



Government of the People's Republic of Bangladesh
Ministry of LGRD & Co-operatives
Local Government Division

Draft Terms of Reference (ToR)
For
Consultancy Service for Supervision, Monitoring & Reporting
under
Host and Rohingya Enhancement of Lives Project (HELP)
(GOB - WB)



Department of Public Health Engineering (DPHE)

R P AS L E

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Host and Rohingya Enhancement of Lives Project (HELP)

Terms of Reference (ToR)

For

Consultancy Service for Monitoring, Supervision & Reporting (Package no. SD-15)

1. Introduction and Background

Since 2017, Bangladesh has hosted nearly one million Displaced Rohingya Population (DRP) in overcrowded camps in Cox's Bazar, straining local resources and services. The host communities, among the poorest in the district, face growing socio-economic and environmental pressures, including deforestation, water shortages, and increased security concerns.

The prolonged crisis, compounded by declining humanitarian aid, has led to worsening conditions in both the DRP camps and surrounding host areas. Key challenges include inadequate WASH (Water, Sanitation, and Hygiene) facilities, poor waste management, limited access to electricity, malnutrition, and high exposure to climate risks such as cyclones, floods, and landslides. To ease the burden on Cox's Bazar, the Government of Bangladesh (GoB) has relocated 32,000 DRP to Bhasan Char, an island developed with essential infrastructure but still requiring international support for sustainable operations.

The Host and Rohingya Enhancement of Lives Project (HELP) implemented under Department of Public Health Engineering (DPHE) aims to improve access to basic services, enhance disaster resilience, and strengthen social cohesion for both DRP and host communities. The project will focus on climate-resilient infrastructure, WASH improvements, and institutional capacity building, addressing critical gaps identified through annual needs assessments. HELP builds as a successor of the ongoing Emergency Multi-Sector Rohingya Crisis Response Project (EMCRP) and its additional financing - which have been supporting the crisis since 2019.

Component of the Projects are;

Component 1: Resilient Water, Sanitation, and Hygiene (WASH)

Component 2: Climate and Disaster Resilient Infrastructure, Energy and Emergency Response

Component 3: Strengthening Institutional Systems to Enhance Service Provision and Support Resilient Development

Component 4: Contingent Emergency Response

Component 1: Resilient Water, Sanitation and Hygiene (WASH) component will increase and improve access to resilient water supply through: (i) construction of additional piped water supply schemes and point source water options in Host Communities, resulting in minor capacity improvement for water supply and distribution; (ii) rehabilitation of existing water supply and distribution facilities and infrastructure (i.e. piped water supply schemes and point source water options); and (iii) O&M of new (from HELP) and existing (from EMCRP) facilities and infrastructure, in DRP camps in Cox's Bazar and Bhasan Char, until the closing of the project.

These water supply and distribution facilities and infrastructure will be powered by solar PV pumping systems to reduce their carbon footprint, with elevated platforms above flood level to ensure resilience against heavy rainfall and flooding.

These activities are expected to support climate adaptation against potentially increasing drought risks in the region. The water supply infrastructure designs will also consider nature-based solutions for water source protection. In addition to water supply, this component will finance investments in safely managed sanitation and hygiene facilities and hygiene kits through:

- Construction of new household twin pit toilets and public toilets in Host Communities, slightly expanding the current overall capacity in the system;
- Rehabilitation and improvement of existing household toilets and community latrines (including handwashing facilities in the toilets) in DRP camps in Cox's Bazar and Bhasan Char;
- Construction of integrated waste management facilities – which could include solid waste management facilities and fecal sludge treatment plants – in the Host Communities and in DRP camps in Cox's Bazar and Bhasan Char, including the necessary equipment and system for collection and transport of waste in the camps;
- Additional supply of general hygiene kits and menstrual health and hygiene (MHH) kits for women; and
- O&M of selected sanitation and hygiene facilities (toilets, latrines, and integrated waste management facilities) constructed under EMCRP and HELP, in DRP camps in Cox's Bazar and Bhasan Char.

These sanitation and hygiene interventions, together with the water supply and distribution investments, will improve reliable access to gender-sensitive, climate resilient WASH services and contribute to Sustainable Development Goals (SDGs) targets. An adequate fecal sludge and solid waste management will also contribute to climate mitigation through reducing methane emissions.

To maximize synergies of other programs and activities in Cox's Bazar and Bhasan Char, the project will closely coordinate with other humanitarian and development agencies. UNHCR acts as area coordination agency for camps at Cox's Bazar and in Bhasan Char, whereas IOM is responsible for the other camps. The project will work under existing coordination systems of the GoB and development partner (the World Bank) along-with multi-lateral/bilateral/UN agencies at the strategic and operational levels.

Department of Public Health Engineering (DPHE) is now initiating for Consultancy service for Monitoring, Supervision & Reporting for the project area.

The Terms of Reference (ToR) summarizes the key objectives, scope of services and detailed tasks and time lines for implementation.

2. Objectives of the Consultancy Services

The objectives of the consulting services are to assist the HELP, DPHE in implementation of water supply and sanitation services at sustainable manner. The Consultant will be required to:

- Review the design of water and sanitation services before/during implementation and updating accordingly for smooth execution;
- Supervise construction activities of different WASH infrastructure;
- Provide support to project management authority in quality control and authentication of completed as built works;
- Assistance to supervision and implementation of Environmental and Social Management Framework (ESMF), Environmental and Social Screening (ESS) report, Environmental and Social Management Plan (ESMP) including preparation, etc. of water supply and sanitation related all activities under taken by the project.

- Strengthening MIS system along with Monitoring System under this project.

The main infrastructure under the HELP are as follows:

Types of Water Supply and Sanitation system	No. of infrastructure
Piped Water Supply scheme	38 nos.
Deep Tube well (CXB)	100 nos.
Community Water Options for Host communities	2200 nos.
Rehabilitation of Existing Water Reservoir	LS
Integrated Waste Management System at Camps (CXB)	7 nos.
Construction of Public /Community Toilet with bathing facilities	84 no.
Household Toilet at at FDMN Camps	3000 no.
Safely Managed Household Toilet at Host Communities	21500 no
Installation of Solar lighting System at WASH establishment (CXB)	LS
Renovation, Capacity Enhancement, Operation & Maintenance of existing WASH Facilities in camps, WASH training Centre, Mobile Water Treatment Plants etc. (CXB and BC) FDMN	LS

The consultancy service will also provide following supports to the PMU, HELP activities (i.e. scale up of current activities which will be scoped and finalized within the Project Period):

- Carry out site investigation with design,
- Update Environmental and Social frameworks,
- Prepare all specific Safeguard documents including screening reports, SIA/ESIA, ESMP, and RAP/ARAP
- Prepare site specific labor/construction management plan including code of conduct
- Collect data and convert it to information for Project Monitoring System.

3. Project Area

The project area comprises of all upazila of Cox's Bazar district including DRP Camps and Hatiya & Shubornachar upazila including DRP camps at Bhasan Char of Noakhali District.

4. Duration of Consultancy Service and Scope of Works

Duration: Duration of the consultancy services is 40 months or project closing date, whichever will come earlier. This is a time based contract.

