

Terms of Reference (ToR) for Individual Consultant

Introduction

Established 20 years ago, Right To Play (RTP) is a global leader in supporting children's learning and well-being through play. We harness the power of play to transform children's lives both inside and outside the classroom. RTP works in formal and informal educational environments, in collaboration with community, national, and regional partners, in an effort to improve school readiness, teaching practices and academic achievement.

Since 2005, RTP has been working in Ethiopia both in humanitarian and development settings. Currently, RTP is looking to hire an individual consultant who can oversee the construction and maintenance of one new construction, and four maintenance works in 4 Target schools in Debre Berhan City. In consultation with the RTP's team, the incumbent is expected to support the organizations projects working closely with RTP's staff.

Scope of the Service :

- Based on expression of needs received from beneficiary schools, assess the feasibility of proposed infrastructures/equipment by analyzing technology & skills available, local Market and resources needed.
- Recommend and design appropriate infrastructures and equipment (such as reading centers, outdoor and indoor playground equipment) by considering existing physical setting of beneficiary schools as well as inclusion of children with disability and gender.
- Ensure proposed infrastructures and equipment comply with agreed standards
- Consult with key stakeholders to jointly plan proposed infrastructures and equipment and to identify beneficiary schools and construction sites in each school
- Prepare draft purchase requisitions and concept notes for the project managers review
- Support procurement of infrastructures and equipment by preparing RFQ, bid analysis, and evaluating technical competency of suppliers.
- Prepare complete construction drawings and bill of quantities for the proposed new constructions and maintenance works as well as equipment
- With the support of RTP's legal adviser, draft contracts including all appendices and drawings based on standards forms
- Monitor implementation of proposed works [both infrastructure and equipment]and identify and help rectify bottlenecks to implementation in order to ensure timely completion.
- Track cost, monitor variation orders, extra works etc. and inform RTP in advance if any extra works are expected incur additional costs
- Follow-up ongoing construction activities and ensure suppliers adhere to completion of contractual commitment as per stipulated quality, time and cost.
- Monitor construction works and ensure all construction works and installations are completed within allocated budget and time.
- Check measurements and verify payments requested submitted by suppliers
- Evaluate claims, change request, and price adjustments submitted by suppliers for RTP's approval
- Conduct necessary onsite inspection of materials delivered to construction sites, assess equipment and manpower deployed, and check their compliance with the specifications and standards stipulated in the contracts.



- Draft provisional acceptance certificates for suppliers and facilitate handover of completed infrastructures and equipment for beneficiary schools

Deliverables

- 1)_Field visit report with recommendations
- 2)_ Draft concept notes and purchase requisition for each activity
- 3)_Request for Quotations including all drawings and bill of quantities for proposed interventions
- 4)_Bid analysis and technical evaluation reports on supplier's competencies
- 5)_Monthly reports describing activities accomplished, estimated completion dates and expenditures for each infrastructure.
- 6)_ An annual (summary) report

Time Frame

- Six (6) months commencing October 01, 2025.

Payment

- Payment will be based on an agreement signed between the consultant and RTP.
- 30% withholding tax will be deducted if the incumbent does not have a business license

Duty Station

- The consultant will be based in Debre Berhan with frequent travel to beneficiary schools

Job Requirements

- Bsc Degree in Civil Engineering, Construction Works, Architecture or related fields with an advanced degree in development studies or related field
- Six(6) years of general experience from which a minimum of Two Years (2) relevant experience with international NGO as an individual consultant and has a proven record for completing similar assignments
- Experience working in development and humanitarian particularly in refugee settings of Ethiopia is an advantage
- Similar experience in Donor Funded projects
- Knowledge of education sector and standards related to school infrastructure and equipment
- Previous experience(s) in a child-centered organization
- Proven record of designing and supervising school infrastructure constructions
- Knowledge of child protection is desirable

Additional Requirements

- Excellent interpersonal and communication skills both written and verbal
- Self-starter with the ability to work with minimal supervision
- Strong analytical skill and willingness to support and empower others



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- Ability to establish productive working relationships with RTP's staff and externally with partners & suppliers
- Proactive, Team player, exhibiting high levels of enthusiasm, tact, diplomacy, and integrity
- Affinity with RTPs mission and its values

Technical Competencies

- Advanced user Ms. Excel, Ms outlook Ms-Word
- Excellent Command of AutoCAD and other related software
- Ability to design infrastructures such as reading centers, Classrooms, etc

How to Apply

Interested applicants should follow the following instructions.

- Fill an online application by **clicking here**.
- Compile your application, i.e a **resume or CV (with no more than 3 pages) and a cover letter, in a single PDF** and mail it to RTP.Ethiopia@righttoplay.com
- **Use your full name and the position you applied as a file** name for the compiled PDF
- Your cover letter shall state your expectation of a monthly remuneration (including all taxes)

Only shortlisted candidates will be contacted