



Government of the People's Republic of Bangladesh  
Ministry of Local Government, Rural Development and Cooperatives  
Local Government Division

Terms of Reference (ToR)

For

**Consultancy Services for Design, Monitoring, Supervision & Reporting**

(Package no: DPHE/S-1)

(QCBS Method)

Under

Flood Reconstruction Emergency Assistance Project for  
Water Supply and Sanitation (GoB-ADB)

(FREAPWSS)



**Department Of Public Health Engineering (DPHE)**

**December, 2023**

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**Government of the People's Republic of Bangladesh**  
**Office of the Project Director**  
**Flood Reconstruction Emergency Assistance Project for**  
**Water Supply and Sanitation (GoB-ADB)**

Department of Public Health Engineering  
14, Shahid Captain Mansur Ali Sarani, Kakrail, Dhaka-1000

**Terms of Reference (TOR) for the Consultancy services for Design,**  
**Monitoring, Supervision & Reporting under**  
**Package No. DPHE/S-1**

**Background of the project:**

To improve the water supply, sanitation sector of six districts (Sylhet, Sunamganj, Habiganj, Moulavibazar, Netrokona and Kishoreganj) of Sylhet, Mymensingh and Dhaka divisions damaged by the devastating flood occurred on July 2022, this Flood Reconstruction Emergency Assistance Project (FREAP) project has been taken. Asian Development Bank (ADB) is supporting to the Government to implement this project by financing as Loan. The overall objective of this project is to improve water supply and sanitation facilities to enable continued and undisrupted services to fulfil residents' basic needs during future floods to ensure health and living standard of the people of the flood-affected areas of Bangladesh by increasing access to safe water supply and sanitation system.

The project includes the rehabilitation of approximately 500 shallow tube wells; 500 tube wells with submersible pumps; 1,800 deep hand tube wells with double platforms; and 9,100 deep tube wells with submersible pumps with raised platforms. The project will construct approximately 30 mini water supply systems with water treatment facilities, supply about 16 truck-mounted mobile freshwater treatment plants; six water carriers; 100 mobile toilets; and 105 public toilets, etc.

The DPHE intends to engage a Design, Management and Supervision Consultant (DMSC) firm to support the implementing agency (DPHE) to design, implementation, supervision, contract and project management support including preparation of the site specific Environmental Management Plan, environmental/social monitoring report, financial/auditing report and support to auditing activities.

**Objectives of the Consultancy Services:**

By engaging a consulting firm, design of different components, bid document preparation, monitoring, construction supervision, project audit activities, different types of report generation, preparation of various environmental/social/gender related reports will be done.

**Scope of the Service:**

**A. Review of the existing documents:**

- Review of existing feasibility studies/ reports and plans including field visits for water supply treatment plant, innovative integrated sanitation, Shade/ Store construction for treatment plant & flood material/equips storage in 6 flood affected districts to assess the

viability of investments in terms of the technical, financial and social aspects in the selected sites.

## **B. Detail Engineering Design:**

It includes the detailed engineering designs, drawings, specification, schedule of rates and contract packaging etc. Specifically, the job would consist of the following activities but not limited to:

- Based on the design criteria, information from the field, laboratory/field tests data and surveys the consultant will design based on following factor:
  - i. Surface/Ground water quantity and quality, requirement of treatment and treatment process considering its ability, limitation for the particular site;
  - ii. Estimates of water consumption.
  - iii. Detail engineering design for major facilities;
  - iv. Optimum design period for the required capacity of major facilities;
  - v. Sustainable yield and utilization of all the proposed infrastructures taking into account existing and potential uses over the design period.
  - vi. O& M manual of the project components
  
- Assist DPHE in planning on hydro geological investigations for potable water and pollutant interaction to aquifer system in areas and maintain sustainable water supply and sanitation in 6 flood affected districts.
- Prepare detailed engineering design, specification, bill of quantities, technical, financial requirements for capital, bid documents and operating costs for project components in project areas.
- Prepare the designs of the proposed project infrastructural components like Centralized septic tank system connecting with household, Mini water treatment plant, Shade/ Store for DPHE campus including all components, electrical – mechanical works considering all aspects.
- Prepare detailed engineering design, construction drawings specification of the Centralized septic tank, Mini Water Supply with Treatment Plant, Shade/ Store construction for treatment plant & flood material/equips storage, Truck mounted Mobile Type non saline/Fresh water treatment plant (2000 liter/hour), public toilet for 6 flood affected districts that will cover details of on-site preparatory tasks, layout facilities, simple architectural and landscape designs for water treatment plants/retaining structures/pipeline network, foundation and structural works, mechanical works, installation of different equipment and electrical works including instrumentation, trial running and control system. Consultant shall have to submit the design calculation sheets of every component in the form of soft and hard copy.
- Prepare all other design of project as and when necessary, according to the direction of Project Director.
- Redesign /Review the design to have best fit considering the site condition or changing of site due to any unavoidable circumstances.

