

TERMS OF REFERENCE (ToR)

LACU – Local Awareness and Community Unity

1. Position Title

Technical Supervisor

2. Background

LACU is implementing a Capacity Enhancement Sub-Grant to strengthen the operational capacity, functionality and sustainability of targeted municipal councils.

The support includes rehabilitation and maintenance of municipal council premises, including improvements to offices, public/service areas, waiting and reception areas, meeting spaces and training halls.

Following technical assessment and preparation of technical specifications and Bills of Quantities (BoQs), LACU will contract qualified rehabilitation/construction service providers to implement the approved works.

To ensure that works are implemented according to approved specifications, within the agreed scope and to the required quality standards, LACU will engage a qualified Technical Supervisor/Site Engineer.

3. Purpose of the Assignment

The purpose of the Technical Supervisor assignment is to provide **independent technical supervision and quality assurance** throughout the implementation of rehabilitation works.

The Technical Supervisor will monitor the contractor's performance, conduct regular site inspections, verify quantities and quality, document progress, identify deficiencies, and provide technical verification of completed works.

The Technical Supervisor will **not implement the rehabilitation works and will remain independent from the contractor/service provider responsible for construction or rehabilitation.**

4. Objectives

The objectives of the assignment are to:

- Ensure that rehabilitation works are implemented in accordance with approved technical specifications and BoQs.
- Monitor the quality of materials and workmanship.
- Verify physical progress and quantities of completed works.
- Identify and document technical deficiencies and recommend corrective action.
- Verify that works remain within the approved scope.
- Support LACU in preventing unauthorized changes or deviations.

- Provide objective technical evidence for payment and completion decisions.
- Conduct final technical verification prior to acceptance.
- Support proper handover and documentation of completed works.

5. Scope of Work and Responsibilities

A. Pre-Implementation Review

Before works commence, the Technical Supervisor will:

- Review the approved technical assessment, scope of works, specifications and BoQs.
- Visit the site and confirm existing conditions.
- Familiarize themselves with the approved contractor's workplan and implementation schedule.
- Identify potential technical risks and quality-control requirements.
- Establish a site inspection and supervision plan.

B. Site Supervision

During implementation, the Technical Supervisor will:

- Conduct regular and documented site visits.
- Monitor progress against the approved workplan.
- Verify that works correspond to approved drawings, specifications and BoQs.
- Monitor the quality and suitability of materials.
- Check workmanship and construction practices.
- Monitor compliance with agreed technical standards and safety requirements.
- Identify defects, deviations or incomplete works.
- Issue technical observations/recommendations to the contractor through the appropriate LACU channels.
- Follow up on corrective actions.

C. Quantity and Progress Verification

The Technical Supervisor will:

- Verify quantities of works completed.
- Compare completed works against the approved BoQ.
- Verify measurements where applicable.
- Document physical progress through site inspection reports and photographs.
- Identify any proposed variation or additional works.

No variation or additional work shall be considered approved solely by the Technical Supervisor. Any changes must follow LACU's applicable authorization and procurement procedures.

D. Quality Assurance

The Technical Supervisor will:

- Verify materials against approved specifications.
- Monitor workmanship.

- Identify non-conforming works.
- Recommend corrective measures.
- Verify that identified defects have been corrected.
- Maintain evidence of quality-control inspections.

Where appropriate, the Supervisor may request samples, product information or other reasonable evidence of material compliance.

E. Completion Verification

Upon completion of the rehabilitation works, the Technical Supervisor will:

- Conduct a detailed final site inspection.
- Verify completion against the approved scope of works and BoQ.
- Identify outstanding works or defects.
- Prepare a snag/defects list where required.
- Verify correction of outstanding issues.
- Confirm the physical completion status of the works.
- Prepare a Technical Completion and Verification Report.

6. Handover and Acceptance

The Technical Supervisor will support LACU in the handover process by:

- Preparing the technical basis for final acceptance.
- Participating in the joint final inspection with LACU and the municipal council.
- Documenting the condition of the completed facilities.
- Supporting preparation/signing of a Completion and Handover Certificate.
- Ensuring that relevant technical documentation and records are maintained.

