



STATEMENT OF WORK FOR CONSULTANCY SUPPORT

INFRASTRUCTURE AND ENGINEERING PROGRAMME (OE), Construction Engineering Branch 1

Consultant – Technical Expert, Civil Engineer

CLT No. CO26006

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

The Infrastructure and Engineering Programme/Construction Engineering Branch 1 (OE-C1) 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

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.
- Monitor contractors' performance to ensure that technical contractual conditions are fulfilled and propose corrective actions as required.
- 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 in Civil or Construction Engineering (Bachelor Degree as a minimum)
- At least seven years of experience in construction supervision of buildings
- Experienced in structural, architectural, and civil engineering disciplines.
- Experienced with Eurocode and construction standards.
- Proficiency in technical report writing.
- Knowledge of quality assurance standards and policies.
- 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.
- 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.

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.