

**EMBASSY OF THE REPUBLIC OF KENYA**

**ROME**

**EXPRESSION OF INTEREST FOR CLERK OF WORKS (CoW).**

The Embassy of the Republic of Kenya in Rome is seeking to identify and invite Clerk of Works for the Refurbishment/Modernization of the Kitchen works for the Official Residence of the Republic of Kenya (Ambassador/Head of Mission’s Residence).

**Title of the Consultant:** Clerk of Works  
**Reports to:**H.E. Ambassador-Kenya Embassy, Rome  
**Duration of Contract:**Negotiable

**Duty Station:** Kenya Embassy Rome; PROPERTY LOCATED IN ROME (RM) – VIALE DELL’UMANESIMO 89/91

**1.0. Main purpose of the Assignment**

* The main objective of this assignment is to ensure compliance with the approved quality control and quality assurance of construction in Italy and facilitate Bill of Quantities for Refurbishment/Modernization of the Kitchen works;
* monitor and evaluate the replacement of the cupboards and appliances in the Kitchen,
* monitor and evaluate the breakage of a wall for the passage of wires and expansion of the Kitchen,
* monitor and evaluate the replacement of the existing tiles with new ones in the Kitchen.
* In addition, the CoW shall carry out the day-to-day management and supervision, ensuring the overall efficiency and effectiveness of processes and activities undertaken to achieve timely delivery of the construction project.
* She/he will be providing technical assistance and sound advice to the Embassy including inputs to the project as well as policies for future maintenance of the project.

**2.0. Duties and responsibilities**

* To monitor and evaluate the Refurbishment/Modernization of the Kitchen including quality control, certify that the quality of works conforms to the specifications, norms, standards, drawings and plans;
* Provide sound technical advice to Contractor as well as to the Embassy for the best value for money and most advantageous proposals on costs related to the actual Refurbishment/Modernization of the Kitchen;
* Maintain relevant construction records, prepare monthly and Quarterly reports, until final construction and handover the Refurbishment/Modernization of the Kitchen report to the Embassy;
* Develop a quick evaluation of the Refurbishment/Modernization of the Kitchen activities (prepare a checklist) and accomplish these checklists to show progress of the project
* Ensure that effective implementation, monitoring and supervision of the project are carried out;
* Ascertain that effective quality control systems of the construction firm follow the rules and regulations of the Italian Republic Construction Standards;
* Supervise the testing of the materials and concrete pouring of all structures;
* Supervise the electrical, plumbing and mechanical works of the Contractor;
* Daily Reporting to the Construction site committing adequate working hours per day and develop daily and weekly monitoring checklists for the project;
* Perform other tasks related to the project implementation as may requested by the Embassy.

**3.0Qualification and experience**To be qualified for the position, the candidate must meet the minimum required qualifications and experience:

* Must have as Civil engineering /Structural /Construction Engineering background or any other related field;
* Must be a registered or Chartered engineer with a Competent Authority recognized in Italy and well vast with construction industry in Italy.
* Must have at least 7 years’ experience in executing construction work activities at national or regional or international bodies;
* Demonstrable understanding of the Civil engineering/Construction Industry
* Must be computer literate in the use of MS Word, MS Excel, MS project and any other relevant computer applications;

**4.0. Skills and Competences**

* Effective **communication skills** both written and oral. Concise report writing skills.
* T**echnical proficiency**: Good understanding of and experience in civil engineering management, especially in Construction works and services. Proven ability in managing processes, people and coordination across implementing teams. Sound judgment in applying technical expertise to resolve a range of issues/problems. High analytical skills. Be results oriented and proactive.
* **Ethics and Integrity**: Must be a person of proven honesty and integrity with no criminal record, maintain utmost professionalism, work ethics and confidentiality.
* **Teamwork**: Very good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. The Clerk of Works shall work in close collaboration with Identified technical team/ Contractor and the Embassy.

**Requirements**:

All communication of the interested providers of the above should be addressed to info@embassyofkenya.it, clearly indicating the service, good or work that you offer, to be received **by 16:00 hours on 14th May, 2024**.

The Embassy reserves the right to accept or reject any EOI without giving reasons thereof and does not bind itself to accept the lowest or any EOI.

Canvassing for the EOI by the applicant or by proxy shall lead to automatic disqualification of their application.