Final acceptance and payment decisions will remain the responsibility of LACU in accordance with its applicable procedures.

7. Required Documentation

The Technical Supervisor will maintain a clear technical record for each rehabilitation site, including, as applicable:

- Site inspection reports;
- Site visit dates and attendance;
- Photographic evidence of progress;
- Progress verification records;
- Quantity/measurement verification;
- Material verification records;
- Technical observations and corrective actions;
- Defects/snag lists;
- Evidence of correction of defects;
- Final completion verification;
- Handover documentation;
- Any approved technical variation documentation.

This documentation will provide an auditable trail linking the approved scope and BoQ to the physical works delivered.

8. Deliverables

Deliverable	Description
Supervision Plan	Site supervision methodology, schedule and quality assurance approach
Pre-Implementation Site Verification	Confirmation of site conditions and readiness to commence works
Periodic Site Inspection Reports	Progress, quality, quantities, photographs, issues and recommendations
Material/Quality Verification Records	Verification of materials and workmanship against specifications
Progress/Quantity Verification	Confirmation of physical works completed against the approved BoQ
Technical Issue/Corrective Action Records	Documentation of deficiencies and corrective measures
Snag/Defects List	List of outstanding works or defects identified at completion
Final Technical Completion & Verification Report	Confirmation of completed works, quality, quantities and compliance with approved specifications
Handover Support Documentation	Technical input and evidence supporting final handover and acceptance

9. Independence and Conflict of Interest

The Technical Supervisor must be **independent from the rehabilitation contractor/service provider**.

The Supervisor shall not:

- be employed by the contractor;
- act as the contractor's site manager;
- supply labor or materials to the rehabilitation works;

- receive payment or other benefits from the contractor;
- have a financial or other conflict of interest with the contractor;
- undertake implementation works on behalf of the contractor.

The Technical Supervisor will report directly to LACU's designated Project/Programme Management or technical focal point.

10. Coordination

The Technical Supervisor will coordinate with:

- LACU Project/Programme Management;
- LACU Technical Consultant;
- LACU Procurement and Finance teams, as required;
- Municipal council representatives;
- The selected rehabilitation contractor.

The Supervisor will maintain professional independence while coordinating with all parties required for effective implementation.

11. Duration and Level of Effort

The assignment will cover the implementation period of the rehabilitation works and will be determined based on the number, geographical distribution and complexity of the targeted municipal facilities.

The final duration, level of effort and payment schedule will be defined in the consultancy/service contract.

12. Required Qualifications and Experience

The Technical Supervisor should have:

- University degree in Civil Engineering, Architecture, Construction Engineering or a related technical discipline.
- Relevant professional experience in construction supervision, building rehabilitation or infrastructure projects.
- Demonstrated experience in site supervision and quality control.
- Experience reviewing technical specifications and BoQs.
- Experience preparing site inspection and completion reports.
- Strong knowledge of construction materials, workmanship and rehabilitation practices.
- Strong documentation and reporting skills.
- Ability to conduct regular field/site visits.
- Familiarity with the Syrian context and local construction practices is an advantage.

13. Selection Modality

The Technical Supervisor will be procured through LACU's applicable procurement/consultancy procedures.

The assignment may be contracted as an individual technical consultancy or, where

justified by the scope and geographical coverage, through a qualified technical supervision firm.

The selection will be based on relevant technical qualifications, experience, proposed methodology and financial considerations, in accordance with LACU's procurement procedures and applicable donor/UNOPS requirements.

14. Payment

Payment will be linked to the satisfactory completion and acceptance of agreed supervision deliverables and/or verified periods of service, as specified in the contract.

Payment will not be based solely on the contractor's performance and will remain subject to LACU's verification and applicable financial procedures.

15. Acceptance of Deliverables

Technical supervision reports and verification documents will be reviewed and approved by the designated LACU Project/Programme Management or technical focal point.

Final completion verification shall provide sufficient documentary and photographic evidence to demonstrate that the rehabilitation works were completed in accordance with the approved scope, specifications and BoQ.

How to Apply:

Interested candidates are invited to submit their application through the following link:

[\[Application Link\]](#)