

Call for Experts

Senior Construction Specialist

CBC IBM NA

Posting Date:	07/04/2025
Reference number:	CfE 0425/F494/ Senior construction specialist
Deadline for Applications:	30/05/2025
Duty Station:	Tunis and Tataouine Governorates, Tunisia
Contract Duration:	Timeframe 31.12.2025/maximum # of working days 80

THIS CALL IS OPEN TO INDEPENDENT CONTRACTORS ONLY

Organisational overview

The International Centre for Migration Policy Development (ICMPD) is an international organisation with 21 Member States and about 500 staff members. Active in more than 90 countries worldwide, it takes a regional approach in its work to create efficient cooperation and partnerships along migration routes. Its three-pillar approach to migration management – structurally linking research, migration dialogues and capacity building – contributes to better migration policy development worldwide. The Vienna-based organisation has a mission in Brussels, a regional office in Malta and Field offices in several countries, including Tunisia. ICMPD receives funding from its Member States, the European Commission, the UN and other multilateral institutions, as well as bilateral donors. Founded in 1993, ICMPD holds UN observer status and cooperates with more than 200 partners including EU institutions and UN agencies.

ICMPD's roots in Tunisia stretch back as far as 2002, by means of Tunisia's participation in ICMPD's Mediterranean Transit Migration Dialogue (MTM). The first representative for Tunisia was appointed in 2011 and the ICMPD office in the country was established in October 2015 post signing of Cooperation agreement with the Republic of Tunisia in June 2015.

Objective

As part of its activities in Tunisia, ICMPD is implementing the "Cross-border cooperation and integrated border management in North Africa" (CBC IBM NA) project. This project aims to strengthen the operational capacity of Tunisian border management authorities in line with international standards, with an emphasis on human rights and gender. It includes activities such as infrastructure development, equipment acquisition and staff training.

To support the implementation of projects' infrastructure components, ICMPD is looking to recruit a Senior construction specialist responsible for the provision of high-quality technical advice in the

planning, coordination, oversight and supervision of construction components of project(s) within ICMPD Tunisia's portfolio. Working closely with the project manager for CBC IBM NA project, and leveraging solid knowledge and experience, The Senior Construction Specialist is responsible for advising on all aspects of construction project, ensuring that the project is completed on time, within budget, and to the highest quality standards. S/he oversees tender preparation, ensures quality control of deliverables, and coordinates effectively with selected providers to guarantee seamless project execution. S/he works in close collaboration with the project team(s), implementation partners, ICMPD-internal and external stakeholders, as well as with relevant national and/or local authorities. S/he ensures a high-quality construction work, ensures scheduling and implementation and an effective construction project closures and smooth hand-over to beneficiaries. S/he contributes to the development of new construction components in ICMPD projects, actively engaging with potential key partners and other stakeholders.

This role requires strong leadership, extensive construction knowledge, and the ability to coordinate with various stakeholders.

Tasks

The expert will carry out the following tasks:

Activity 1: Project Planning: in Tunis and Nekrif (Governorate of Tataouine)

- Develop detailed planning for infrastructure project, specifically for border control centres in Tataouine, including timelines, and budgets.
- Support the development of technical documents for procurement processes related to infrastructure.
- Coordinate with architects, engineers, and other construction professionals as well as relevant ICMPD staff, implementing partners and beneficiaries to ensure project specifications are met.
- Monitor project progress and propose adjustments when necessary to ensure timely completion.

Activity 2: Quality Assurance: in Tunis and Nekrif (Governorate of Tataouine)

- Ensure compliance with regulations, codes, and international standards.
- Implement quality control measures to guarantee high construction standards.
- Conduct regular site inspections and evaluations of border management infrastructure, ensuring adherence to design specifications and security requirements.
- Review and validate deliverables provided by suppliers, including Cahier de Chantier, reports, and other relevant documentation to ensure compliance with project requirements.

Activity 3: Stakeholder Communication: in Tunis and Nekrif (Governorate of Tataouine)

- Maintain open and effective communication with clients, stakeholders, and project teams.
- Provide regular updates on project status, including progress reports, risk assessments, and issue resolutions.
- Address client and stakeholder concerns professionally.

Activity 4: Risk Management: in Tunis and Nekrif (Governorate of Tataouine)

- Identify potential risks and develop mitigation strategies to minimize impact on project timelines and budgets.
- Address and resolve any issues or conflicts that arise during the construction process.

Activity 5: Documentation and Reporting: in Tunis and Nekrif (Governorate of Tataouine)

- Maintain comprehensive project documentation, including contracts, permits, and reports.
- Prepare detailed progress reports on infrastructure development, including site evaluations, compliance assessments, and construction milestones and present findings to senior management and stakeholders.
- Ensure all project records are accurate, up-to-date, and stored securely.

The expert's work involves frequent site visits in Tunisia, primarily in Tataouine.

Deliverables

The expected deliverables to the above-mentioned tasks are:

- 1: Report(s) of field visit(s) related to the assessment and evaluation of the work and written summaries of key points of technical discussions between project partners, including discussions held during field visits;
- 2: Technical files and expert documents as requested by the project teams for planning, tender processes, etc. related to construction or infrastructure aspects of ICMPDs projects;
- 3: A monthly report covering, all the assignments carried out, the progress of the work, the next steps and recommendations;
- 4: A quarterly progress report including all evidence of site monitoring and classification of site documents (Minutes, concrete compression test, control office certificate, etc.).

