


Government of Nepal
Ministry of Forests and Environment
Adaptation for Smallholders in Hilly Areas Project

Terms of Reference of Sub-Engineer/Overseer

Post:- Sub Engineer/Overseer

Duty Station: District Project Coordination Unit (DPCU) with frequent visit to project areas.

Mode of Contract:

There will be Initial contract for 8.5 Months with a probation period of three (3) months. The annual contract will be extendable up to the program period based on satisfactory performance in the preceding contract.

Review of TOR:

Terms of Reference are subject to revision/update as per requirement of the Project based on planning trajectory, design changes, and lessons learned, to achieve effective results.

Roles and Purpose of the Assignment:

Under direct supervision of the DPCs and technical team member designated by DPC as an immediate supervisor and overall technical guidance of Project Engineer, the sub-Engineer/Overseer will be responsible for:

- Collect and provide data (any type survey) and information required for community infrastructure sub Project as identified in LAPA (either existing or rehabilitation), to Project Engineer.
- Assist District Project Coordination Unit in the identification, prioritization, designing and implementation of Community Infrastructure Sub Project activities proposed in the Local Adaptation Plan of Action (LAPA):
- Work towards establishing a good rapport building with local vulnerable communities, government organizations, Rural Municipality/Municipality (RM/M)M and other stakeholders for supporting vulnerable groups for climate adapted practices, particularly on community infrastructure development:
- Support the ASHA Project grant recipient to ensure that Local Adaptation Plan of Actions (LAPA) activities, prioritized by target beneficiaries are implemented effectively and on timely basis in inclusive manner, with adequate technical support to beneficiary groups engaged in various activities.
- Suggest appropriate technology with its merit and de-merit on the basis of financial and technical aspects for the use by small groups/cooperatives/traders.
- In collaboration with the Project Engineer, prepare the design and estimate of proposed infrastructure activities as per district rate indicated by District Technical Office, print and distribute guidelines covering the recommended technical approaches to community and public for the use by participating production groups /cooperative/traders.
- Assist the LAPA implementation groups/ communities to develop detailed proposal and timely dispersion of fund and ensure the grant is supported to the target groups timely and inclusively, and confirm its use in right purpose.
- Identify and promote climate smart site specific alternate energy technology
- Assist the SM to identify Lead Farmer and provide technical support for the preparation and timely submission of proposal and grant disposal.
- Mobilise the Lead Farmers support the farmers group to prepare the proposal, business plan and progress report.
- Provide technical back support to the Lead Farmers and monitor their activities and performance

- In close collaboration with other project technicians, ensure the engineering structure activities are integrated into other project activities.
- Supervise and monitor engineering structure related activities including SM regularly and submit report with suggestions to overcome specific problems if any:
- As directed by the DPCU visit applicant/grantee in developing and implementing productive infrastructure and provide initial estimates of suitable design and costs to meet their needs;
- Liaise with DPC and other DPCU Team Members to determine the feasibility of obtaining funds from the local Units towards the cost of the infrastructure;
- Supervise and assist all stages of the infrastructure development from design to hand over of completed works and related final bill preparation, and provide reports to the DPCU on progress and constraints;
- Assist the DPCU in designing and she/he should present training courses relating Community Infrastructures installation and maintenance for construction groups cooperative members;
- Visit construction site regularly and inform DPCU about the situation immediately in written as far as possible.
- Collaborate closely with the DPC to ensure that all participating beneficiary groups receive the full range of engineering support, as required;
- Develop skill enhancement training courses on Operation and Maintenance skill to the beneficiary groups and ensure that they are aware and obeying the task.
- Undertake all other tasks and duties, as required by the DPC.

Minimum Qualification and Experience

- Diploma/Sub Engineer Course in Civil/Irrigation/Agricultural Engineering.
- At least 1 years of professional experience in community infrastructure Related Projects (Work Experience in Climate Change related Projects is preferable).
- Knowledge on local and national innovations in climate change adaptation
- Proficiency in computer, information and communication technology.
- Good in written and spoken English and Nepali.

Performance assessment

The performance assessment of the Sub-Engineer will be based on the quality and timely completion and contribution to Project outputs and activities including, but not limited to, the following:

- As guided by the LAPAs, Effective technical support to implementation of Climate Friendly Community infrastructure Sub Projects.
- Support to project in designing and implementing the community Infrastructure activities identified in LAPA.
- Contribution in leveraging the fund (collaboration/Co-financing)
- Effective communication, coordination and rapport building with project team, stakeholders and beneficiaries.
- Other tasks as directed by district Project Coordinator.

The Project reserves the right to terminate the contract if the performance of the Sub-Engineer if He/She is assessed as being unsatisfactory. The Terms and Reference are subject to revision/update as per requirement of the Project based on planning trajectory, design changes and lessons learned, to achieve effective results.

Remuneration and leave facilities: As per the project Norms