Scope of consultancy services: The scope of consultancy services will specifically include, but not be limited to the following:

4.1 Review and Update of Existing Design and Drawing:

Consultants shall carry out review of available detail design and drawing of water supply and sanitation activities to assess the viability of investments in terms of technical, financial, environmental and social aspects, and update the detailed working drawings for each facility. The consultant shall also prepare detailed implementation plan for construction management, quality control and commissioning of each facility using the scientific method such as Critical Path Method (CPM). In the context of updating the design, the Consultant would carry out, but not necessarily be limited to, the following activities:

- a) Review the detailed engineering functional design of all infrastructure components of both water and sanitation services, assist DPHE for site selection and prepare and submit the Engineering Design Report (EDR) to DPHE for further approval.

- b) Establishing the sustainable yield of the water resource to cater to the projected water demand;
- c) Assessment of current sanitation demand including toilets (Public/community and individuals);
- d) Upon approval of EDR by DPHE and based on any modifications suggested by DPHE, the Consultant shall revise detailed structural engineering design of the components;
- e) Water resource mapping and water quality monitoring including water resource availability considering climate vulnerability and extreme weather conditions &
- f) Any other activities as seem relevant with the Package.

[Note: Where the drawing and design of any WASH infrastructure is absent/not available with the project – then the firm needs to provide support on preparing so].

4.2 Operation & Maintenance Manual

- a) Review and update of existing Operation & Maintenance (O&M) manual for the WASH interventions and submit to the client for prior approval.
- b) Provide related training to the concerned stakeholders based on the approved O&M Manual.

4.3 Construction Supervision

The role of consulting firm during scheme construction shall be (as '**Client Engineer**') providing support in project management, construction supervision and quality control to ensure properly implementation of approved design during construction. Construction Supervision of all physical works in each site to ensure contractor adherence to the quality and appropriateness of all materials, equipment and works included in the contracts.

Construction supervision includes quantification of works measurement, certification and quality control of construction of all civil works and installation of mechanical and electrical works. Supervision of works covers the following activities:

- Provide training to the contractors on 'Grievance Redress Mechanism (GRM) recording and management, 'Gender Based Violence (GBV)' prevention procedures, Code of Conduct (CoC) etc.
- Supervise and monitor all relevant construction activities to be implemented under the project including implementation of environmental and social (ES) requirements.
- Ensure contractors have prepared site specific Labor/construction management plan including CoC.
- Provide technical supervision for quality control in the construction of water supply and sanitation facilities and recommended for payment in the prescribed bill form.
- Go through and verify the 'Invoice (Measurement sheet)/Claim submitted by the Contractor' and cross check claims of the Contractors against the works done as per the design/specification of the project.

This includes construction supervision of water supply and sanitation related all activities under taken by this project. Specific responsibilities under construction supervisions are as follows:

- Modify design and construction drawings as necessary during construction and prepare list of allowable variations;
- Review shop drawings prepared by the contractors and equipment manufacturers/suppliers;
- Assist the Project Management Unit (PMU)/local DPHE in inspection of materials and equipment along with evaluation of materials and equipment tests reports to be incorporated in the works;
- Assist in laboratory testing of material supplied by contractor and supervise in-situ testing of materials as per requirement.

- Supervise, inspect, measure and control the quality of the construction works and installation of equipment to ensure compliance to drawings and specifications including chronological still (and video) photograph of the work progress;
- Inspect and approve all completed and check contractors' completed / as-built schedule of quantities;
- Make recommendations to the PMU and local DPHE and issue instruction, with the approval of the local DPHE, to contractors on the extent of special inspections and testing required and to be carried out in connection with the construction works;
- Monitor actual progress with work plan and support 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 advice and recommend appropriate action to local DPHE under intimation to PMU and prepare variation order for the approval of the PMU;
- Supervise pump test for production well and pressure tests of the installed pipelines, equipment start-up and commissioning;
- Provide suggestions to PMU and local DPHE on the overall construction works;
- Assist DPHE in organizing record of field measurements and quantity survey of the completed works
- Assist DPHE in verification of the reasonableness and accuracy of the invoices raised by the Contractor
- Ensure effective implementation of social and environmental safeguards measures for each site as well as ensure any grievances are properly addressed
- Check and finalize the as-built drawings received from Contractor
- Prepare periodical progress reports and submit to PMU/DPHE

4.3.1 Project Management Support: The Consultants will provide support to HELP of DPHE in overall project management activities such as preparation of project implementation plans, annual expenditure planning budgeting and financing forecast and plans, monthly progress reports and annual reports or work programs as required by the Government of Bangladesh and financiers of the project (the World Bank). They will also in development of the procurement plans, contract management, financial management for which they would develop a system that can be linked with the PMU and 'Regional Project Management Unit (RPMU)'. The plans would be updated on a regular basis as required by the DPHE. The Consultants will support in obtaining site permits, construction permits or any other permission or paper work which are necessary for the project.

The consultants will assist to the project for writing terms of reference for any additional work that are to be carried out under the project for which additional services would be required and identified during project implementation. The consultants will also provide technical assistance and training to the project staff. In the context of contract management, the Consultant would carry out, but not necessarily be limited to, the following activities:

- Validate and confirm the detailed design of the schemes ready for construction and review all project documents including detailed design, specification, Bill of Quantity (BOQ);
- Assist Project Director for contract administration and management;
- Administer the civil works contracts and ensure that the project works are constructed in accordance with the provision of the contracts;
- Provide day-to-day supervision and inspection of the civil works at site, including carrying out pre-construction and post-construction surveys, by the provision of suitable, qualified and experienced supervision staff;
- Keep the project informed of any delay or potential delays in the work schedule of the Contract, taking all necessary actions to prevent potential delays;
- Regularly monitor and inspect the Contractor's quality control and assurance program to ensure that quality of that finished works meets the contract standards and specifications.

This includes regular checking of the materials testing and social & environmental safeguards program;

- Prepare any required variation orders requested by the Employer and review any variation order proposed by the Contractor and advise the Employer in accordance with the contract;
- Review all claims submitted by the Contractor and provide advice to the Employer on the validity of the claim, the effect of such claim on the construction schedule and the cost of the project;
- Advise the Employer and instruct the Contractor in writing of issues related to delays and cost control. Establish factual time extension evaluation in case of extension requests and variation of work should be avoided as much as possible.
- Review and approve the Contractor's implementation schedule and proposed personnel nominated in the contract;
- Inspect and approve all material sources identified by the Contractors;
- Testing of materials using both on-site and off-site depending on the need, if necessary, in factory testing during manufacturing and inspection of good and materials;
- Maintain records of all testing work, including cross-referencing of items of work to which each test refers and location from which any samples were obtained for testing;
- Measure the completed works and keep detailed records, including the measurement books;
- Maintain records of all plant, labor and materials used in the construction of the works;
- Maintain a day-to-day diary recording all events pertaining to the administration of the contract, request forms, and order given to the Contractor, and any other information which may at a later date be of assistance in resolving queries which may arise in connection with the execution of the works;
- Contract works or goods acceptance and close of contract and preparation of documents as required for acceptance of works/goods by the project ;
- Preparation of monthly progress reports including review and comment on the monthly progress reports submitted by the Contractor detailing the work undertaken during the previous month, the progress of the work against the approved schedule, the problems and difficulties encountered by the Contractor and other issues requested by the Employer;
- Review and update operation, maintenance and management manuals for the facilities constructed under the project;
- Assurance for proper demobilization and restoration of the construction sites after completion, O&M during warranty period by the Contractors;
- Review the existing MIS system along with Monitoring System and strengthening it under this project;
- Assist DPHE in respect to arbitration or litigation relating to the works, whenever required. The Consultant will carry out all obligations provided (by the Project Director) in the Civil Works contracts. In the event of contractual dispute which may result in legal action, adjudication or arbitration between the Contractor and the Employer, and on the instruction, will collect prepare factual documentation which describes the circumstances of the dispute, and if required the Consultants would attend hearings.

