

HELVETAS Swiss Intercooperation Bangladesh
Sanitation and Cooking Facilities in Selected Social Infrastructures Project
Terms of Reference

Job title: Civil Engineer
Supervisor: Deputy Country Director and Emergency Response Focal Person
Duration: Maximum 5 months (start with short notice)

Role and Responsibilities

The task position is to provide support to implementation partner NGO for construction of latrine and bio gas plants annexed with kitchen activities in the target areas. The work includes conduct technical assessment and follow best-practices in construction activities. S/he will work closely with partner NGO team through facilitation and supervision of the construction-related works, and provide additional technical skills through partner NGO to the beneficiaries for the proper construction. The Civil Engineer will closely work with partner NGO in the ground in various engineering activities ranging from preparation, planning, design, estimate construction plan, and monitoring quality of construction of latrine and biogas plants annexed with kitchens. More specifically, the Civil Engineer will perform the following functions but not exclusive:

- Plan the activities with partner NGO according to the project document.
- Coordination with partner NGO for implementation of the project
- Actively participate in the tendering process for the selection of contractors
- Technical guidance/support to partner NGOs and contractors in the following areas: site selection, construction of latrine and bio gas, mobilise Rohingya people to use latrine and bio gas plants
- Prepare work plan considering the target of the project period and prepare activity progress report on monthly basis and project completion report
- Participation in the site selection process in Rohingya camps and ensure quality construction of latrine and bio gas plants annexed with kitchen as per work plan.
- Monitor and follow-up on technical matters and progress of construction works and other activities through regular visits in the project sites
- Support partner NGO in scaling up of access and use of improved sanitation facilities
- Regular monitoring to Helvetas of activity of construction work
- Support partner NGO for preparation of detail work plan for construction work and implement as well
- Participation in local coordination structures at Cox Bazar district level (coordination meetings organised by district and upazila administration, coordination meetings organised by INGOs etc.) and camp level
- Any other duties and responsibilities assigned by supervisor

The project will be implemented in Rohingya camps in Cox Bazar. The Civil Engineer will be based in Cox Bazar district with frequent visit to project sites.

I. CONTACTS AND KEY RELATIONSHIPS

The Civil Engineer reports to the assigned Deputy Country Director of HELVETAS Swiss Intercooperation. S/he closely work with the partner NGO team in the field and maintain close contact with project partners and related stakeholders, in the districts.

II. ACADEMIC QUALIFICATIONS AND COMPETENCIES:

The Civil is a requiring specific subject related knowhow. Specific qualifications and competencies required include the following:

- Bachelor degree in Civil Engineering. Diploma in Civil Engineering may be acceptable subject to excellent competence and significant work experience in construction of latrine and bio gas plant annexed with kitchen.

III. WORKING experience, principles, and conditions

The Civil Engineer will follow some of the basic working principles of HELVETAS Bangladesh:

- The Civil Engineer should have at least 5 years work experience in implementation of related activities and experience in emergency response operation projects.
- S/he should spend more than 75% of his/her time in fields/project sites.
- Implementation of activities is based on demands and needs of the communities and the targeted population groups.
- Gender is a transversal theme in the implementation of all project activities.
- Resources entrusted by the organisation are to be used in an efficient and effective manner.

IV OTHER SKILLS

- Knowledge of English language and proved capacity of report writing in English
- Knowledge of the local language (Rohyingya) is an asset