### **C. Preparation of final design Report:**

- Prepare draft design report for presenting the results of all the design tasks described above.
- Prepare final design report for each district presenting the results of all the design tasks delineated above incorporating the views/recommendation of PMU/final workshop.
- Prepare as built drawing of all infrastructure according to the direction of PMU.

### **D. Preparation of Tender Documents**

- Based on standard documents and followed by PPR 2008 and ADB's Procurement Regulation, consultant will prepare specific bid documents.
- Prepare BOQ and cost estimates, analysis of the rate for all components shall have to be submitted in the form of hard copy and soft copy.
- Prepare tender documents for each contract package including general specifications and detailed technical specifications for materials, equipment, instruments, methods of construction of civil works and methods of installation and fabrication for mechanical and electrical works in 6 flood affected districts.

### **E. Construction Supervision**

Construction supervision during the implementation of the project covers the following activities:

- Assist in the site selection for construction work.
- Assist PMU/local DPHE in the inspection of materials and equipment and witness tests of materials and equipment to be incorporated in the works.
- Supervise, inspect and measure and control the quality of the construction works and installation of equipment to ensure compliance to drawings and specifications.
- Inspect and certify the work in progress & completed and check contractor's completed/as-built schedule of quantities.
- Assist in laboratory testing of material supplied by contractor. Conduct in-situ testing of materials as per requirement.
- Compare actual progress with work plan and advise local DPHE and PMU to address the issue that could delay completion and recommend actions to be taken to facilitate timely completion.
- Observe any change or previously unknown conditions that may require modifications to the design and/or specifications of the works and advise and recommend appropriate action to local DPHE (PIU) under intimation to PMU and prepare variation order (if any) for the approval of the PMU.
- Supervise pump pressure/ field tests of the installed pipelines, equipment & materials start-up and commissioning.
- Provide advice and suggestions to PMU and local DPHE (PIU) on the overall construction works.
- Provide technical supervision for quality control in the construction of all civil works and recommendations for payment in the prescribed bill form.
- Assist in cross – checking of the bill of physical works claimed by contractors. Supervise and monitor relevant activities implemented under the project period.

- Perform any related duties as and when necessary, according to the direction of Project Director.

#### **F. Preparation of Documents and Reports**

Assist the project management unit (PMU) in reporting and documenting such as preparing project implementation reports, preparing and updating environmental management plans (EMPs) and social mitigating plan, semiannual environmental/social monitoring reports, supporting to implement gender action plan (GAP) including preparing quarterly GAP reports. The consulting firm will also prepare monthly, quarterly and final reports including the project completion report that includes overall project performance and achievement of project activities.

#### **G. Preparation of Audit related Documents**

- To prepare all sorts of financial statement related, audit related reports as an explicit professional opinion whether the project (a) Financial statements give a true and fair view of the state of the Project's affairs, (b) expenditures reimbursed. The financial management consultants should take into account relevant statutory and other mandatory disclosures and accounting requirements stipulated in the Financing Agreement and express in the report. The consultant will also assist during all sort of external and internal Audit activities like, FAPAD audits, GoB audits etc.
- Assist in developing of the annual financial statements of Project and express as opinion on whether the financial statements present a true and fair view of the financial position of the works implemented in the project districts & PMU and the financial position or performance of that districts in accordance with the relevant laws, rules and regulations prescribed by the Government of Bangladesh for the accounting and financial reporting of 6 project districts and PMU.
- Express an opinion on the adequacy of the internal controls practiced by the LGI and local DPHE offices under this project in accordance with the standard financial procedures established by the Government of Bangladesh.
- Assessment whether the beneficiary of the project maintains adequate documentation on all relevant training actions; and/or identification on any ineligible expenditures and propose improvement for the project financial management.

#### **H. Duration of the Assignment**

The services of the assignment are required for around 24 months or the completion of the project period, which comes earlier. The duration of the assignment may be extended upon satisfactory performance and/or fund availability and/or extension of the project period.