4.3.2 Training for Capacity Building: This will be parallel intervention of the assignment. Following activities will be completed / furnished:

- Development/Review and update of required training materials on GRM, CoC, GBV, Occupational Safety and Health (OSH), and environmental management (pollution prevention/ control, waste management etc.)
- Theoretical and On-the-Job training in the field on supervision, operation and maintenance of the water supply & sanitation schemes and care taker training on WASH intervention and other relevant capacity building training of concerned officials of DPHE, LGIs, Caretakers, volunteers/local Scheme Management committee and representative from different stakeholders and beneficiaries

(Handwritten initials and signatures)

4.3.3 Environmental and Social Safeguards Activities: Planning and implementation of Environmental and Social Safeguard of the project is an integral part of Supervision, Monitoring and Reporting (SMR) Consultancy. In terms of working nature, this firm needs to perform on the following broad segments i.e.:

- Environmental Safeguard and
- Social Safeguard.

To address the Environmental and social Safeguard responsibilities, the firm is required to:

- (i) Prepare an Environmental and Social Impact Assessment (EIA/ESIA) to identify all potentially positive and negative E&S risks and impacts in line with Policy guidelines, acts & regulations pertaining to environment & social aspects laid by Government of Bangladesh and World Bank's Operational Policies, Occupational Health & Safety Guidelines.
- (ii) Carry out an assessment of Institutional Capacity of DPHE to manage Environmental and Social impacts and risks;

Environmental Consultant (EC) and Social/Gender Development Consultant (S/GDC) within Supervision Monitoring and Reporting firm will focus specially on the implementation of the environmental and social safeguards issues of the project. In case of obtaining environmental Clearance¹ of any sub project, the firm will communicate and visit DoE on behalf of project with adequate resources to comply DoE requirements.

The respective consultant(s) will be responsible for:

- Carrying out environmental & Social screening,
- Implementation of environmental and social safeguard,
- Prepare safeguard and submit periodical reports to PMU/RPMU as instructed by the Project Authority (monthly reports, quarterly/bi-annual/annual reports) through Team Leader (TL).
- Review and update E&S screening report (as and when required)

Both the EC and S/GDC will coordinate with the Environmental and Social Safeguard Officer through concerned individual Consultants of PMU during preparation and approval process.

4.3.3.1 Environmental Safe guard¹

Environmental safeguard part of the Consultancy service is to conduct the environmental screening, identify the impact of project activities, collect and consolidate the field information, prepare all the required environmental reports, provide technical oversight on the project activities especially high-risk operations, provide support in the areas that technical assistance is required by Project authority(especially environmental Consultants of RPMU and Social & Safeguard officer to PMU) through proper channel. Particularly, the EC is responsible for the environmental safeguard implementation in the field. The assignment includes the following tasks:

- Preparation of Environmental Screening based on the guidance provided in the ESMF to design screening formats (or use/update them as required, if they are already provided in the ESMF)
- Identification of impacts of the project activities and preparation of site-specific impact assessment reports
- Preparation and implementation of site and activity specific EMPs following the World Bank ESMF guideline
- Implementation of environmental safeguard in Field
- Information consolidation and provide relevant information for preparing monthly monitoring report
- Ensure execution of contractual obligation of environmental safeguard issues at field level
- Arrange and conduct public consultations

i. Preparation of Environmental Screening:

¹ Environmental Safeguard Team (EST): Integral part of the Design and Supervision Consultancy Firm, who will focus extensively on the environmental safeguard of the project.

During pre-construction of each physical intervention, the Environmental Consultant (EC) of the firm will be responsible to review the detail project designs/site plan, and conduct site investigation to check if the necessary environmental mitigation measures are planned and to advise any additional mitigation measures required. The EC will review secondary information and carry out site reconnaissance for the screening to identify and characterize, in particular:

- Data collection of basic geographic, physical, topographic, geologic, hydrological, water table, morphological etc. features of the sub-project areas
- Important and sensitive environmental features and sensitive receptors, including but not limited to any natural habitats / critical habitats, areas of conservation importance, known or potential presence of protected or threatened species such as Turtles, Dolphins, Crabs, elephant etc. remaining forests & Water bodies.
- Existing land and water uses, nearby settlement patterns and topography, land slide risks, etc.
- Known and potential physical cultural resources or features
- Likely pollution(water, air, sound, environment etc.) issues including in the sub-project areas.

ii. Preparation and implementation of site and activity specific EMPs:

- i. The firm is responsible to prepare the site and activity specific EMPs in light of the environmental Code of Practice (ECoPs) which needs to be endorsed by PMU. EMPs should be prepared following the GoB legislative provision and World Bank safeguard policies taking into consideration of the location, importance and criticality of the interventions.
- ii. The EC of the firm will update the EMPs periodically (as and when required) to ensure smooth implementation of the EMPs.
 - a) Assess environmental and social issues associated with all proposed project activities;
 - b) Prepare an Environmental and Social Impact Assessment (EIA/ESIA) to identify all potentially positive and negative E&S risks and impacts in line with Policy guidelines, acts & regulations pertaining to environment & social aspects laid by Government of Bangladesh and World Bank's Operational Policies, Occupational Health & Safety Guidelines. Propose mitigation measures and recommendations to ensure:
 - All negative environmental risks and impacts are duly mitigated/ minimized/ compensated;
 - All negative social impacts are appropriately addressed;
 - Provide achievable alternatives to avoid/minimize potential and adverse environmental and social (E&S) impacts;
 - c) Carry out an assessment of Institutional Capacity of DPHE to manage Environmental and Social impacts and risks;

Scopes of Service of the task:

- **Review of project and existing technical studies:** The consultant will review and analyze the technical documents on environment and social, economic benefits related to the proposed infrastructure investments (Framework, Feasibility studies, preliminary designs, relevant field investigations and other surveys, modeling results, etc.).
- **Baseline Surveys:** The Consultant will review, evaluate and collect baseline data on the relevant environmental, social, economic and physical cultural heritage characteristics within the project influence area.
- **Stakeholder Engagement:** Undertake community engagement program in accordance with the applicable framework/policies including: consultation with surrounding communities to seek their feedback and incorporate the consultation inputs into EIA/ESIA. For meaningful consultations with project-affected groups, communities, women of various age, persons with

disabilities, elderly people, related government and non-government organizations, local NGOs and rights groups, all relevant documents must be provided in a timely manner prior to consultation and in a form and language that are understandable and accessible to the groups being consulted. The result of the stakeholder consultation should be reflected in EIA/ESIA report as well as in the project design and in implementation and operational approaches. The consultant shall be responsible for keeping a record of all such consultation meetings for obtaining the informed views of the stakeholders.

v. Training Provision:

- The Firm will organize trainings related to environmental safeguard issues through EC to raise the capacity of contractor and other relevant stakeholders to implement and monitor the EMPs implementation. Key topics to be focused on include forest conservation, human-elephant conflict, occupational and community health and safety and pollution management. The EC will mentor and assist the Training Consultant to impart the environmental Training issues in a professional manner.

vi. Technical Support to PMU:

When necessary and required by project authority, the EC will provide environmental safeguard related technical supports to relevant officials of PMU & RPMU. Such supports would include coordination with other governmental organizations, donors, UN agencies and NGOs working at FDMN camps, strategies to address major safeguard issues and complaints, handling grievances, and enhancement of safeguard capacity of PMU.

