

TERMS OF REFERENCE (TOR) FOR SENIOR CIVIL ENGINEER/ TEAM LEADER PS3 Level

Position Title: Senior Civil Engineer/ Team Leader

A. Qualifications

A1. Academic Requirements:

Bachelor's Degree (BSc) in Civil Engineering,

A2. Post-Graduate Qualifications

Master's Degree (MSc) in Civil Engineering, Construction Management, Project Management, Structural Engineering or a related field.

A3. Professional Certifications:

Corporate Membership of a Recognized Professional Institution.

B Experience:

B1. Overall Experience:

A Minimum of 12 years of overall experience, with at least 8 years of experience in construction management of building projects and 3 years as a Team Leader or Deputy Team Leader or Project Manager or Resident Engineer

C. Relevant Expertise:

Proven track record in Construction Management and Project Management.

Hands-on experience in dispute resolution and procurement processes.

Direct involvement in foreign-funded projects is a strong advantage.

Strong negotiation and communication skills.

Proficiency in project management software tools is preferred

D. Key Responsibilities:

The Team leader shall be overall in charge and responsible for the following tasks

D1. Monitoring & Supervision

a. Lead and administer the Project Engineering Team providing strategic guidance and technical oversight on planning, execution, and completion of the contracts and providing necessary training and capacity building of the Project Staff.

b. Supervising the construction of all facilities under the Project

- c. Check and ensure the works are carried out in conformity with the design, drawings, and specifications
- d. Assess and enforce, the adequacy of the Contractor's inputs in terms of material, equipment, construction machinery, labour, and construction approach and methodologies as per the approved construction management practices
- e. Organize and conduct periodical progress review meetings to monitor the Progress.

D2. Contract Administration

- a. Prepare an effective construction schedule and advise all civil works Contractors to follow work activities as stipulated in the schedule and;
- b. Monitor site activities to ensure compliance with safety regulations, engineering standards, and environmental and health guidelines
- c. Monitoring the contractor's progress physically, and financially against the milestones of the work program to ensure completion of the contract in time;
- d. Monitor contract variations and time extensions, to keep up-to-date records of contract prices and completion dates and assist timely payment of bills to the Contractors;
- e. Review Contractor's requests for time extensions, variations, additional compensation, and claims and recommend appropriate timely decisions; and

D3. Contract Payments

- a. Obtaining measurements for works completed and in progress and verifying bills for payment to the Contractor checking and certifying for payments
- b. Evaluating and processing Contractors' interim payment certificates and the Final payment certificate

D4. Quality Control

- a. Perform all duties of Quality Control of works and carry out comprehensive technical supervision of the works to ensure conformity with approved designs, specifications for materials and workmanship, and applicable relevant standards and codes.
- b. Perform inspection of the sites for compliance with the contract and record a non-compliance report in case of any non-compliance. Note deficiencies in the works,

cause corrections to be made, and check the remedial work, and facilitate rectifying the deficiencies

D5. Health, Safety, Gender and Environment Requirements

- a. Ensuring all necessary compliances for Environmental and Health & Safety requirements at sites as well as at preliminary safety norms are followed.
- b. Ensure the implementation of site-specific Environment Management Plan (EMP) as per ADB guidelines conduct training/orientation and briefing of all workers in this regard; and
- c. In particular, ensure the proper management of discarded Asbestos Cement Sheets from demolished buildings as per guidance provided in the EMP. All precautionary measures relating to demolition, handling, storage, and disposal of AC sheets must be ensured and reported.

D6 Time Management

- a. Obtain Contractor's construction program and incorporate necessary modifications in line with the resources and scheduled completion;
- b. Establish and implement effective monitoring and control systems.
- c. Develop and maintain detailed records of work activities accomplished by the Contractors.
- d. Ensure timely completion of contracts.

D7 Cost Management

- a. Prepare and update the cash flow and advise the employer on funds requirements.
- b. Submit monthly cost reports including variation in cost, reasons for variation, and the projected total cost of the contract.
- c. Report on expenditures under each contract and the forecast on cost at completion with specific alert on cost overrun.

D8 Dispute Resolution

- a. Ensure minimizing disputes during contract implementation;
- b. Assist Employer in adjudication/ arbitration of disputes with relevant data, information, details, records etc. as may be required during the process.

D9 Completion

- a. Identification of defects prior to taking over the site and during the defect liability period;
- b. Remedying such defects prior to issue of completion certificate;
- c. Issue completion certificates in accordance with the Conditions of Contract.
- d. Obtain the AS BUILT drawings immediately on completion of each area after reviewing, verifying, and approving the “as-built” corrections to all plans, drawings, and other documents;
- e. Verify and approve final payment certificate under the terms of contracts; and for final payment to the Contractors after adjusting any liquidated damages and security deposits, if any.

E. Submission of Reports

- a. Timely Submission of periodical reports in coordination with the relevant stakeholders.(Quarterly, Biannually, Annually)
- b. Submit clarifications on construction work requested by the ADB.
- c. Assist in preparing clarifications for Audit Queries, Complaints, Dispute resolution, and Grievance Redress Mechanisms.

F. Remuneration and Per Diem:

Remuneration as per the Management Circular 1/2019 issued on 15th March 2019 by the Management Service Department of the Ministry of Finance.