

**Terms of Reference (ToR) for
Recruitment of Supervision Consultant (Individual)
under Fourth Primary Education Development Program (PEDP4) in Cumilla Division, Cumilla.**

1. Background

Bangladesh, a country with its astonishing economic boom has cherished the golden jubilee of its independence. For a rapidly developing country like Bangladesh, it is utmost important to ensure holistic development of the children which includes both intellectual and emotional development in such a manner that they can uphold the nation from all aspect. The Fourth Primary Education Development Program (PEDP-4) is the continuation of Government's approach after PEDP3 in thriving the excellence of children through the fulfillment of several distinct milestones including construction of need-based infrastructures for sanitation and water supply. The program is supported by significant contributions from Government as well as Development Partners (DPs). Department of Public Health Engineering (DPHE) under Local Government Division (LGD) of Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C) is involved in the capacity of implementation partner to provide the water supply and sanitation facilities in the primary schools of Bangladesh. As per MoU signed in between DPE and DPHE and as per revised DPP (RDPP) of PEDP-4, DPHE will install 20,000 new drinking water sources in the primary schools, conduct water quality testing of 65,000 water points, construct 58,000 new Wash Blocks in 29,000 primary schools, conduct major maintenance of 10,000 wash blocks constructed in PEDP3, install water supply and sanitation facilities in the DD, DPEO, UEO, URC, PTI offices in the project tenure (July/2018 to June/2025) with an aim to provide safe drinking water and sanitation services in the primary schools under PEDP-4. Considering the work volume and diversity of work it is necessary to engage Supervision Consultant in the district level for the smooth implementation of the project.

2. Scope of Work

The Supervision Consultant will be based on the Office of the Executive Engineer, DPHE, Cumilla Division. The consultant will provide technical support to the Executive Engineer, DPHE, Cumilla Division along with other officials of the Division for pursuing smooth implementation of Water Supply and Sanitation activities in the Primary Schools and DPE related offices under PEDP4. In addition, he/she will assist the concerned Executive Engineer in monitoring, implementation and progress review of activities as mentioned above. The said Supervision Consultant will help the concerned Executive Engineer in preparing different reports/documents related to monthly/quarterly progress, attend DPE-DPHE meetings, submit construction status report, submit water quality test report, provide data on environmental & social safeguard report etc. The specialist will also assist the concerned Executive Engineer with preparation of reports, solving site related construction issues and monitoring and reviewing progress of the ongoing construction activities through frequent site visit under the overall guidance and supervision of the concerned Executive Engineer.

3. Detailed Tasks

The Supervision Consultant will work under the guidance of the Executive Engineer, DPHE, Cumilla Division. He/she will provide required support to the DPHE Upazila Offices.

Key tasks (but not limited to) of the specialist would be as follows:

- a) Supervising and providing technical supports for the construction of water supply and sanitation infrastructures of the Govt. Primary Schools and DPE related offices on the basis of approved infrastructure plan and planning guideline (IPG) and Environmental and Social Safeguard framework (EMF & SMF) approved by MoPME.
- b) Preparing technical specifications, BOQ and detailed estimate of works as per requirement.

- c) Assisting in verifying revised estimate submitted by Upazila Engineers (AE/SAE) on the basis of approved design and actual work done.
- d) Preparation of related reports (monthly, quarterly and half yearly progress report), tender documents regarding infrastructure development related to water supply and sanitation.
- e) Liaison with LGED, DPE and other relevant stakeholders for efficient information flow on infrastructure plan, master plan, layout plan of the school for the confirmation of the adequate space for WASH Block or Water Sources.
- f) Confirmation of appropriate design of WASH Blocks based on soil investigation report.
- g) Regular construction monitoring at different construction stages of WASH Block i.e., foundation casting/ column/ roof/ beam/ slab etc. Similar monitoring is applicable for Water Sources.
- h) Resolve any site related construction issues.
- i) Co-ordination with school, DPE local offices, DPHE local offices and DPHE HQ.
- j) Providing technical support for analyzing and updating PEDP4 Web based Software (TIMS) and Mobile Application aligned with PEDP4 integrated systems development plan.
- k) Assisting in preparing the work schedule (Gantt Chart) for monitoring the implementation progress of the works.
- l) Providing support for overall capacity building of the DPHE Upazila officials on ensuring quality of construction.
- m) Undertaking any other activities relating to implementation of PEDP4 as assigned by the concerned Executive Engineer.

4. Output and Reporting Requirements

- a) Preparation of relevant guidelines, reports, cost estimates, tender documents regarding infrastructure development related to Water Supply and Sanitation.
- b) Monthly, quarterly PEDP4 progress/status report relating to the development of Water Supply and Sanitation infrastructures.
- c) Submit monthly plan and progress report of previous month based on on-site implementation.
- d) Work schedule (Gantt Chart) for monitoring of the implementation progress of the construction works.
- e) Progress report on the expenditure and fund disbursement activities related to construction progress.
- f) Half yearly implementation progress and Environmental & Social Safeguard evaluation report based on the approved infrastructure plan and planning guidelines (IPG) and Environmental & Social Safeguard framework.
- g) Generate Handover Certificate and all related documents for processing final bill including site specification, revised estimate.
- h) Update work progress in PEDP4 Web based Software and Mobile Application (TIMS).
- i) Any other reports as required by the concerned Executive Engineer and Primary Education Unit, DPHE HQ.

5. Monitoring, Review and Evaluation Arrangements

The Supervision Consultant will be under direct supervision of the concerned Executive Engineer, DPHE. Therefore, he/she will be monitored and evaluated by the Executive Engineer, DPHE, Cumilla Division. His/her work will be reviewed and evaluated on the basis of the deliverables and progress reports as mentioned in section 4.

6. Qualifications and Experience

The Civil Engineer shall have the following qualifications and experience:

- a) At least B.Sc. in Civil Engineering with 02 years' experience or Diploma in Civil Engineering with 05 years' experience.
- b) At least 02 years' specific job experience in planning, design and supervision of building construction and installation of water sources.
- c) Prior work experience in DPHE as Sub Assistant Engineer or Supervision Engineer under development or revenue budget will be an added advantage.
- d) Overall and in-depth knowledge in estimation based on different design including schedule of rates of PWD/LGED/DPHE.
- e) Experience in quality assurance of infrastructure development related to Water Supply and Sanitation.
- f) Have in-depth knowledge on MS Office especially MS-Word, MS-Excel, MS-Power point and prepare all sorts of report and presentation both in Bangla and English associated with project implementation.
- g) Must know about data entry in web-based software platform and mobile application.
- h) Have in-depth understanding of rules and regulations of American Concrete Institute (ACI) and Bangladesh National Building Code (BNBC).
- i) Familiarity with updated Government rules & regulations such as PPA-2006, PPR-2008, Delegation of Financial Power (DOFP) and bilateral and multilateral development agencies in Bangladesh.
- j) Sound knowledge in English language (reading, writing, listening and speaking).
- k) Excellent computer skills including word processing, spreadsheet programs and database management.

7. Age limit: Maximum 40 years

8. Remuneration: Negotiable

9. Duration of the Assignment

The assignment will be effective from the date of joining to June/2025 or as the program completed.

10. Place of Assignment

Executive Engineer, DPHE, Cumilla Division.