vii. Arrange and Conduct Public Consultations:

The EC will arrange and conduct public consultations both preparatory stage and implementation stage of the project to ensure that Project affected people and other stakeholders are informed about the Project and its possible impacts, as well as offered the opportunity to share their opinions and feedback to input into the environmental assessment, planning and design studies and their implementation. For meaningful consultations with project-affected groups, communities, women of various age, persons with disabilities, elderly people, local NGOs and rights groups, all relevant documents must be provided in a timely manner prior to consultation and in a form and language that are understandable and accessible to the groups being consulted.

viii. Formation of Local 'Grievance Redress Committee (GRC)':

Form local GRC at project sites. Conduct consultation meetings with local people, inform them about the procedures of GRM. Consultant must ensure that all the grievances are recorded and addressed and reflected to the monthly/quarterly progress reports.

ix. Provide Technical Support for proper functioning of HELP Monitoring Dashboard:

- **Report Upload:** The Firm will upload all relevant information and documents on daily/periodical basis on HELP dashboard that will use for measuring performance and progress of different package.

x. Other support services

- Facilitating meeting/training/workshops etc. for knowledge transfer/sharing to the project beneficiaries and concerned stakeholders.
- Provide technical consultancy to the client for operational management.

4.3.3.2 Social Safeguard²

² Social Safeguard Team (SST): Integral part of the Design and Supervision Consultancy Firm, who will focus extensively on the social safeguard of the project.

Activities for construction of water and sanitation infrastructures and management of water supply, drainage and waste disposal for the DRP in the registered and unregistered camps involve public lands and to some extent private lands used possibly under different informal arrangements including rentals. But the project will not allow involuntary acquisition of lands or physical facilities in DRP camps. However, voluntary donation/dispossession of lands for water and sanitation installations and network infrastructure in only critical circumstances can be followed for lands using properly documented MoUs and/or rent agreements. In all the camps, it may be necessary to shift or re-align some structures to make way for the infrastructure and service provisions. All such activities will be done on a purely voluntary basis.

The Resettlement Policy Framework (RPF) attached with the Environmental and Social Management Framework (ESMF) of the project provides for culturally appropriate approaches and mitigation measures for voluntary dispossession of land and shifting of structures of the DRP in the camps. The ESMF also provides approaches for managing sensitivities and vulnerabilities relating to social, cultural, religious, gender, disabilities, children and relationship with host community. The ESMF cares for gender discrimination, gender-based violence, sexual exploitation and abuse and labor influx issues during construction.

This is also to be noted that another ESMF prepared for the host community should also be duly followed to mitigate any sorts of Social conflict and environmental degradation.

Social and Gender Development Consultant(S&GDC) is aligned with the overall consultancy services to DPHE for addressing social safeguards, social inclusion, gender issues and preventing gender-based violence also covering gender mainstreaming, and the design and implementation of all other safeguards, inclusion and gender actions.

Social safe guard part of the assignment is to assist project in preparing and implementing the social development and safeguards instruments, as and when warranted based on social risks screenings, social impact assessments and community consultation. The Social and Gender Development Consultant (S&GDC) of the firm will be responsible to coordinate closely with the Social and Environmental Safeguard Officer of PMU in Dhaka and respective DPHE officials at the field, reporting to them and supporting them- as required.

The specific objectives of the consultancy assignment on social safeguards include the following:

- 1) Identify social risks and impacts of the civil works construction and contract management for water supply and sanitation infrastructure development;
- 2) Identify risks and issues of GBV including trafficking of women and children, locate referrals in the camp areas and immediate neighborhoods for attending the survivals;
- 3) Identify and attend involuntary resettlement impacts and issues of voluntary donation/dispossession of land and shifting/realigning of structures acceptable to the project and the World Bank;
- 4) Attend impacts of labor influx and GBV including trafficking of women and children Capacity building in identification, management and monitoring and evaluation of social risks and impacts associated with the project for water and sanitation infrastructure construction and management;
- 5) Assist DPHE in assessment of cumulative impacts of the project activities for water and sanitation infrastructure and management; and
- 6) Technical assistance to the 'Social Development Officer' of PMU on social development and safeguards management for all activities under the project for water supply and sanitation infrastructure provisions.

Specific Scope of Work

i. Identification and Management of Social Risks and Impacts including Gender, GBV, Human Trafficking and Health and Safety

- i. Review the project ESMF, relevant studies, available statistics and presence of public and non-government agencies, international NGOs and UN agencies in the camps and identify scope of management of social risks and impacts including gender, GBV, human trafficking and health and safety in other host community too;
- ii. Design and undertake a vulnerability assessment in the camp sites covering the social, cultural, religious, gender, disabilities, orphaned children, and relationship of DRP with the host community;
- iii. Carry out social screening and prepare a preliminary assessment of the direct as well as indirect, induced and cumulative risks and impacts related to social, gender, GBV, SEA, health and safety during all phases and activities of project;
- iv. Identify referrals in the camp areas and immediate neighborhoods for management of impacts of GBV including trafficking of women and children;
- v. When the screening result indicates the specific physical intervention is likely to require the detailed social management plans or any further investigation on the potential impacts and likely mitigation measures would be required, the SST will prepare a detailed plan, including time schedule, for the type of plans required based on the guidance provided in the ESMF.

ii. Preparation and Implementation of SMP/RAP/Labor Influx Management Plan

- i. Conduct a land use survey and assessment of title-ship within the areas of intervention to understand the patterns of land use and ownership. Determine the ownership status of the lands where the project will operate and analyze the implications in terms of safeguards instruments to be used and consultations/agreements required to strictly adhere to the voluntary resettlement/shifting aspect if shifting is at all required. The assessment would propose alternative space/locations for interventions where involuntary resettlement dimensions have a chance of being triggered within the camps.
- ii. Conduct other assessments (gender, host-DRP dynamics, social inclusion, child-protection, labor influx management) to understand the impacts of the interventions within the immediate and the surrounding area of influence.
- iii. Develop a consultation and communication strategy that will be endorsed by the PMU and local government agencies and maintain the ethical protocols for engagement in such crises situations. Prepare specific formats (MOUs) for documenting permission for using land where private owners are concerned, and where shifting of structures may be required within camps. Engage closely with the PMU in following coordination guidelines with other agencies working in the field.
- iv. Prepare and implement the SMPs and RAPs as and when required, under the guidance of the PMU Consultants and following the ESMF. Carry out all necessary surveys and consultations in coordination with the PMU, and implement the above-mentioned site-specific plans.
- v. Conduct a labor analysis relating to the labor used for construction activities and service delivery within the camp sites, where labor from outside the camps will be utilized. Labor influx screening based on the guidance provided in the ESMF. Prepare and implement Influx Management Plans as and when required after reviewing contractor's obligations under the project.

iii. Monitoring and reporting

- i. Prepare the monitoring plans, protocols and schedules including the implementation arrangements, in coordination with Social Consultant.

