

Community Self-reliance Centre (CSRC)

Terms of Reference

Position : Engineer	Supervisor : Program Coordinator
Base : Office of Helambu Rural Municipality, Sindhupalchok	Responsibility Level : Officer Level
Service Period : 6 months+	Project : Community Infrastructure and Livelihood Recovery Programme (Supported by UNDP)
1. Purpose of the position	
<p>The Engineer will be responsible for planning, designing, implementation, monitoring and evaluation of construction activities such as irrigation, rural road, market structures, community buildings, rural energy services etc. as required by the project. S/he is primarily working together in close coordination with Rural Municipality, Program Coordinator, partner staff, stakeholders ensuring high quality performance and program delivery focused on planned results.</p>	
2. Key responsibility and functions	
2.1 Rural infrastructure rehabilitation and construction	
1. Preconstruction Activity :	
<ul style="list-style-type: none">• Carryout feasibility study of the infrastructure projects.• Prepare detail design, drawing, cost estimation of community identify projects• Prepare material and labors breakdown sheet of each community identified projects	
2. Construction Operation Activity :	
<ul style="list-style-type: none">• Coordinate the management of Construction Human Resource according to necessity and requirement of Specific Construction Activity• Check the quality as per specification as per the Check List and pre-determined schedule• Undertake regular monitoring visits to project sites to evaluate levels of compliances to earthquake resistant reconstruction techniques and provide any technical advice to the mobile teams, local authorities and supporting staffs to improve quality of constructions	
3. Monitoring, Evaluation and Reporting :	
<ul style="list-style-type: none">• Periodically monitor and evaluate the Work-in-Progress, material expended, use of Human Resource and project cost against the time schedule of the work and keep the work onto the track• Support on conducting social audit at project site and ensure accountability through the project cycle• Collect and compile reports, data, news, events, human interest stories, challenges and lessons learn to publish in periodic reports• Prepare monthly progress report and submit to the respective authorities	

4. Coordination with Partner, stakeholders and local authorities :

- Coordinate with partner staff, local authority body, ward citizens forum, local political leaders and other related stakeholders for selection of community identified projects and collection of local materials
- Coordinate with field staffs for technical aspects of the construction and support to accomplish target project activities under the project and plan
- Providing quality monitoring and feed back to field staff on improvements to be done
- Providing technical backstopping and mobilize the skilled mason on construction allied activities

3. Minimum qualifications

- Bachelors in Engineering from renowned University
- Minimum two years of work experiences in earthquake affected communities
- Relevant experiences in management and delivery of trainings relating to reconstruction activities will be preferable