanitarian operations.

Skills:

- Ability towards analytical and creative thinking for rapid solutions
- High ethical and professional standards
- Good communicator with strong interpersonal and negotiations skills to deal with persons of various cultural and educational backgrounds.
- Team player with service oriented attitudes.
- Proficiency in basic computer software such as MS office, water modelling software, GIS, AutoCad.

Languages:

- Excellent knowledge of English (written / oral / comprehension) is essential.
- Working knowledge of another UN language.