#### **I. Deliverable:**

The reporting requirements shall be as per the following Table:

**Table: Reporting Requirements and Payment Schedule**

| Sl. No. | Report | Due Period | No. of Copies (Hard) | Soft Copy |
|---------|--------|------------|----------------------|-----------|
|         |        |            |                      |           |

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| Sl. No. | Report                    | Due Period  | No. of Copies (Hard) | Soft Copy |
|---------|---------------------------|---|----------------------|-----------|
| 1.      | Inception Report          | Within 1 month after commencement date  | 5                    | 2         |
| 2.      | Monthly Report            | Every month (within 1st week of following month)  | 3                    | 2         |
| 3.      | Quarterly Report          | Every Quarter (within 02 weeks of start of following quarter)   | 3                    | 2         |
| 4.      | Annual Report             | After completion of 12 <sup>th</sup> , 24 <sup>th</sup> months within 1 week  | 5                    | 2         |
| 5.      | Design Report             | Feasibility study (if needed), survey, investigation, design and detail engineering drawings including CAD format for construction of different components under this project will be submitted within 4 months of start. | 5                    | 5         |
| 6.      | Project Completion Report | At the end of the assignment  | 5                    | 2         |

The Audit, financial reports will be prepared as and when required. All the reports, design, drawings (both in CAD file and in PDF/JPEG format) will be submitted to the PMU both in hard copy and in soft copy, which will be handed over to the Design Division, DPHE later.

- **Inception Report:** The report will include the consultant's proposals of the detailed project implementation arrangements and the planned activities for different components based on the initial assessment. The report will also include the detailed work program and approach towards the assignment.
- **Monthly Report:** The consultant will submit a monthly report which must reflect all the activities undertaken during the month of the reporting period. The report must contain the targets and achievements.
- **Quarterly Reports:** The consultant shall furnish quarterly progress reports on physical and financial progress and on implementation progress, including achievements and problems faced, if any, and the measures to overcome the constraints. The quarterly reports shall be factual and concise with recommendations for the subsequent quarter.
- **Annual Reports:** The consultant shall furnish to the ADB and DPHE an annual report covering all activities in the last 12 months. In addition to summarizing key facts and issues presented in the 4 quarterly reports for the reporting period. The reports shall include the resilience condition of built/rehabilitated infrastructure under this project against floods. The annual report shall also include the Consultant's views on the strengths and weaknesses of the project implementation arrangements and remedial actions to be taken if any.
- **Project Completion Report:** The consultant shall prepare a comprehensive completion report of all components of the project including civil works and consulting services. The report shall incorporate summaries of the methods of construction, the construction supervision performed, problems encountered, and solutions undertaken thereon and recommendations for future projects of similar nature to be undertaken by DPHE. The

report shall also contain final evaluation report of the construction and maintenance-related aspect for the relevant packages.

- **Audit Report:** The Audit and financial reports will be prepared as and when required. The reports shall include an explicit professional opinion whether the project (a) Financial statements give a true and fair view of the state of the Project's affairs, (b) expenditures reimbursed.
- **Management Letter:** Assist in reporting of any significant accounting and controlling.

**Schedule of the Consultants Input in the Consultancy Services:**

The schedule of the Key personnel of the Consultancy services is shown in the table below:

