

Social Development Foundation (SDF)

Terms of Reference for Specialist Technical & Environment (T & E) for component-3 (Community Empowerment and Livelihoods) of Sustainable Coastal and Marine Fisheries Project (SCMFP)

The Specialist, T & E is a mid level position for ensuring proper implementation of infrastructure related activities in selected 450 fishers' villages under component-3 of Sustainable Coastal and Marine Fisheries Project (SCMFP) of SDF. S/he is reportable to the Project Coordinator (PC) directly and is responsible for overall Community Infrastructure Works to be implemented at the fishers' villages. The position requires spending at least 50% of the time visiting the field level implementation of the infrastructure related activities.

The position requires proven experiences in the field of rural infrastructure works at the rural community through CDD Approach.

1. The main tasks and responsibilities of Specialist, Technical and Environment are:

- Ensure construction of different types of infrastructure sub-projects at the fisher's villages followed by the project guidelines;
- Train field teams about participatory preparation of infrastructure sub-project proposals through vulnerability analysis, risk reduction and prioritization;
- Support the field teams on planning and implementation of quality infrastructure;
- Train field staffs about field survey, rate analysis, estimation, Bill of Quantities, design, drawing etc.;
- Conduct field visit to provide support to field teams to implement the sub-project as per the technical design;
- Assist the regional and upazila teams in selection of suitable design & specification of infrastructure sub-projects;
- Carry out sample test of infrastructure sub-project (design, estimation, BOQ, analysis of rate etc) during field visit;
- Assist field team in implementation of Operation and Maintenance (O&M) activities for completed community infrastructure sub-projects;
- Ensure proper use of Community Infrastructure and Support Fund (CISF) in 450 fishers' villages as per the project design;
- Supervise and facilitate field level technical staff;
- Any other responsibilities assigned by SDF management.

2. The Key Responsibility Areas are:

- Train field staffs about field survey, rate analysis, estimation, Bill of Quantities, design, drawing etc. of infrastructure sub-project;

- Ensure proper implementation of infrastructure activities in 450 villages;
- Assist the field team in planning the implementation of Operation and Maintenance (O&M) activities for completed community infrastructure sub-projects;
- Submit regular report to the senior management i.e. PC/ SDF management.

3. The Key Deliverables in terms of expected outputs/outcomes are:

- Technical training/orientation to the field staffs and communities is conducted and they performed accordingly;
- Design and specifications of infrastructures sub-projects are in place;
- Operation and maintenance (O&M) guideline developed and circulated among the field staff and fisher community as well;
- Implementation of infrastructure sub-project through use of CISF in 450 villages are done properly;
- Monthly and quarterly report prepared and submitted to the PC.

4. Minimum qualification, experience and competencies required:

- At least B.Sc in Civil Engineering with 10 years working experience in infrastructure development activities, out of which at least 5 years in rural infrastructure development in poverty alleviation projects in Government/ Autonomous bodies /Donor financed projects etc.;
- Excellent interpersonal and team working skills and a high degree of computer literacy are preferred;
- Must have willingness to work with fishers' community in the coastal areas of Bangladesh and travel to the project villages frequently;
- Must not exceed the 48 years of age on the last date of submission of application for this position as advertised in the national dailies.