

## Social Development Foundation (SDF)

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

The T & E Specialist is a 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 Technical and Environment Specialist are as follows:**

- 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.

