



STATEMENT OF WORK FOR CONSULTANCY SUPPORT

INFRASTRUCTURE AND ENGINEERING PROGRAMME (OE), Construction Engineering Branch

Consultant – Technical Expert

CLT No. CO27005

<i>Expertise level</i>	III		<i>Duration</i> ¹	12 Months Full time		<i>Duty Location</i>	Portugal and/or any other NSPA approved project locations as required ²
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BACKGROUND

The Infrastructure and Engineering Programme/Construction Engineering Branch (OE-C) provides construction engineering services to support NATO and NATO Member Nations. This support includes the provision of site supervision and contract monitoring when projects are under development and/or implementation.

The consultant serves in an advisory and/or technical capacity for work not provided for by the establishment approved for the Agency.

SUMMARY

This position requires full presence on site in order to participate in any site activity, such as meetings, inspections or any other subject considered relevant for the project, in order to ensure the expected quality services, milestones and within approved funding. Occasional Travel on Duty to Luxembourg or other European location may be required to support the Project Officer(s) at specific meetings. The consultant is responsible to the Branch Chief or delegated representative for performing/executing their duties. More precisely, the consultant is responsible for performing/executing the following tasks:

MAIN DELIVERABLES/SCOPE OF WORK

- Assist the Project Manager and/or Technical Officer with the preparation and review of Statements of Work (SOW's), to include technical specifications i.a.w. customer requirements, design packages if available or any other source.
- Monitor contractors' performance to ensure that technical contractual conditions are fulfilled and propose corrective actions as required.
- Monitor Supervision team performance to ensure that each project is delivered as per approved design and entirely fulfills national construction regulations.
- Provide customer and contractor support in order to come up with a program of regular maintenance and recommendations NSPA may be able to assist with through contract arrangements.
- Analyse contractor technical reports and test results to ensure conformity with technical and contractual requirements and make recommendations for further actions.
- Participate in site and pre-award surveys for technical assessments for the material and services to be procured, including on-site quality control and work acceptance inspections.
- Participate in the development and implementation of a quality assurance surveillance plan.
- Coordinate and submit financial reports and analyses concerning project activities.
- Review and submit reports and analyses in support of existing or proposed projects.
- Prepare correspondence, presentations, reports, database queries and statistics as required using modern office automation equipment and software.
- Participate in meetings and conferences as required.
- The incumbent of this post may undertake deployments¹, including duty travel, in direct support of NAC-approved operations/missions.

¹ Shall not normally exceed a period of 3 consecutive months and shall under no circumstance exceed 12 consecutive months.

² Precise duty location will be specified in the contract.

- Perform other related functions as required in peacetime and any other appropriate functions assigned in times of crisis or war.
- Provide specialist expertise in support of NATO and national in-theatre operations.
- Represent NSPA in the field to the customer, but does not commit NSPA without specific input from Capellen to anything that will change the scope of works, increase the cost of the works and/or extend the contract completion date.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- University degree or equivalent education in Civil Engineering.
- Other Engineering disciplines may be acceptable depending on work experience and familiarity national construction regulations in the different matters, with supervision activities, construction control and customer representative.
- 10 years' experience in construction and/or supervision.
- Recognised Engineer to operate in the Country in the respective discipline (Ordem dos Engenheiros ou Ordem dos Engenheiros Técnicos).
- Experience managing contracts involving different disciplines (architectural, structural, electrical, mechanical, CIS).
- Experience in maritime infrastructures (Piers, docks, Ports) and knowledge of the conditions inherent to this type of activity is an asset, however a minimum experience in structural engineering focused on structures demolition and refurbishment is expected;
- Experience in the overall project control within infrastructure projects: Cost, Scope and Schedule.
- Experience in communication between project owner, customer and national authorities.
- Familiarity with data interpretation from topographic surveys & geotechnical in situ testing.
- Familiarity with Portuguese regulations: construction codes & regulations; Portuguese Health & Safety regulations; Portuguese Infrastructure commissioning and handover process.
- Proficiency in technical report writing.
- Experience in technical management of NATO projects and/or similar experience would be an asset.
- Knowledge of onsite quality assurance control mechanisms.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint), including technical drawing package and familiarity with data interpretation from Microsoft Project or equivalent software (for example Primavera).
- The incumbent must hold, or be able to obtain, a valid "NATO SECRET" security clearance.

LANGUAGE QUALIFICATIONS

- NATO's two official languages are English and French. The work of this consultancy is mainly conducted in English, therefore fluency in that language is essential and beginner knowledge of French is desirable.
- A professional working level knowledge of the Portuguese language is required.

PERSONAL CHARACTERISTICS

- All NSPA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.