| Schedule of the Consultants Input in the Consultancy Services<br>Position | MM                     | 1 <sup>st</sup> Year |       |       |       | 2 <sup>nd</sup> Year |       |       |       |
|---|------------------------|----------------------|-------|-------|-------|----------------------|-------|-------|-------|
|   |                        |                      |       |       |       |                      |       |       |       |
| <b>Key Personnel:</b>   |                        |                      |       |       |       |                      |       |       |       |
| Team Leader   | 18                     | -----                | ----- | ----- | ----- | -----                | ----- | ----- | ----- |
| Deputy Team Leader  | 24                     | -----                |       |       |       |                      |       |       |       |
| Environmental Specialist  | 12                     | -----                | ----- | ----- | ----- | -----                | ----- | ----- | ----- |
| Structural Engineer   | 12                     | -----                | ----- | ----- | ----- |                      |       |       |       |
| Gender Equality and Social Safeguard Specialist                           | 12                     | -----                | ----- | ----- | ----- | -----                | ----- | ----- | ----- |
| Electro-Mechanical Engineer   | 9                      |                      | ----- | ----- | ----- |                      |       |       |       |
| Hydrogeologist  | 6                      | -----                | ----- |       |       |                      |       |       |       |
| Financial Management Specialist   | 24                     | -----                |       |       |       |                      |       |       |       |
| Procurement Specialist  | 6                      | -----                | ----- | ----- |       |                      |       |       |       |
| <b>Non-Key Personnel:</b>   |                        |                      |       |       |       |                      |       |       |       |
| Junior Engineer-1   | 12                     | -----                | ----- |       |       |                      |       |       |       |
| Junior Engineer-2   | 12                     |                      | ----- | ----- |       |                      |       |       |       |
| CAD operator  | 12                     | -----                | ----- |       |       |                      |       |       |       |
| Data Entry operator/ Computer operator                                    | 24                     | -----                |       |       |       |                      |       |       |       |
| Supervision Engineer-6 nos  | 108 (6 nos @18 months) |                      | ----- | ----- | ----- | -----                | ----- | ----- | ----- |
| <b>Total</b>  | <b>291</b>             |                      |       |       |       |                      |       |       |       |

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## **J. Client's input and Counterpart Personnel**

The office space will be provided to the firm by the PMU at PMU office, Dhaka. At the district level the concern Executive Engineers will provide them office facilities. The consultant will be responsible for the cost of office space renovation, furniture and utilities (electricity, telephone, internet, drinking water facilities etc.). Team Leader will maintain regular coordination with Project Director and inform the time-to-time progress along with the attendance & movement of all staff & key personnel. All the change of personnel, their movement & interventions under the consulting services need to be prior approval of Project Director.

Consultant will also be provided with previously available reports, data and information relevant to their assignments. Necessary office equipment, such as computers, computer peripheral equipment, desks CAD etc. should be procured under the consulting services budget as reimbursable items and will be handover to the PMU after completion of service.

**Composition of Consultant Team (indicative)**

It is deemed that the consultant shall have to deploy following professionals during the contract as and when required to facilitate carrying out the task smoothly

| SL | Position    | No of posts | Staff-Months | Minimum Qualification  | Minimum Experiences  | Responsibilities   |
|----|-------------|-------------|--------------|--|--|--|
| 1  | Team Leader | 1           | 18           | <ul style="list-style-type: none"> <li>- Bachelor Degree in Engr (Civil/ Environment/Water Supply &amp; Sanitation) plus a Masters Degree or equivalent in Environment/ Water Supply &amp; Sanitation.</li> <li>- Must have physical fitness for field trip and work supervision.</li> </ul> | <p>18 years' total experience in project planning, management and implementation of civil and/or water supply &amp; sanitation engineering field. 5 years specific experience as team leader/project manager in relevant field. Experience in working with international organizations/agencies will be added advantage.</p> | <ul style="list-style-type: none"> <li>•Manage and guide the team of consultants;</li> <li>• Implement the tasks mentioned in the scope of works of the project;</li> <li>• Coordinate and consult with PMU and concerned stakeholders regularly;</li> <li>• Monitor the progress of the project in meeting the desired outcome and outputs;</li> <li>• Cooperate closely with the Project Director in planning, coordinating and monitoring project implementation;</li> <li>• Advise on the preparation of contract specifications in consultation with the Project Director, in accordance with Government requirements and Development Partner's Guidelines</li> <li>• Coordinate in Design, Supervision, Reporting and Auditing activities of the project.</li> </ul> |

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| SL | Position                             | No of posts | Staff-Months | Minimum Qualification   | Minimum Experiences  | Responsibilities  |
|----|--------------------------------------|-------------|--------------|---|--|---|
| 2  | Deputy Team Leader (WASH Specialist) | 1           | 24           | Masters Degree or equivalent in Environmental Engr/Water Supply & Sanitation or equivalent. | 15 years of professional experience with having at least 10 years experiences specifically in the Environment, Water Supply relates areas of development projects in the country. Candidates having adequate experience in environmental quality modelling and analysis to support environment-friendly water supply and sanitation activities would be an added advantage. Experience in working with international organizations/ agencies will be added advantage | <ul style="list-style-type: none"> <li>• Assist the Team Leader (TL) in all his roles and responsibilities mentioned above.</li> <li>• Assist in the designing of all water supply components.</li> <li>• Act as TL during TL's absence.</li> </ul> |

