



STATEMENT OF WORK FOR CONSULTANCY SUPPORT

INFRASTRUCTURE AND ENGINEERING PROGRAMME (OE), Construction Engineering Branch 2

Consultant – Technical Expert

CLT No. CO25080

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

The Infrastructure and Engineering Programme/Construction Engineering Branch 2 (OE-C2) 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. The consultant will support the implementation of major infrastructure upgrades at the NATO Southern Operational Centre (SOC) in Taranto, Italy, including new logistics facilities, infrastructure improvements, and building renovations. The consultant will serve as NSPA's on-site technical representative, providing expert oversight and coordination for this complex project while ensuring compliance with NATO standards, Italian regulations, and project requirements. More precisely, the consultant is responsible for performing/executing the following tasks:

MAIN DELIVERABLES/SCOPE OF WORK

- Assist the Project Manager and/or the 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 technical and contractual compliance.
- Conduct regular site inspections and quality control verifications.
- Review and validate construction methods, materials, and workmanship.
- Coordinate with multiple contractors and SOC operating simultaneously within the project.
- Monitor project schedule and progress.
- Identify potential issues and propose corrective actions.
- Review and validate contractors' payment applications.
- Ensure compliance with environmental and heritage protection requirements.
- Review technical submittals, shop drawings, and material specifications.
- Validate construction activities comply with BIM implementation requirements.
- Monitor implementation of sustainable building practices.
- Oversee site safety compliance and COVID-19 protocols.
- Coordinate with Italian authorities regarding permits and approvals.
- Review and validate as-built documentation.

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.

- Monitor commissioning and testing activities.
- Provide regular detailed progress reports to NSPA Project Manager.
- Participate in project meetings and coordinate with stakeholders.
- Interface with military and civilian authorities.
- Coordinate with facility users regarding operational impacts.
- Preparing correspondence, presentations, reports, database queries and statistics as required using modern office automation equipment and software.
- The planned geographic area for this post is NATO SOC Taranto, Italy but may be expanded to other NATO member nations.
- The incumbent of this post may undertake deployments, including duty travel, in direct support of NAC-approved operations/missions.
- 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.
- Represents 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 (Bachelor or Master Degree) in civil engineering or related discipline.
- 10 years' experience in construction management, including: the management of projects valued at €5M or greater; military/defense facility construction; logistics facility construction; complex infrastructure and building projects; multi-prime contractor coordination; site supervision and quality control; project control (Cost, Scope, Schedule); environmental compliance and permitting; heritage protection compliance; construction in active operational facilities.
- Thorough knowledge of Italian construction codes and regulations; Italian health and safety regulations and Italian infrastructure commissioning procedures.
- Thorough knowledge of BIM processes and standards; construction quality control procedures and environmental regulations and compliance.
- Thorough knowledge of force protection and security requirements and NATO or military construction standards (preferred).
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint) including BIM software platforms; construction management software; quality control documentation systems; technical drawing package and project management software (e.g., Primavera P6, MS Project).
- The incumbent must hold, or be able to obtain, a valid "NATO SECRET" security clearance.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- N/A

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 Italian language is required.

PERSONAL CHARACTERISTICS

- Strong analytical and problem-solving abilities with strong attention to detail and organisation.
- Excellent communication and interpersonal skills with a professional demeanour and a diplomatic approach.
- Ability to make decisions and work independently and effectively in a multinational environment.
- 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.