- ii. Implementing the monitoring and evaluation tasks, and in preparing reports and documentation as required.
- iii. Assist the PMU in setting up the linkage with the centralized GRM and monitor the operation.
- iv. Assist Social Development and Hygiene Promotion
- v. Consultant to consolidate the relevant information on social safeguard including social monitoring report, site-specific social management plans, screening report for high risk operation, GRM records and accident report and report to the World Bank in a timely manner.
- vi. Prepare any required reports/documents as instructed by PMU.

iv. Grievance Redress Mechanism (GRM):

- i. Describe grievance redress procedures for registering complaints and management of complaints in the safeguard documents.
- ii. Disclose project grievance redress mechanism and the provision for participation in the process of GRM to the 'Project Affected Persons (PAPs)'
- iii. Facilitate the setting up of GRCs as per the Environmental and Social Management Framework (ESMF)' and 'Resettlement Policy Framework (RPF)'
- iv. Support the PMU safeguard Consultant in documenting the following information:
 - name of the person;
 - date complaint was received;
 - nature of complaint;
 - location, and
 - how the complaint was resolved.
- v. Facilitate the GRC meeting with logistic support.
- vi. Distribute the information brochures on GRC in local language to the local people and relevant stakeholders.

v. Assist PMU Social Development Consultant and Environmental Social safeguard Officer in management of contractual obligation on social safeguard

- i. S/GDC will identify the non-compliance issues of contractors in the field and assist Social Development Consultant to address as well as management of contractual obligation of social safeguard.

vi. Capacity building in identification, management and monitoring and evaluation of social risks and impacts

The firm will ensure Designing, planning and organizing trainings related to social risks and impacts including safeguard to raise the capacity of PMU, contractor and other relevant stakeholders to implement and monitor the SMPs/RAPs/Influx Management Plans implementation through its Social/Gender Development Consultant. The S/GDC will mentor and assist the Training Consultant of the Firm to impart the Social Safeguard Training issues in a professional manner. If PMU required any support in Social Safeguard issues S/GDC will provide support accordingly.

Support to PMU field based Social Development Consultant

When necessary and required by PMU, the S/GDC will provide technical support related to social safeguard to PMU field based Social Development and Hygiene Promotion Consultant. Such advice would include coordination with other governmental organizations, donors, UN agencies and NGOs working at Rohingya camps, strategies to address major safeguard issues and complaints, handling grievances, and enhancement of safeguard capacity of PMU.

4.3.3.2 : Groundwater Investigation and Hydrogeological Survey:

Rapidly going down of Ground water level of FDMN camps and around the camps of Cox,s Bazar appears as a great concerns . To have the present status of Ground water level of the areas a comprehensive Groundwater Investigation and Hydrogeological Survey is required. In order to do that The consultant/firm will conduct a comprehensive Groundwater Investigation and Hydrogeological Survey in and around the FDMN camps in Cox's Bazar. The scope includes reviewing existing hydrogeological data, conducting geophysical surveys, identifying groundwater potential zones, assessing aquifer capacity and water quality, and evaluating the sustainability of groundwater use. The assignment also covers stakeholder consultations, risk assessments, and development of actionable recommendations for safe and sustainable groundwater extraction. The consultant will be responsible for preparing and submitting an inception report, a draft report, and a final report incorporating all findings and stakeholder

5. REPORTING FORMATS, SCHEDULED DELIVERIES & TIMELINE

Timelines and Deliverables:

Reporting Formats: The table of Contents for all reports should be finalized in consultation with firm and the client. All reports shall be prepared in English (except Design & Development of MIS system along with Monitoring) and delivered at least 10 (ten) hard copies to PMU. The soft copies of reports should also be submitted in Microsoft Office 2010 or any updated version and financial analysis in MS Excel.

Scheduled Deliverables and Timeline

Deliverable	Timeline from commencement	Key points of the Report
Inception Report	1 month	Comprising team mobilization, Gantt chart showing detailed activity plan on scope of each phase
Detailed implementation plan	2nd moth	Submission of detailed implementation plan for construction management, quality control and commissioning using CPM of all components
Review and updating of existing design and drawing	as and when required	TBD
Site specific design and drawing	As required by the PMU	Site specific design and drawing of all physical components based on the remarks of DPHE on the draft report (if required)
ToR preparation for Ground Water investigation and Hydrogeological Survey at FDMN Camps Cox's bazar.	6th month	Report includes Ground Water Resource Mapping,, Identify gap between Water demand & supply, Recommendations
Draft report submission for Ground Water investigation and Hydrogeological Survey at FDMN Camps Cox's bazar.	12th month	Draft Report Ground Water Resource Mapping,, Identify gap between Water demand & supply
Final report submission for Ground Water investigation and Hydrogeological Survey at FDMN Camps Cox's Bazar.	14th month	Final Report with recommendation
Submission of all the Specific Safeguard Documents including Screening Reports	As and when required	Subproject wise Environmental and Social screening report preparation before the assignment start.
Training manual	3rd – 6th months	Detail construction supervision & monitoring of project activities as mentioned in the Training for Capacity Building.
Training manual on 'Operation and Maintenance (O&M) of WSS schemes	(At least 15 days before of conduction of any event)	Table of content, operation and maintenance mechanism, Responsibilities of different stakeholders,

Deliverable	Timeline from commencement	Key points of the Report
Report on training (both for Contractors & User Groups) as and when conducted covering participant attendance and feedback (trainings and workshops to be conducted as required by PMU)	Report on Training within 15 days of completion the events	Training description, nos. of participants segregated with Male, Female and persons with disability, Training assessment of participants, Trainers and venue, management etc.
After completion each package, submit a separate report	Package Completion Report	Report covering NoA, Work order, BoQ, variation order(if any), amendment, time extension, payment, recommendation for improvement, as build drawing etc.
Monthly progress report	Report should be submitted within 1st week of every following month	Report includes package and activity wise progress, environmental, social sections, development of the MIS system. etc. with time sheet within 30th of every month. Updated data to dashboard of HELP
Sub-project specific screening reports	As and when required	Report including site specific social and environmental description, ESMPs, CoC, Labor management plan etc.
Topography survey report	After completion of report	Report includes feature and home state survey and GIS/Pipe networking Design & working Drawing
Validation and review of existing typical design, drawing	when required	Report including site specific design drawing
Draft Final comprehensive report	Before one month of Contract completion	Covering detail activity of TA Firm covered over the period as per contractual obligation. It also needs to cover 'Project Development Objectives (PDOs)' as per PAD & DPP of HELP. (example: Number of beneficiaries with access to improved public infrastructure as a result of the project).
Final comprehensive report will cover detail activity Incorporation with the comments/guide/suggestions/ recommendation of project authority and concerned stakeholders.	Before one week of Contract completion.	Final report incorporated with the comments of Draft final report including recommendation.

Note: The payment will be made monthly basis against monthly time-sheets of key and non key experts. Others reimbursable will be reimbursed upon acceptance of different deliverable as well as specified arrangement as provided in the RFP.

6. Institutional Arrangement of the Project:

The consultants shall work under the overall guidance of Project Director, HELP (DPHE Part). All of the scheduled Consultants and staff will deploy at Cox's Bazar and will work under the supervision of Deputy Project Director, HELP, DPHE. The Structural and Auto CAD Operator will be closely attached with PD Office.

Note: The monthly activities of field level 'Package staff' those deployed at Upazila level will be closely supervised and monitored by the respective DPHE field level Officials and their monthly certified 'Time Sheet' is to be sent to PMU through proper channel. On the other hand, the monthly activities of 'key Consultants/Experts' - those deployed at district level will be authenticated by DPD, HELP and their 'Time Sheet' will be certified and forwarded to PD through DPD.

