

SCOPE OF WORK FOR SUPERVISING ENGINEER

DEADLINE FOR SUBMISSION OF APPLICATION: 30th September 2026

WORKSITE LOCATION: Ishasha Sector, Queen Elizabeth National Park

DATES OF SERVICES: To start as soon as possible.

ESTIMATED DURATION OF SERVICES: 90 Working Days

SUPERVISORS & CONTACT INFORMATION: Country Director

About WCS

The Wildlife Conservation Society (WCS) is a non-governmental, science-based conservation organization that works in over 50 countries around the world with a mission to save wildlife and wild places worldwide through science, conservation action and education. WCS has been supporting conservation in Uganda since 1957 and we have supported conservation projects almost every year since this time, making WCS the oldest organization supporting conservation in Uganda.

Terms of Reference for short term service contract

WCS is looking for an experienced Civil engineer who is well versed with construction work in Uganda. The engineer should be able to provide technical support from project initiation, selection process of a qualified construction contractor and technical oversight of the construction work as per the agreed designs of the facilities and schedule to project completion. The Engineer should be based in Southwestern Uganda preferably in either Kanungu, Rukungiri or Mitooma.

WCS responsibilities

WCS will be responsible for payments of up to 90 working days, at an agreed payment rate. Payment will be paid based on approved Time & Activity Log and reports described under the deliverables section. Payment will be based on work completed as and when required up to a total of 90 working days. The 90 days are not necessarily consecutive working days, as work will depend on availability and operational requirements. Payment will be made through a direct deposit to the contractor's bank account deducting all applicable taxes as per Ugandan law.

Responsibilities and deliverables

The work planned includes two sites in the Ishasha sector of Queen Elizabeth National Park, Bukorwe (coordinates 0°42'30.1"S 29°39'52.1"E) and Bwentale (coordinates 0°31'47.7"S 29°47'51.8"E). Bukorwe is the main office for Ishasha, while Bwentale is main base for rangers.

At Bukorwe, the infrastructure planned will be a standard UWA Protected Area office, plus a small workshop, store room and shade for parking 6 vehicles, and repairs to existing buildings. Bukorwe, approximately six kilometers from Kihhi town, has a NWSC water supply, but will need storage tanks to ensure a continuous supply when the NWSC water cuts out.

At Bwentale, the infrastructure planned includes a standard UWA sector office, plus storeroom, and shade for parking 4 vehicles. Bwentale will additionally require a water supply taken from a nearby river or source.

The UWA standard protected area office is 18.7 m x 8.1 m with 7 rooms, while the smaller sector office is 14.5m x 5.9m with 5 rooms. Both are single-storey buildings.

The Civil Engineer will begin the work with site surveys to make recommendations on location as per the available drawings and draw up site plans as well as Bills of Quantities. Architectural drawings are available for the two main office buildings, according to Uganda Wildlife Authority standard office layouts, but detailed plans for additional infrastructure will be required. He/ She will supervise the work till project completion as per details below:

Pre-Construction Phase

- Conduct a site assessment and establish pre-existing site conditions.
- Prepare site plans for both sites with the locations marked of all existing and proposed infrastructure.
- Develop BOQs using the available plan for the two Uganda Wildlife Authority offices, and both plans and BOQs for other infrastructure.
- Provide specifications of the water storage and supply systems required for each site.
- Advise the Client on any potential design, technical, or implementation challenges before commencement.
- Participate in preparation of tender documents include BOQs and drawings.
- Participate in Site visit for potential contractors.
- Participate in the technical assessment of tenders and contractors' BOQs received.
- Review and familiarize themselves with the contract documents, drawings, specifications, bills of quantities, and project schedule.
- Review and approve the contractor's work plan, methodology, quality assurance plan, and construction schedule alongside the WCS and UWA team.
- Participate in site handover and inception meetings.

Construction Supervision

- Provide regular on-site supervision throughout the construction period.
- Ensure that all works are executed in accordance with approved drawings, specifications, and industry standards.
- Monitor construction progress against the approved work plan and schedule.