Tentative work plan

Tasks	When	Number of working days
<u>Activity 1: Project Planning</u>	Within 1 month of signing the contract	3 days
<u>Activity 2: Quality Assurance</u>	Within the contract period	33 days
<u>Activity 3: Stakeholder Communication</u>	Within the contract period	23 days
<u>Activity 4: Risk Management</u>	Within the contract period	3 days
<u>Activity 5: Documentation and Reporting</u>	Within the contract period	18 days
Maximum number of working days		80

Reporting lines

On a weekly basis, the expert will report to Mrs Souha Badr who will be in charge of the overall supervision both in terms of administrative and content issues. She will coordinate with other relevant actors within the ICMPD and provide input and comments on deliverables to the expert as needed.

Qualifications and Experience

- Master's Degree or equivalent Construction Management, Civil Engineering, Architecture, or a related field professional certifications (e.g., PMP, LEED) is a plus
- Minimum of 8 years of experience in the design, development and oversight of construction projects, including in an international context.
- Demonstrated experience in tendering and grants award processes (marchés publics, appels d'offre) for construction projects, ideally in the public as well as private sector.
- Demonstrated experience in partnership and capacity building, including at the international level.

- Excellent project management skills.
- Excellent leadership and team management skills.
- Solid drafting, communication and presentation skills.
- Proficiency in construction management software and tools Computer-Aided Design (CAD) tools.
- Proficiency in the use of standard IT tools.
- Proficiency in (verbal/written) English, French and Arabic.
- Strong analytical and problem-solving abilities.
- Ability to manage multiple projects simultaneously and meet deadlines

Background information/documentation to be provided by ICMPD

- ICMPD internal documentation related to the topic will be shared with the Expert.

Administrative Information

ICMPD is committed to a respectful work environment. We thus require our employees to complete a respective on-line training. Please follow the instructions attached to this document on how to complete Respectful Work Environment courses on the LearnHub learning platform. The on-line training is available at the following link: <https://learnhub.icunet.group/>.

Please kindly contact hr@icmpd.org to receive the credentials. Once courses are completed, please submit your training certificates to recruiting manager subject “E-learning on Respectful Work Environment”.

Travel Information

The expert shall receive from ICMPD a **travel itinerary** for the foreseen activities abroad. Travel by the most effective and economic mode of transportation shall be authorised. Deviations from the approved itinerary reflecting private preferences shall be borne by the expert. Tickets for air travel will be provided by ICMPD for the most direct and economic flight. For travel by train, a first class ticket is provided as standard. In case the self-purchase¹ of tickets for the official mission is pre-authorised, the traveller will be reimbursed upon submission of the tickets and a proof of purchase. Private car usage may be authorised upon provision of the *Private Vehicle Liability Waiver* form ensuring adequate insurance coverage for damage to third parties, the vehicle and transported passengers and goods. The reimbursement entitlement is calculated based on a kilometric allowance rate applied by the European Commission. The rate covers all vehicle travel costs including toll fees, parking and fuel costs.

The expert shall be entitled to receive a **daily subsistence allowance** (DSA) from ICMPD for authorised missions. The DSA shall be deemed to cover the costs of accommodation, meals, transportation to/from airports, bus or train stations, in-town transportation (such as train, bus, tram, metro, taxi) at the place of destination, gratuities and other incidental costs. A full DSA is applicable for each night spent on official missions outside the place of residence, including travel time. In case where

¹ For local travel, Project Manager can authorise the self-purchase; for international travel, self-purchase can be authorised by Project Manager only if the authorised travel agency cannot provide the ticket

accommodation and/or meals are provided free of charge by ICMPD, a government or a related institution, the amount of daily subsistence allowance will be reduced accordingly. Upon request, ICMPD can provide to the traveller an advance of funds for official travel in the amount of up to 50% of the applicable DSA for missions longer than four (4) days. Other mission-related costs, such as necessary visa or vaccination costs are reimbursed based on Project Manager approval and upon submission of supporting documentation.

Payment

Fees for the assignment are paid upon satisfactory delivery of services and upon submission of:

- timesheet(s), duly completed in line with instructions, dated and signed;
- counter-signed contract;
- signed payment claim(s) reflecting the days worked as per submitted timesheets.
- Validated report/project confirming the completion of tasks and services as outlined in the assignment.

For mission-related payments, the expert shall send the following documentation by email not later than two (2) weeks following the return to the place of residence:

- signed and completed statement of mission expenses with all relevant documents, such as boarding passes (inbound and outbound), ETIX/flight/train ticket and receipts for expenditures in addition to the DSA;
- a completed, dated and signed travel report.

The expert is therefore requested to submit all documentation together to souha.badr@icmpd.org.

Due to the high volume of applications, only shortlisted candidates will be contacted. The applicants should be available for a face-to face meeting or an interview via videoconference.

The assignment is subject to project funds availability and/or final approval by the donor. The invitation to an interview does not establish any right to future employment.