Office Space, furniture and required logistics:

- a) **Office with furniture:** The Firm will hire two office (i) Cox's Bazar Office will be adjacent to HELP's RPMU Office and or Executive Engineer, Cox's Bazar and (ii) at Noakhali Office will be adjacent to HELP's RPMU Office and or Executive Engineer, Noakhali district respectively. The minimum office space should be 1200 sft.
DPHE will provide required office space at concerned project upazilas for TA Firm's upazila level officials. Necessary furnishing and equipment/furniture etc. are to be procured through the project to make sound workable environment at the concerned all Project Upazila offices located at Cox's Bazar and Noakhali districts respectively. The monthly office operating expenses of TA Firm's Cox's Bazar and Noakhali Offices will be reimbursed from the budget of the Package.
- b) **Computer with necessary equipment:** Desktop Computer with UPS, Photocopier, Scanner etc. will be made available for smooth operation of the project activities. Other than these, required numbers of Desktop/laptop Computer with UPS etc. will be made available for Cox's Bazar and Noakhali Office under the budget of the package. The Desktop/Laptop computers/Photocopiers etc. are to be procured through standard specification as approved by project authority.
- c) **Vehicle: (i) For Cox's Bazar Office:** 2 Vehicles (7 seated microbus) are to be rented during the duration of the package for monitoring and supervision of field level activities in both districts. The Model of the vehicle should be minimum 2021 to onward and should have facility of both fuel and LPG driven facility.
(ii) For Upazila Office: Required numbers of rental Motorcycle are kept for the project duration for the staff designated ARE, Hydrogeologist and Electro Mechanical Engineer respectively. Specification: Min 100 CC (latest/brand new model).
- d) **Server, Internet and token recharge for use of Mobile Data for updating the project updated at EMCRP's dedicated 'Monitoring Dashboard':**
- Server maintenance fee of web-based HELP Monitoring Dashboard and Internet bill (dedicated speed): A reasonable cost is made available for all Offices under the reimbursable cost of the budget to meet up the said expenditure.
 - For procuring internet data for the Smart Phones of the RE, ARE and Other field Officials: The day to day data should be uploaded at Project Monitoring Dashboard. A token recharge amount is made available as reimbursable cost.

7. Team Composition: Expected team composition, indicative person-months input of Key staff:

Sl. #	Designation [Cox's Bazar based Office]	No. of position	person month
1.	Team Leader (Water Supply and Sanitation Specialist)	1	40
2.	Deputy Team Leader	1	40
3.	Environmental Consultant	1	40
4.	Social/ Gender Development Consultant	1	40
5.	Hydrogeologist	1	36

The designation and required person-month along with minimum academic qualification and working experience of Non-Key staffs are;

Sl. #	Designation [Cox's Bazar based Office]	No. of position	person month
1.	Project Coordinator	1	40
2.	M&E Consultant (ICT based)	1	40
3.	Training Consultant	1	24
4.	Jr. Hydrogeologist	11	330

5.	Electro Mechanical Engineer (with Solar Energy expertise)	1	24
6.	Resident Engineer	12	480
7.	Assistant Resident Engineer	12	360
8.	IT Officer (for data security & Dash Board maintenance)	1	40
9.	Auto CAD Operator [Attached to PD office]	1	40
10.	Accounts	1	40
11.	Computer operator/Data entry operator	2	80
12.	Office Assistant	14	560

Note:

- Jr. Hydrogeologist: Number of Jr. Hydrogeologist may change as per requirement but person month will remain unchanged.
- Assistant Resident Engineer: The person month will fix but at the beginning of the assignment lesser person will be on board and more no. of persons will be engaged later on (ending portion of the assignment) as required.

7.1 Experience and Responsibility of Key Staff

Sl. No.	Consultant	Educational qualification	Experience	Responsibilities
1.	Team Leader (Water Supply Engineer and WASH Expert)	Bachelor in civil/ Water resources engineering with Master of engineering in any related field	<ul style="list-style-type: none"> • Minimum 15 years' of experience in planning, design and implementation of large-scale water supply and sanitation projects; • Minimum 5 years experience as team leader/deputy team leader in similar nature consultancy service. 	<ul style="list-style-type: none"> • Ensure execution of all activities including pre-feasibility, feasibility, engineering design, supervision etc. as defined in the overall scope of work • Prepare pragmatic and achievable annual work plan • Identify and mapping the suitable water supply option in the project union • Ensure proper application of Environmental and Social framework • Prepare and transmit monthly, quarterly, annual reports and also a PCR as stated in the reporting requirements. • Design and conduct workshop and training • Liaise with DPHE at regional levels and with other government and non-governmental stakeholders as required for the successful delivery of the project • Ensure close cooperation and assistance to the PD for effective and efficient implementation of the project • Ensure the technology transfer in systematic way • Responsible for the performance of entire team • Carry out all other tasks and activities needed for successful project implementation.
2.	Deputy Team Leader	Bachelor in civil/ Water resources engineering with Master of engineering in	<ul style="list-style-type: none"> • At least 10 years working experience in project management with 5 years of experience managing Water Supply and 	<ul style="list-style-type: none"> • Prepare specifications for procuring all kind of works in accordance with the policies and guidelines. • Provide required assistance to Team Leader (as per his/her desire/instruction) to discharge his/her schedule responsibilities in a professional manner

Sl. No.	Consultant	Educational qualification	Experience	Responsibilities
		any related field	Sanitation related activities. <ul style="list-style-type: none"> • Experience on design and implementation of the Fire Safety solutions is preferable 	<ul style="list-style-type: none"> • Re-design water supply distribution network; • Prepare the detail drawings as per revised distribution network; • Revise the estimate as per revised network; • Conducting site survey / study for feasibility and having all other necessary information's related to fire safety. • Follow up Fire Safety measures for various kinds of fire hazards under project building/construction area. • Carry out all other tasks and activities as needed.
3.	Environmental Consultant	Masters in Environmental Sciences, Geography Environmental Engineering, forestry, wildlife science, ecology or related field. Or Masters in Environmental Sciences/Engineering	<ul style="list-style-type: none"> • Must have minimum of 10 years' General experience in development project in public and private sectors • 5years extensive experience working on natural resources, environmental management specifically with monitoring, assessment and reporting; • Experience in project having World Bank Environmental and Social Framework (ESF) and related prior experience preparing one or more Environmental Impact Assessments (EIAs), Environmental and Social Management Plans (ESMPs) or Environmental and Social Management Frameworks (ESMF) in accordance with World Bank ESF requirements is a plus. 	<ul style="list-style-type: none"> • Ensure proper implementation of project's ESCP and ESMF requirements • Conduct the E&S screening, identify the impact of project activities, collect and consolidate the field information etc. • Provide support to preparation of all the required environmental reports, provide technical oversight on the project activities, • Review project activity on the development and environmental context • Assess climate change risks in the ecosystem area; • Assess current ecological status of the ecosystem area and trends; • Undertake stakeholder consultations. • Carry out all other tasks and activities as needed. • Assist to develop Draft and Final assessment report • Assist DPHE for getting Environmental clearance certificate from Department of Environment (DoE). • Database development of Environmental Evaluation and use them in the reports. • Maintain close coordination with design engineers and provide recommendations for necessary environmental mitigation measures in design.
4.	Social/ Gender Development Consultant	Master's in Social Science or related field.	<p>Must have minimum of 10 years' General experience in development project in public and private sectors.</p> <p>At least 5 years of Specific experience of working in related field</p>	<ul style="list-style-type: none"> • Prepare Monthly Report on Addressing GBV and Grievance (Specially on GBV) in respect of Filed level Data on GBV and Grievance) • Tools development of instant Data resister, upload and Update with time-tracking through Google Sheet/ KOBO From. • Crisis management and reporting of every single incident related to GBV,

