



Partners in Population and Development (PPD)

An Inter-Governmental Organization
Promoting South-South Cooperation

**Terms of reference (TOR) for
Project officer (civil engineer)
Strengthening Community Health Program in Bangladesh**

I. Job Summary:

Working under overall leadership and guidance of the Executive Director and supervision of the official(s) assigned by the Executive Director, the incumbent is expected to perform as **Project Officer (Civil Engineer)** to provide technical, administrative and monitoring of the construction of a number of small-scale healthcare centers by the Contractor assigned by PPD. The Project Officer will ensure that the construction works are done according to the civil plans, structural designs and drawings in full compliance with the BNBC Codes using high-quality construction materials as indicated in the construction proposal and completed and handed over to the concerned authority within the stipulated timeframe.

II. Key Responsibilities

1. Act as the main Technical Adviser to the Contractor and supervise the works of the Site Engineer, Manager, Technicians, Craftsmen, Masons, Plumbers and other related workers and maintain precise and regular journal of work progress.
2. Manage, monitor, interpret and explain the building plan, drawing and design documents supplied by the concerned authority.
3. Maintain constant coordination between the Contractor and PPD Executive Director or his assigned official(s).
4. Maintain constant liaison with the Contractor and their representatives (Architects, Engineers and Surveyors), including attending regular meetings to ensure the pace of work progress.
5. Survey the construction site and ensure that construction activities are carried out within demarcated land boundary and protect the site from external encroachment.
6. Maintain liaison with the local authority (where appropriate to the project) and sort out emerging issues in consultation with PPD Executive Director and his assignees to ensure uninterrupted progress of the construction works.
7. Ensure that the construction activities are carried out according to the plans, designs and drawings and ascertain accuracy of the qualities, quantities and proportions of the construction materials are precisely maintained.
8. Ensure that all materials used and works performed are in accordance with the specifications indicated in the contract document.
9. Review and agree on the quantity, quality and cost of the materials used for construction of the building by the Contractor.
10. Ensure that the works timely progress in order to meet agreed deadlines.
11. Oversee quality control, health and safety matters of workers on the construction site.
12. Prepare various narratives, technical and financial reports as required.
13. Resolve any unforeseen technical difficulties and other problems that may arise in the process of the work in consultation with the Executive Director.

III. Reporting:

Report progress of the work to the Executive Director on a regular interval. Submit Periodical Progress Report to the Executive Director reflecting the progress of the construction works carried out by the Contractor. Verify the Progress Report including the concurrent Payment Requests submitted by the Contractor to PPD.

IV. Working Condition:

- The incumbent will need to visit and supervise the construction works in the Northeastern region of Bangladesh on a regular basis and maintain regular activity record.
- PPD Secretariat will officially introduce the Project Officer to the Contractor and authorize him to supervise the construction activities carried out by the Contractor.
- PPD will ensure access of the Project Officer to the Construction site.

V. Qualification and Experience

- BSc in Civil Engineering from any reputed public university.
- Minimum 5 years practical working experience in civil construction in national/international company/organization.
- Experience in civil construction work under government health sector will be treated as an added advantage.

VI. Duration of the project: Two years