- Verify that construction materials and workmanship meet the required quality standards.
- Review and approve material submittals and shop drawings where applicable.
- Ensure that tests, inspections, and quality control procedures are carried out as specified.
- Identify defects, non-conformities, and corrective actions required by the contractor.
- Maintain site records, inspection reports, and supervision logs.

Contract Administration

- Monitor the contractor's compliance with contractual obligations.
- Review and certify work completed for payment purposes.
- Evaluate and recommend approval or rejection of variation orders and change requests.
- Assess extension-of-time claims and provide recommendations to the Client.
- Advise the Client on contractual, technical, and commercial issues affecting project implementation.
- Facilitate communication between the Client, contractor, and other stakeholders.

Quality Assurance and Quality Control

- Establish and implement quality control procedures.
- Conduct routine inspections to verify compliance with project specifications.
- Witness material sampling and testing activities.
- Ensure rectification of defective works before acceptance.

Health, Safety and Environmental Compliance

- Monitor compliance with occupational health and safety requirements.
- Ensure the contractor implements approved environmental and social safeguards.
- Conduct site safety inspections and recommend corrective actions.
- Report all accidents, incidents, and safety breaches to WCS.
- Ensure adequate protective equipment and safety measures are maintained on site.

Progress Monitoring and Reporting

- Monitor project progress against approved timelines.
- Identify risks likely to affect cost, scope, quality, or schedule.
- Recommend mitigation measures to address project delays or challenges.
- Prepare and submit regular progress reports to the Client.
- Chair or participate in site meetings and document actions agreed upon.

Project Completion and Handover

- Conduct final inspections
- Verify completion of all corrective works.
- Review and confirm construction is done as required.
- Facilitate project handover and commissioning activities.
- Prepare the final completion report and recommend issuance of completion certificates.

Deliverables

The Supervising Engineer shall provide the following deliverables:

1. Inception Report with drawings and Bill of Quantities.
2. Monthly Progress Reports.
3. Site Inspection Reports.
4. Certification of Contractor Payment Applications.
5. Project Completion Report.

Required Documents for application

- Updated CV with minimum 3 references with copies of academic certificates and transcripts.
- At least 3 Recommendation letters or copies of service completion reports from previous similar work done preferably with other INGOs.
- Compensation expectations commensurate with the scope of work and deliverables. Please provide a detailed breakdown of the financial proposal.
- Evidence of current registration with the Engineers Registration Board of Uganda. (Registered Civil engineer.)
- Documents to demonstrate 5 to 10 years of experience.

WCS will conduct interview with selected Engineers before making a final decision.

Selection Criteria

Assessment Criteria	Assessment Details	Weighted % Score
Experience in supervising construction/ civil engineering works.	• Has supervised building construction works of similar size and complexity in remote areas	30
Experience working with a corporate / INGO client	• Has worked with a reputable construction company or NGO in an engineering role • Has provided current phone and email contacts for former and current employers	20
Recommendation letters from former/current employers	• At least 2 positive recommendation letters from INGOs or corporate clients	30

Proof of previous/current contracts in carrying out similar works	2 fully approved contracts with complete employer contacts attached to contract	20
Total score		100%

Supervisory Responsibility

None

Accountability

Reports Directly To: Country Director

Works Directly With: WCS partners involved and Uganda Wildlife Authority engineer

Success Factors

- Exceptional verbal and written communication skills
- Strong facilitation skills
- Ability and willingness to both lead and follow as appropriate
- Has an internal and external network of experts to draw upon as needed
- Someone based in Southwestern Uganda near the construction sites for easy access during supervision.
(Kanungu, Rukungiri and Mitooma)
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Submission requirements:

Please send your bid on email to ugandaprocurments@wcs.org. latest **4:00pm Wednesday 30th September 2026**.

In case of any inquiries, please address your questions to the logistics team: ugandaprocurments@wcs.org latest by Friday **25th September 2026**.

Please note that WCS will not be responsible for any costs incurred by the potential service provider while preparing for this bid.