1. **Terms of Reference of Infrastructure Officer**

Position: **Infrastructure Officer**

Level of Position: L-2 (Officer)

Duration: Programme period

Number of Positions: 1 (One)

Duty station: PCO, Surkhet with frequent visits to the Programme Districts

Report to: Programme Coordinator (PC) administratively and PCO designated Expert functionally

Supervises to: Overseers, Sub-overseers, contractors, local partners (Users’ Committees)

Mode of Contract: Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the Programme period based on satisfactory performance in the preceding contract assessed by the Programme.

**General Scope of the Position:**

Under the overall guidance and supervision of the Expert designated by PCO, the Infrastructure Officer (IO) will be responsible for construction, supervision, and Quality control of the infrastructures including rural roads supported under the Programme in close coordination with concerned Palikas and stakeholders etc. S/he is responsible for providing technical support to Group /Cooperatives, Users committee in construction of small infrastructures and ensures quality of the construction.

**Main Tasks and Responsibilities:**

* Overall coordination of planning, implementation and monitoring of the Infrastructure sub-component activities in accordance with the approved annual work plan and budget; also coordinate and ensure complementarities with Value Chain Development activities;
* Feasibility study, detailed survey, preparing detailed drawings, specifications and bill of quantities (BoQ) of market led infrastructures and facilitate and support respective Palikas staff in contracting the Users Committee in implementing the sub- projects;
* Prepared objective criteria and produce the sound logic, based on the economic and technical parameters, for the selection of infrastructure to be supported by the Programme that ensures the growth of selected value chain as per the Programme documents and logical framework.
* Develop standard and guidelines for quality assurance check and quality control system for infrastructures construction, aligning with the existing ones and support for its implementation;
* Facilitate and support for the selection of infrastructures to be supported under the Programme during the MSP;
* Provide technical support and ensure quality construction of the infrastructure sub-component activities in timely manner in accordance with the approved annual work plans with in the Hub;
* Facilitate and support consultant service provider for selection of sub-project and preparation of DPR of road sub-project and their review and verification at Hub Level;
* Review and quality check of the detailed drawings, specifications and BoQ submitted by the consultant service providers; assist Palikas for preparing bidding document to procure these works including tendering and evaluation as per the IFAD and GoN guidelines;
* Monitor and supervise the construction of infrastructures constructed under Programme support to ensure compliance with the drawings and specifications ensuring quality and required standard;
* Facilitate and support to check the material test schedules, records and confirm that it meets the requirement and verify the contractors proposed material, its sources, specification and ensuring the compliance with the specification in every aspect;
* Monitor and supervise the work in particular rural roads of the contractor and ensure a good quality of work and report it to the concerned authorities;
* Support and enhance the capacity of field technical staff to compliment his work, for transfer of knowledge and continuity after the end of assignment;
* Prepare progress and status reports regarding ongoing rural road and others market led sub- project constructions;
* Ensure and coordinate with PCO and PCUs team to maintain all the records and reports including of test results carried out for quality monitoring of civil works as per programme requirements. Also facilitate and provide necessary support as required for payment of the completed works;
* Accomplish other task related to engineering/technical aspect as per need of the Programme assigned by the Programme Coordinator.

**Qualification, Experience and Competency:**

* Master’s degree in Civil Engineering with at least one year of professional experience in designing, construction supervision & monitoring of civil engineering works in particular market-led infrastructures and rural roads; or Bachelor’s Degree in above mentioned subject with at least three years of experience in above mentioned fields.
* Capability in developing infrastructures section criteria and quality assurance and quality control guidelines and procedures during construction and completion;
* Proven record in preparing bidding document to procure these works including tendering, evaluation and contracting and supervision and monitoring for quality assurance as per the provided design, structural arrangements and testing requirements;
* Sound knowledge in designing drawings in Auto CAD format, Bill of quantities in Excel and reports and specifications in Word;
* Experiences that demonstrate high quality attributes on leadership, facilitations and coaching and innovativeness;
* Ability to work in a multi-disciplinary team and facilitate the working of other team members;
* Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;
* Good inter-personal skills and capacity to work effectively with a range of institutions.
* Creative and pragmatic approach to problem solving, well-organised and well oriented to details.

**Preferences will be given to:**

* Candidate having experience in implementing infrastructure activities under projects/programmes financed by international agencies with local and federal government.
* Candidate having work experience on agricultural value chain linked infrastructure development projects/programmes
* Understanding of the planning and reporting system and procedures of IFAD.

**Benefits and Remuneration:**

**Salary and Benefits:**

* Per month remuneration[[1]](#footnote-1) of the Infrastructure Officer (only for 12 months per year) will be maximum of NPR 130,000.00 for Bachelor+3yrs of experience; NPR 130,000.00-140,000.00 for Master+1-3yrs of experience and NPR 140,000.00-150,000.00 for Master+4 and more yrs of experience. Tax on the salary will be applicable as per the prevailing GON rules and regulation.
* Travel and DSA will be as per the prevailing GoN rule as applied for the gazetted class III officer while travelling out of the work station for official purpose.

**Leave:**

* The contracted experts and staff will be provided 12 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. They will also be provided 12 days of sick leave per year, which if not taken, can be carried on for the following year. The unspent sick leave at the time of termination of the contract or closing of the programme will be compensated as per the existing salary scale. In addition, the contracted experts/staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

**Insurance:**

* The contracted experts/staff should have procured life insurance policy including accidental insurances. The programme will reimburse 50% of the monthly premium for the period the staff will be working in the programme, not exceeding Rs. 300.00 per month, upon submission of copy of insurance policy and receipts. Insurance will be a precondition to sign the contract with ASDP.

**Age Limit:**

* The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

**Probation period:**

* The probation period of the contracted experts/staff will be of 6 months. The above mentioned benefits, particularly the leave and re-imbursement of the insurance premium, will be effective only for those who have successfully completed the probation period.

**Reference Check:**

* ASDP will also check the references from the previous employer of the potential candidates, if required.

**Supervision of the contracted experts/staff and Administrative Control:**

* All the contracted experts/staff will be accountable to the Programme Coordinator, as per TOR and Financial Procedural Act, 2055, Public Procurement Act, 2063 and Regulation, 2064 and other related rules and directives. He/she will be supervised and administered by the Programme Coordinator or designated personnel of the PCO/ASDP.

**Performance Assessment and Renewal of Contract:**

* The performance assessment of the position will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be based on the activities performed during the contract period with the ASDP. The ASDP reserves the right to terminate the contract at any time if the performance is assessed as unsatisfactory.
* The individuals' personal behavior regarding the non-compliance with ToR, undisciplined, professional misconduct with stakeholders and colleagues, sexual abuse, drunkenness, etc. are subject to cancellation of the contract at any point of time by ASDP management.
* The contract period as well as Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation
* The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the programme. If not informed, his/her salary of one month will be deducted.

Applications through mail will not be entertained. Please visit Kantipur Management Private Limited's office for submission of your applications along with your documents. The address of KMPL is mentioned below.

**Kantipur Management Pvt. Ltd.**

Lagankhel-19, Lalitpur, Nepal

Nearby Patan Academy of Health Sciences (Patan Hospital)

Phone: +977 1 5530599, 5532572, 9801800020

1. Annual price inflation will be applied on the salary @ 5% for those whose performance of preceding year will be highly satisfactory; 4% for satisfactory, 3 % for moderately satisfactory, and contract termination for the experts evaluated as unsatisfactory. [↑](#footnote-ref-1)