

## Habitat for Humanity Cambodia (HFHC) Consultancy Terms of Reference

<b>Name of Position:</b>	Special Event Construction Consultant – Cambodia Big Build
<b>Type of consultancy:</b>	Local Consultant
<b>Funded:</b>	Cambodia Big Build 2017
<b>Based in(Location):</b>	Phnom Penh & Battambang
<b>Reports to:</b>	Development and Engagement Manager; collaborates with Volunteer Engagement Manager, Construction Team Leader
<b>Direct Subordinates:</b>	None
<b>Duration/Period:</b>	Minimum of 2 months, maximum of 3 months
<b>Core Functions &amp; Main Tasks:</b>	<p>The Consultant is responsible for supporting Habitat Cambodia particularly the Cambodia Big Build (CBB) team and Battambang project team in meeting construction &amp; event targets of CBB. S/he will manage, direct, oversee the technical and building components of the project and provide support to Habitat Cambodia construction team and block leaders.</p> <ol style="list-style-type: none"><li>1. Lead the integration of construction work with the overall event theme and approaches of the special fundraising event</li><li>2. Provide technical expertise in low cost housing construction particularly with the use of Compressed Earth Blocks and fired bricks, integrating construction with the overall fundraising (big build) event of Habitat for Humanity Cambodia</li><li>3. Manage the overall construction pre to post big build in collaboration with assigned construction supervisors, construction and appropriate technology team leader, site supervisors and volunteers</li><li>4. Manage the quality control of construction in collaboration with assigned construction supervisors, construction and appropriate technology team leader, site supervisors and volunteers</li><li>5. Ensure health and safety onsite at all times</li><li>6. Ensure that construction is running to schedule, and address issues or concerns that volunteers may have during the big build</li><li>7. Provide thorough guidance and supervision to clusters of construction workers in collaboration with construction supervisors and construction team leader</li><li>8. Provide technical support to identify, develop and undertake potential sourcing of necessarily services (i.e. construction workers) pre to post event.</li><li>9. Plan out volunteer tasks in collaboration with construction supervisors and, construction and appropriate technology team leader, relevant CBB team</li></ol>

10. Provide key inputs on following items:
  - Consolidation of Master Plan
  - CBB construction manual
  - Assessing results of test build/s
  - CEB block production monitoring and management
  - Itemization of available construction tools that is being led by construction supervisors
  - Management of tools on site
  - Tools inspection
11. Manage the site preparation in collaboration with construction supervisors and construction and appropriate technology team leader
12. Prepare training module for house leaders
13. Collaborate with construction and appropriate technology team leader, Asia Pacific construction manager and international volunteers in construction and event related matters

**Deliverables/  
Performance  
Measurement  
Indicators**

1. Support provided to Habitat Cambodia in preparing and organizing the Cambodia Big Build 2017 is effective and professional
2. Construction planning and implementation successfully delivered together with relevant individuals
3. Construction is well integrated in the overall event theme and approach
4. Sourced out necessary resources i.e. possible additional construction workers
5. Reviewed and inputted in volunteer assignments
6. Developed construction work schedule for the build week together with relevant individuals

**Skills/Attribute and  
Experience**

1. At least five (5) years of technical advisory work experience in the field of construction, housing, planning
2. Experience in leading international special builds a plus
3. Experience in low cost housing a plus
4. Full commitment to Habitat Vision, Mission Statement and Mission Principles.
5. Demonstrated track record of success in managing construction work
6. Previous experience or familiarity with Habitat for Humanity's approach
7. Excellent judgment and strong analytical and problem solving skills to identify issues and present creative, practical solutions.

8. Self-motivated, possesses a positive outlook, flexible and able to work without close supervision and under pressure.
9. Proficient in design programs
10. Outstanding organizational skill, excellent team player, creative and outgoing.
11. Capacity to deal with conflicting priorities and deliver high quality work on schedule; facility to work successfully in multicultural teams and across boundaries.
12. Interest and understanding of event management a plus