| SL | Position                           | No of posts | Staff-Months | Minimum Qualification   | Minimum Experiences   | Responsibilities  |
|----|------------------------------------|-------------|--------------|---|---|---|
| 3  | Environmental Safeguard Specialist | 1           | 12           | Masters Degree or equivalent in Environmental Engr/ Water Supply & Sanitation/ Environmental Science or equivalent. | 12 years of professional experience of which at least 8 years of experiences specifically in the environment relates areas of development projects in the country. Shall have carried out IEE and EIA related works and experiences in Environmental Safe Guard Issues on impact, mitigation and report preparation. Candidates having adequate experience in environmental quality modelling and analysis to support environmental assessment would be an added advantage. Experience in working with international organizations/ agencies will be added advantage. | <ul style="list-style-type: none"> <li>• By following Government of Bangladesh's environmental laws and regulations, prepare all environment related reports</li> <li>• Assist PMU to review the Construction Contractor's Environmental Program to be prepared by the contractor in accordance with the EMP, relevant plans and ADB Environmental Guidelines, and to make recommendations to PMU regarding any necessary amendments for its approval;</li> <li>• Assist TL/DTL in reviewing all infrastructure design (climate resilient structure), their proposed construction technology, and project implementation plan to identify any potential adverse environmental impacts and climate risks;</li> <li>• Prepare environmental field monitoring report, quarterly report, annual report, midterm report and project completion reports;</li> </ul> |

| SL | Position            | No of posts | Staff-Months | Minimum Qualification   | Minimum Experiences  | Responsibilities   |
|----|---------------------|-------------|--------------|---|--|--|
| 4  | Structural Engineer | 1           | 12           | Bachelor's degree in Civil Engineering. Master's in Structural Engineering will be preferred. | 15 years of Professional Experience of which minimum 8 years of practical experience in the computer aided structural design and preferably construction of hydraulic structures, treatment plants, RCC & Steel structures. Working experience in Hilly and Haor area will be added advantage. | <ul style="list-style-type: none"> <li>• Responsible for all types of design such as for mini water treatment plant, community based septic tank system, public toilet etc.</li> <li>• Conduct engineering surveys and investigations as required for preparing designs of civil works under the project;</li> <li>• Assist PMU and TL in developing standard design and technical specifications for all project civil works</li> </ul> |

| SL | Position  | No of posts | Staff-Months | Minimum Qualification   | Minimum Experiences  | Responsibilities  |
|----|---|-------------|--------------|---|--|---|
| 5  | Gender Equality and Social Safeguard Specialist | 1           | 12           | Masters degree in Sociology or other relevant field of Social Science | Minimum 12 years of professional experience, at least 8 years of sociological aspect, gender equality and social inclusion issues as per Government of Bangladesh regulations and in accordance with the requirement of development partner; familiarity with the government system, profound communication skill with the local stakeholders. | <ul style="list-style-type: none"> <li>• Support the PMU to develop and operate monitoring and reporting formats for different social aspects of project implementation.</li> <li>• Guide and support PMU on the identification and involvement of disadvantaged women, the poor and indigenous communities in the project activities and the generation of benefits for them.</li> <li>• Support the PMU as required in training initiatives for capacity development of the poor, women and other disadvantaged groups.</li> <li>• Assess the progress on key social issues in project implementation through regular field visits and inspections, report to the Project Director and the TL/DTL, and advise on actions to address significant problems arising.</li> <li>• Assist the PMU/PIU and TL/DTL in preparation of monthly, quarterly, semi-annual and annual progress and project completion reports;</li> </ul> |

| SL | Position                    | No of posts | Staff-Months | Minimum Qualification  | Minimum Experiences   | Responsibilities  |
|----|-----------------------------|-------------|--------------|--|---|---|
| 6  | Electro-Mechanical Engineer | 1           | 9            | B. Sc. in Electrical/ Mechanical Engineering   | Minimum 10 years of experience in the design, selection and installation of electrical devices. At least 5 years specific experience in water treatment plant, production tubewell pump and electrical installations, power management, control board handling etc.   | <ul style="list-style-type: none"> <li>• Assist in all types off electrical-mechanical tasks during design phase.</li> <li>• Designing and building a variety of devices that blend electrical and mechanical components, like pumps, treatment plant components etc.</li> </ul>  |
| 7  | Hydro-geologist             | 1           | 6            | Masters degree in geology, hydrology, engineering physical, or earth science, or a related field | Minimum 8 years of experience in relevant area spanning hydro-geological assessment studies, prepare litho-stratigraphy bore hole logging, hydrochemistry, well design, pump/aquifer test design, especially ground water usage for public water supply systems. Must have at least 5 years experiences in ground water intervention in | <ul style="list-style-type: none"> <li>• Assist in hydro geological design activities of the project. Collect water and soil samples to test for certain properties of water and soil, ground water level investigation, such as the pH or pollution levels. Analyze data on the environmental impacts of pollution, erosion, drought, and other problems.</li> <li>• Responsible for carrying out tasks related to planning and design of water and wastewater systems in association with the water treatment process and other consultants in the team.</li> </ul> |

