

## 1.7 Terms of Reference for Sub-Engineer (Overseer)

<b>Position:</b>	<b>Sub-Engineer (Overseer)</b>
<b>Level of Position:</b>	L-3 (Assistant Technical)
<b>Duration:</b>	Program period
<b>Number of Positions:</b>	<b>2 (Two)</b>
<b>Duty station:</b>	PCO/Hub/Corridor Offices along road corridors within ASDP Area as assigned by PCO
<b>Report to:</b>	Senior Agriculture Officer (SAO) administratively and functionally to Infrastructure Officer/Civil Engineer
<b>Technical Supervision to:</b>	Infrastructure development contractors, users' committees, local government deputed technical staff etc.
<b>Mode of Contract:</b>	Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the Program period based on satisfactory performance in the preceding contract assessed by the Program.

### Roles and purpose of the assignment

The Overseer (Sub engineer) will work under the PCO/PCU to support the implementation of the Program field activities in particular implementation of public and community infrastructure sub project for intended results. S/He will work under the direct supervision and guidance of Infrastructure Officer or Engineer in coordination with value chain teams and Agriculture Technicians/social mobilizers at field level.

### Specific duties and responsibilities:

- Prefeasibility and feasibility study of physical infrastructural activities based on the business plans to be supported through Programs' funds:
- Carry out detailed survey of the feasible physical infrastructure, prepare detailed design report with cost estimates and quantities of work and submit to the Infrastructure Officer/Civil Engineer for review
- Ensure quality of construction materials procured/collected and provide adequate support during construction of the physical infrastructure
- Provide technical support and backstopping to the participating beneficiaries (farmers' groups, user's groups, cooperatives, agribusinesses, traders etc.) in providing services/support on preparing feasible investment sub-projects, design and estimate of physical infrastructural activities based on their business plans.
- Advise participating beneficiaries for the effective implementation of physical infrastructure activities.
- Assist and work closely with the other team members in overall implementation.
- Monitor, supervise, quality check-up, verify physical infrastructural activities, which are supported from project funds.
- Assess and recommend the feasible sub-projects that can be supported through Program's funds.
- Assist the field staff for the planning and implementation of physical infrastructural activities.
- On monthly basis report the Progress, work to the Infrastructure Officer/Civil Engineer.
- Perform other jobs as directed by the Senior Agriculture Officer, Infrastructure Specialist, Civil Engineer and designated officers of the project

### Qualifications, Work Experiences and Competency:

- Certificate level/Diploma in civil engineering/civil works, with 5 years of experience in the field of infrastructure related works.
- Ability to work in a multi-disciplinary team and facilitate the working of other team members;
- Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;

- Good interpersonal skills and the ability to work effectively with a range of institutions including government, I/NGOs and private sector;
- Motivated, and capable of working under pressure.

**Preferences will be given to:**

- Candidate having experience and sound knowledge in Computer and application of Auto Cad tools.
- Women candidates & candidates from disadvantaged groups (Dalit, Janjatis /Indigenous, Madhesi, Muslim)
- Candidate from ASDP districts, for which he/she will have to work.

**Benefits and Remuneration**

***Salary and Benefits:***

- Per month remuneration (only for 12 months per year) will be between NPR.60,000.00 - 70,000.00. Tax on the salary will be applicable as per the prevailing GON rules and regulation.
- Travel and DSA will be as per the prevailing GoN rule as applied for the non-gazetted class I officer while traveling out of the work-station for official purpose.

***Leave***

- The contracted staff will be provided 12 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. They will also be provided 12 days of sick leave per year, which if not taken, can be carried on for the following year. The unspent sick leave at the time of termination of the contract or closing of the Program will be compensated as per the existing salary scale. In addition, the contracted experts/staff will also be provided with mourning leave of 15 days, maternity leave of 60 days for women and all public holidays.

***Insurance***

- The contracted officer should have procured life insurance policy including accidental insurances. The Program will reimburse 50 % of the monthly premium for the period the staff will be working in the Program, not exceeding NPR 300 per month, upon submission of copy of insurance policy and receipts. Insurance will be a precondition to sign the contract with ASDP.

***Age limit***

The upper age limit for Overseer (Sub-engineer) at the last date of submission of application will be 45 years.

***Probation period***

The probation period of the contracted staff will be of 6 months. The above- mentioned benefits, particularly the leave and reimbursement of the insurance premium, will be effective only for those who have successfully completed the probation period.

***Reference check***

ASDP will also check the references from the previous employer of the potential candidates, if required.

***Supervision and administrative control***

All the contracted staff will be accountable to the Program Coordinator, as per TOR and Financial Procedural Act, 2055, Public Procurement Act, 2063 and Regulation, 2064 and other related rules and directives. He/she will be supervised and administered by the Program Coordinator or designated personnel of the PCO/ASDP. S/He will be technically accountable to Project Engineer.

***Performance assessment and renewal***

- The performance assessment of the position will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be negotiated and agreed upon

on a later stage once s/he signs contract with the ASDP. The ASDP reserves the right to terminate the contract at any time if the performance is assessed as unsatisfactory.

- The individuals' personal behaviour regarding the non-compliance with ToR, undisciplined, professional misconduct with stakeholders and colleagues, sexual abuse, drunkenness, etc. are subject to cancellation of the contract at any point of time by ASDP management.
- The contract period as well as ToR are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP Program design, or as recommended by Joint Reviews/Supervision Missions and lessons learned during the course of implementation.
- The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the Program. If not informed, his/her salary of one month will be deducted.