Sl. No.	Consultant	Educational qualification	Experience	Responsibilities
			<p>of Sanitation Development projects /rural development programme/ community based projects of Govt. or Non-government organization.</p> <p>Experience must include at least one World Bank/ADB or other development partner funded project</p>	<p>Accident and Accidental Death or injured.</p> <ul style="list-style-type: none"> • Investigation report preparation, tracking and solving in respect of The WB assign format. • Preparation of Environmental Screening based on the guidance provided in the ESMF to design screening formats (or use/update them as required, if they are already provided in the ESMF) • Identification of impacts of the project activities and preparation of site-specific impact assessment reports • Mobilize community members, women's groups, vulnerable groups etc. and raise awareness about the objectives and procedures of the project, and update them on the progress of project implementation and achievement; • Mobilize women, the poor and other vulnerable groups in project activities and consultations, in gender sensitization, and in building capacity of women to articulate and express their needs and preference; • Ensure women's participation and their involvement in the design, implementation, including providing equal opportunity in recruitment in the WSS unit, or in operation and maintenance contracts • Prepare Social/Environmental Screening report with consultation with Team leader and other team members. • Carry out all other tasks and activities as needed.
5.	Hydrogeologist	Masters in geology or earth science, or in related field;	<ul style="list-style-type: none"> • Must have minimum of 10 years' experience in development project in public and private sectors. • At least 5 years of professional experience of working in related field of Water Supply and Sanitation Development projects /rural development programme/ community-based projects of Govt. or Non-government organization. Experience must include at least one 	<ul style="list-style-type: none"> • Verify and revised the design of PTW as per recent data of TTWs • Full time supervision of PTW installation including material checking, drilling of bore hole, soil sampling, washing of bore hole, lowering PTW, gravel packing, development, step draw down test, long term pumping test and all other related works. • Designing PTW (200 mm dia) & Community deep tubewell of size 100 mm x 50 mm dia tube well on the basis of bore log and soil sample including guiding for successful implementation of tubewell. • Prepare bore log and revised the estimate accordingly. Prepare and submit as built drawing of production tubewell (PTW). • Ensure close cooperation and assistance to the PMU Hydrogeologist

Sl. No.	Consultant	Educational qualification	Experience	Responsibilities
			World Bank/ADB or other development partner funded project.	<p>for effective and efficient implementation of the hydrogeological activities.</p> <ul style="list-style-type: none"> Hydrogeologist will be coordinate all Junior Hydrogeologist. Database development of Hydrogeology and submit Yearly Evaluation Report.

Note: Team Leader will sit at the office of Cox's Bazar and Deputy Team Leader will sit at Shubarna char (Noakhali) office.

7.2 Qualification Experience and Responsibility of Non-Key Staff

Sl #	Designation	Educational qualification	Experience	Responsibilities
1.	Project Coordinator	Bachelor in Civil/Water Resources Engineering/ any related subject or Masters in related field	Minimum 5 years experiences as project coordinator/project manager or any other related capacity in a project preferably in WASH related projects.	<ul style="list-style-type: none"> Assist in developing project work plans, schedules, and deliverables. Coordinate activities between different project teams, consultants, and stakeholders. Ensure alignment of project objectives with client expectations and regulatory requirements. Oversee the implementation of project monitoring frameworks. Track project progress, key performance indicators (KPIs), and compliance with timelines. Ensure adherence to technical specifications, quality standards, and contractual obligations. Conduct periodic site visits and inspections to assess project execution. Identify risks, challenges, and areas requiring corrective actions. Act as a liaison between clients, project teams, and regulatory bodies. Prepare and disseminate project updates, reports, and meeting minutes. Maintain accurate records of project activities, contracts, and communications. Ensure timely submission of reports to clients, funding agencies, and regulatory bodies. Ensure compliance with donor guidelines, government regulations and organizational policies. Identify potential project risks and recommend mitigation strategies. Manage procurement, budgeting and resource allocation for project activities. Facilitate contract management, payments, and vendor coordination. Oversee logistical arrangements for field visits, training, and supervision activities.

Sl #	Designation	Educational qualification	Experience	Responsibilities
2.	M&E Consultant (ICT based)	Minimum graduate in Computer Science, economics, social sciences, or a related field, is required	<ul style="list-style-type: none"> • 5 years of progressive experience in Monitoring and Evaluation based on software/IT in public or NGO sectors projects. • Professional Certification of IT • Vast knowledge of project management 	<ul style="list-style-type: none"> • Promote knowledge sharing and best practices among project stakeholders • Develop effective M&E system (based on IT) including indicators in consultation with concerned project officials and consultants. • Set up a functioning M&E data collection routine from relevant entities and persons, compile information into the M&E system (Microsoft Excel Based) and make reports monthly & quarterly based on DPHE-WB approved format and data available to stakeholders and the public • Develop monitoring tools to monitor program activities at different levels. • Develop of in-house M&E work plan for project activities (Piped, Non-piped, and Sanitation etc.). • Implementing the M&E activities as per approved implementation plan. • Make proper functioning of the existing database systems (Monitoring Dashboard of HELP) by ensuring accuracy of each end user's in appropriate format in a timely manner • Provide need-base development, trouble-shooting, training for the different types of users and stakeholders of HELP. • Any other activities as seem reasonable etc.
3.	Training Consultant	Master's in Humanities or Social Science	<ul style="list-style-type: none"> • With minimum 5 years professional experience of Training Specialist in development, or donor funded project (preferably engaged on World Bank, ADB or any UN agencies funded project). • In-depth knowledge of design, instructional methods, and training techniques. • Experience on working in refugee situations will be a plus. 	<ul style="list-style-type: none"> • Monthly Capacity Building Report Preparation on basis of different Capacity Building Training. • Quarterly (03 Months) Post evaluation report preparation on basis of development of situation after training with Scale based analysis. • Arrange and facilitate relevant Training, workshop etc. as and where required. • Assist the team in preparing training materials. • Prepare screening reports on gender and social inclusion in construction activities (where appropriate) on equitable terms in all the interventions proposed. Identify the challenges, especially where they are skill related. • Coordinate with implementing partners to ensure that women are provided adequate opportunity in construction activities • Ensure that women are getting adequate opportunities in the community workfare program and inclusive community services component by providing training and awareness raising where necessary. • Ensure that all infrastructure constructed under the project is gender inclusive. Review relevant designs, assess proposed spaces and carry out necessary

