

## **Social Development Foundation (SDF)**

### **Terms of Reference for District Officer, Technical & Environment (T&E)**

District Officer, Technical & Environment (T&E) provides technical support to cluster teams on implementation of infrastructure sub-projects to be built at the village level under the 'Nuton Jibon Livelihood Improvement Project (NJLIP)'. S/he develops the concerned cluster staffs about identification of infrastructures which will contribute in socio-economic development at village level.

#### **The Key Responsibility Areas are:**

- Implement Community Infrastructure sub-projects and environmental activities through the cluster teams as per Annual Implementation Plan (AIP);
- Supervise capacity building on infrastructure implementation and environment management aspects for concerned cluster staffs and village communities as per project guideline;
- Supervise infrastructure & environmental activities implemented at the community level;

#### **Specific Duties and Responsibilities:**

- Assist the Cluster teams and communities in participatory vulnerability analysis to prepare prioritized list of infrastructures for implementation;
- Guide cluster teams to facilitate the community on selection and preparation of infrastructure sub-projects considering different technical, environmental and social aspects;
- Orient the field staffs and the communities about field survey, rate analysis, estimation, Bill of Quantities, design, drawing etc. of a infrastructures to be implemented as sub-projects;
- Assist cluster Facilitator (Tech.) to update and make available rate bank for estimating CISF proposals;
- Review infrastructure investment plans submitted by the cluster teams to confirm that the design and estimate is appropriate;
- Orient field staffs and the communities about the identification of environmental impacts and mitigation of negative impacts before finalization of different infrastructure sub-projects;
- Develop annual implementation projections for infrastructure development in preparation of annual implementation plan;
- Train the field staffs and the communities about the visual/ field test of construction materials before procurement;
- Orient field staffs (especially Cluster Facilitator, Tech.) and the communities about implementation of infrastructure ensuring quality following drawing, design, specification etc.;
- Undertake regular field visits for monitoring and supervision of infrastructure activities;
- Update infrastructure database;
- Orient the field staffs and the communities about the Operation and Maintenance (O&M) plan and implementation of O&M of constructed infrastructures;

- Provide regular reports/ updates to the Regional and district offices;
- Any other responsibilities assigned by the SDF management.

**Key Deliverables:**

- Reports on vulnerability and risk reduction dimension that have been accomplished in selection of infrastructure sub-projects;
- Infrastructure sub-projects are completed as per quality standard, and as approved and capable of withstanding natural disaster;
- Implemented infrastructures are maintained as per O&M guideline;
- Infrastructures built are environmentally sound.

**Required Minimum qualification, Experience and competencies:**

- B.Sc engineering ( Civil)/ Diploma in Civil Engineering could be considered of candidates having proven work records/experiences;
- At least 3 years ( for B.Sc Eng.) and 5 years ( for Diploma Eng.) of practical experience in rural infrastructures development, preferably in development projects;
- Competence in managing and supervising multiple infrastructure sub-projects in different clusters at village level;
- Excellent interpersonal and team working skills and computer literacy are preferred
- Knowledge on rural development and community driven works will be an added advantage.
- Should have knowledge on participatory development approaches.
- Must have to travel to the project villages and work with the rural community
- Must not exceed the 42 years of age on the last date of submission of application for this position as advertized in the national dailies.