| SL | Position                        | No of posts | Staff-Months | Minimum Qualification  | Minimum Experiences   | Responsibilities   |
|----|---------------------------------|-------------|--------------|--|---|--|
|    |                                 |             |              |  | similar projects  |  |
| 8  | Financial Management Specialist | 1           | 24           | <p>Master's degree in Finance/Accounts/Commerce/Business Administration or relevant subject.</p> <p>Professional degree in accounting like CA/CCA/CMA will be given additional advantage</p> | <p>08 years of Professional Experience.</p> <p>05 years of practical experience in the field of financing system and accounting/auditing in Bangladesh.</p> <p>Knowledge of Computer based budgeting and accounting packages.</p> <p>Direct working experience with rural infrastructure implementation project will be an advantage.</p> | <ul style="list-style-type: none"> <li>• Assist in all types of Audit related tasks.</li> <li>• Preparation of Audit reports.</li> <li>• Develop a monitoring format for monthly progress monitoring of activities and tasks relevant to financial management of the project.</li> <li>• Assist PMU to prepare monthly and quarterly financial statements, and quarterly, semi-annual, and annual progress reports and completion report.</li> <li>• Assist PMU to prepare annual project financial statements in the form acceptable to ADB.</li> </ul> |

| SL | Position               | No of posts | Staff-Months | Minimum Qualification   | Minimum Experiences   | Responsibilities  |
|----|------------------------|-------------|--------------|---|---|---|
|    |                        |             |              |   | Familiar with the financial rules and regulations of the Government of Bangladesh.  | <ul style="list-style-type: none"> <li>• Monitor audit observations, and effectively follow up and implement audit recommendations for resolving any audit issue.</li> <li>• Ensure adherence to ADB requirements and regulations in financial reporting and controls.</li> </ul>   |
| 9  | Procurement Specialist | 1           | 6            | <p>Bachelor's degree in Engineering.</p> <p>Master's degree in Procurement will be preferred.</p> | <p>08 years of Professional Experience</p> <p>05 years' experience in procurement planning, preparation of bid documents, tendering, bid evaluation. Training on Public Procurement will be an added advantage.</p> <p>Understanding of Public Procurement Act 2006 and Public Procurement Rules 2008 of Government of Bangladesh is required.</p> <p>Experience in working</p> | <ul style="list-style-type: none"> <li>• Review the procurement plan of the project according to the Government of Bangladesh's procurement thresholds, procurement methods and approval requirements (prior or post) in connection with procurement of goods and works under the project, and advise the PMU on its application;</li> <li>• Support and advise the PMU in preparing, monitoring and reporting on their annual procurement plans for works and goods, and in resolving any significant problems and issues</li> </ul> |

| SL | Position | No of posts | Staff-Months | Minimum Qualification | Minimum Experiences  | Responsibilities  |
|----|----------|-------------|--------------|-----------------------|--|---|
|    |          |             |              |                       | with international organizations/ agencies will be added advantage | <p>arising;</p> <ul style="list-style-type: none"> <li>• Assist the PMU in the procurement of civil works, equipment and vehicles, including preparation of specification and bidding documents, tendering and contract award; and preparing bid evaluation reports in accordance with ADB's procurement requirements;</li> <li>• Assist the PMU in the preparation of tender and contract documents for all construction and maintenance civil works, and in the tendering process, contract award and contract management and administration, in accordance with the GOB Public Procurement Rules, 2008;</li> <li>• Advise the PMU in resolving any significant issues and problems that arise in procurement and contract management;</li> <li>• Prepare training materials and contribute to the training of</li> </ul> |