Sl #	Designation	Educational qualification	Experience	Responsibilities
				<p>consultations for this purpose.</p> <ul style="list-style-type: none"> • Build linkages with other ongoing programs in the camps, and the two other projects funded by the World Bank, for enhancing gender outcomes and preventing GBV • Receive and address any gender related grievance received through the centralized GRM (take of the firm where required); coordinate with the firm on grievances received through their channels and ensure that proper documentation takes place. Consolidate and prepare reports to be shared with the Bank on a quarterly basis. • Ensure that all project activities address issues of adolescents, youth and child safety – which is fast emerging as one of the biggest challenges affecting families. • Ensure that all activities are inclusive of issues related to children, elderly, people with disabilities and other vulnerabilities, especially with respect to access. • Provide, mentor, guide and make present in all sorts social intervention events at the field and Carry out other tasks.
4.	Junior Hydrogeologist	Bachelor in geology or Soil science, or in related field;	Minimum 2 years experiences and track record in the subjected area.	<ul style="list-style-type: none"> • Verify and revised the design of PW as per recent data of TTWs • Full time supervision of PW installation including material checking, drilling of bore hole, soil sampling, washing of bore hole, lowering PW, s feature, gravel packing, development, step draw down test, long run pumping and all other related works. • Designing Community deep tube well of size 100 mm x 50 mm tube well on the basis of bore log and soil sample including guiding for successful implementation of tube well. • Prepare bore log and revised the estimate accordingly. Prepare and submit as built drawing of production well (PW) <p>Hydrogeologist will be deployed for each Upazilla</p>
5.	Electro-Mechanical Engineer (with Solar Energy expertise)	Bachelor Degree in Electrical/ Mechanical Engineering	<ul style="list-style-type: none"> • Must have minimum of 5 years' experience in development project in public and private sectors. • Minimum 3 years of practical experience in the design, selection and installation of mechanical/electro- 	<ul style="list-style-type: none"> • Assist in testing of motor pumps, transformer and all other related electromechanical equipment required for WS and sanitation intervention. • Revise (if required) the design of electro mechanical equipment and material and revise the estimate accordingly • Supervise and monitoring the installation / erection of pumps, transformer and all other related electromechanical equipment including all types of piping arrangement

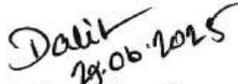
SI #	Designation	Educational qualification	Experience	Responsibilities
			mechanical devices required for the installation, operation and maintenance.	<ul style="list-style-type: none"> • The incumbent needed to extend the support and supervision of installation of solar devise as installed under the water supply system of the Project. • Organize, plan, and acknowledge, supervise the engineering support of Solar Panel. • Act as a mentor for resolving the technical problems and provide best solutions. • Any other activities as seem reasonable and instructed by the Project Authority. • Input on Monthly Progress report with proper database and Documentation.
6.	Resident Engineer (RE)	Bachelor Degree in civil engineering/ Architectural Engineering	<ul style="list-style-type: none"> • 3 years experience for B.Sc. Eng. Or 5 years experience for Diploma Engr. • Professional experience in construction supervision, project management and quality control of implementing public infrastructure preferably water supply and sanitation related activities; 	<ul style="list-style-type: none"> • Conduct site supervision of all water supply and sanitation related works undertaken by the PMU; • Make understand the working drawings of the WS features and observe their adherence/conformity in the field; • Ensure that the materials used conform to the specifications of the contract document; • Ensure that the physical works and workmanship are in conformity with the technical requirements set out in the specific contract documents; • Ensure total quality control and the contractors' adherence to the given time schedule; • Ensure keeping measurement of each physical activity and develop measurement sheet. The measurement sheet to be provided to concerned authority by 3 working days his/her desire.
7.	Assistant Resident Engineer (ARE)	Diploma in Civil Electrical Engineering or equivalent	2 years experience in Conduct site supervision of all water supply and sanitation related works.	<ul style="list-style-type: none"> • Assist RE for conducting site supervision of all water supply and sanitation related works undertaken by the PMU; • Assist for working drawings of the WS features and observe their adherence/conformity in the field; • Ensure that the materials used conform to the specifications of the contract document; • Ensure that the physical works and workmanship are in conformity with the technical requirements set out in the specific contract documents; • Ensure total quality control and the contractors' adherence to the given time schedule; • Ensure keeping measurement of each physical activity and develop measurement sheet. The measurement sheet to be provided to RE by 3 working days of completion.
8.	IT Officer (for data security and	Bachelor of Computer Science.	Minimum 3 years working experience in relevant field	<ul style="list-style-type: none"> • Ensure optimal performance of servers, workstations, and cloud-based services.

Sl #	Designation	Educational qualification	Experience	Responsibilities
	maintenance of Dash Board	Certificate on Data Security Management		<ul style="list-style-type: none"> Oversee the collection, storage, and processing of project monitoring data to dashboard. Implement cybersecurity measures to protect sensitive project information. Provide IT support to staff, including troubleshooting hardware and software issues. Install and configure new systems, applications, and updates. Train employees on the use of IT tools and dashboard of the project. Ensure seamless integration of IT solutions with project monitoring frameworks. Manage internet connectivity, firewalls, and VPNs for secure communication. Ensure smooth operation of email systems, cloud storage, and collaboration tools. Coordinate the procurement of IT equipment, software, and services. Maintain relationships with IT service providers and ensure timely support. Evaluate and recommend technology upgrades based on project needs. Develop and implement IT security policies and protocols. Conduct periodic IT audits to assess risks and improve systems.
9.	Auto CAD Operator	B.Sc.	Minimum 3 years working experience in relevant field	<ul style="list-style-type: none"> Develop technical drawings using CAD software Make revisions and obtain approval from the client Maintain a database of drawings Working under guidance of PD and TL. The staff will be attached to PD office.
10.	Accountant/ Coordinator	B.Com	Minimum 3 years working experience in relevant field	<ul style="list-style-type: none"> Support other teams with various administrative tasks (disseminating correspondence, scheduling meetings etc.) Monitor office expenditures and handle all office contracts (rent, service etc.) Deal with client complaints or issues Monitor office supplies inventory and place orders
11.	Computer operator/Data entry operator	B.Com/B.SC	Minimum 3 years working experience in relevant field	<ul style="list-style-type: none"> Ensure proper running of databases by means of timely data input Work under the guidance of a supervisor Contribute to preserving data confidentiality
12.	Office Assistant	SSC in any discipline	Minimum 3 years working experience in relevant field	<ul style="list-style-type: none"> Maintain office filing and storage systems Coordinate messenger and courier service

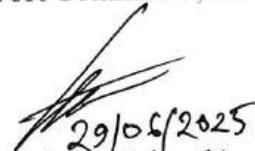
Note: Required and rational TA/DA to be sanctioned to the project personnel considering for recess area.

8. PROCUREMENT/HIRING METHOD

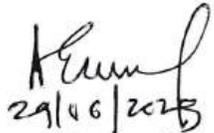
The Consultant will be hired and contracted as per the "Quality and Cost-Based Selection" (QCBS) method under the World Bank Procurement Regulations for IPF Borrowers.


28.06.2025

(Dalila Afroze)
Executive Engineer,
Arsenic Management Division &
Member, ToR Committee, DPHE.


29/06/2025

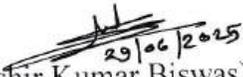
(Sharmistha Debnath)
Executive Engineer
Design Division &
Member, ToR Committee, DPHE.


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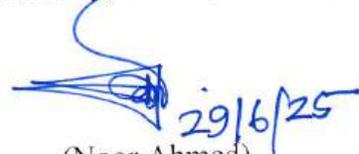
(Mohammed Anwar Eusuf)
Superintending Engineer
Planning Circle &
Member, ToR Committee, DPHE.


29/6/25

(Md. Shafikul Alam)
Executive Engineer
Ground Water Division &
Member, ToR Committee, DPHE.


29/06/2025

(Shishir Kumar Biswas)
Executive Engineer
SIR Division &
Member Secretary, ToR Committee, DPHE.


29/6/25

(Noor Ahmed)
Project Director, DPHE
Host and Rohingya Enhancement of Lives
Project (HELP) &
Member, ToR Committee, DPHE.


29/6/25

(Bidhan Chandra Dey)
Superintending Engineer
Ground Water Circle & Convener,
ToR Committee, DPHE.