| SL | Position | No of posts | Staff-Months | Minimum Qualification | Minimum Experiences | Responsibilities   |
|----|----------|-------------|--------------|-----------------------|---------------------|--|
|    |          |             |              |                       |                     | <p>relevant LGED staff on procurement and contract management;</p> <ul style="list-style-type: none"> <li>• Support the PMU and TL/DTL in monitoring and reporting on procurement and contract management;</li> <li>• Assist TL/DTL and PMU in updating the procurement plan annually for goods and works, and suggest methods to be used;</li> <li>• Assess ongoing procurement reforms including e-procurement in the country, and feedback from the donor funded projects on the systemic issues;</li> <li>• Suggest how the country's procurement process can be further strengthened through this project;</li> <li>• Assist PMU and TL/DTL in preparation of monthly, quarterly, semiannual and annual progress reports, and project completion report;</li> </ul> |

| SL | Position                               | No of posts | Staff-Months    | Minimum Qualification  | Minimum Experiences   | Responsibilities  |
|----|--|-------------|-----------------|--|---|---|
|    |  |             |                 |  |   | <ul style="list-style-type: none"> <li>• Perform other project related duties as may be identified by the Project Director and TL/DTL.</li> </ul>   |
| 10 | Junior Engineer                        | 2           | 12<br>(2x12=24) | Bachelor in Civil Engineering/ Water Resources Engineering or equivalent | 8 years' total work experience with having minimum 5 years experiences in infrastructure development project. | <ul style="list-style-type: none"> <li>• Assist in Designing and Supervision activities both in design and construction phase.</li> <li>• Ensure implementation of works strictly according to the approved drawing, design and specifications</li> <li>• Record proper measurement of such amount of works duly executed by the contractor.</li> <li>• Other duties as per instruction of the TL.</li> </ul> |
| 11 | CAD operator                           | 1           | 12              | Minimum Diploma in Civil/ Electrical Engr.                               | 8 years' total work experience with having minimum 5 years' experience in Auto-Cad drawing                    | <ul style="list-style-type: none"> <li>• Assist PMU and TL on all matters relating to computer- aided designs and outputs.</li> <li>• Assist with any other duties as may be reasonably assigned by the Project Director.</li> </ul>  |
| 12 | Data Entry operator/ Computer operator | 1           | 24              | Bachelor degree or equivalent  | Minimum 5 years' experience in data handling.   | <ul style="list-style-type: none"> <li>• Assist in all types of data entry related or regular official tasks with typing, composing etc.</li> <li>• Assist in preparation of all kinds of reports.</li> </ul>   |

| SL                       | Position                           | No of posts | Staff-Months | Minimum Qualification   | Minimum Experiences  | Responsibilities  |
|--------------------------|------------------------------------|-------------|--------------|---|--|---|
|                          | <b>Sub Total for Design Phase=</b> |             | <b>183</b>   |   |  |   |
| <b>Works Supervision</b> |                                    |             |              |   |  |   |
| 13                       | Supervision Engineer               | 6           | 108          | Bachelor in Civil Engineering/Water Resources Engineering or equivalent | 8 years' total work experience with having minimum 5 years experiences in supervision of water supply and sanitation infrastructure. | <ul style="list-style-type: none"> <li>• Supervise the construction of different infrastructures during construction phase.</li> <li>• Maintain a permanent record of all measurements for the works /quantities to be paid for and payment dates.</li> <li>• Maintain a permanent record of all tests carried out for monitoring the quality of works.</li> <li>• Assist the PMU/TL in planning, coordinating and monitoring of project implementation, including preparation of the annual plans of operations and detailed budgets for all project activities</li> <li>• Identify project management issues arising from the monitoring of physical and financial progress, and bring these to the attention of the Project Director;</li> <li>• Assist in the development of</li> </ul> |

| SL | Position                                 | No of posts | Staff-Months | Minimum Qualification | Minimum Experiences | Responsibilities  |
|----|--|-------------|--------------|-----------------------|---------------------|---|
|    |  |             |              |                       |                     | standard designs and technical<br>• Assist with any other duties as may be reasonably assigned by the Project Director and agreed with the ADB. specifications for all the civil works; |
|    | <b>Sub Total for Construction Phase=</b> |             | <b>108</b>   |                       |                     |   |
|    | <b>Total=</b>                            | <b>18</b>   | <b>291</b>   |                       |                     |   |

  
**Areef Anowar Khan**  
 Project Director  
 Flood Reconstruction Emergency  
 Assistant Project for Water Supply and Sanitation  
 Department of Public Health Engineering