

## The Inclusive Rural Development Project in Nawalparasi (IRDN)

### Terms of Reference (ToR)

## **Small Infrastructure Development Expert (Full Time)**

### **1. Introduction**

The inclusive rural development project aims for improving quality of life of the targeted people in Nawalparasi. Main components of the projects are 1) Agriculture capacity development includes improvement of agro-livestock infrastructure proposed by the community, and support farmers-led agricultural R&D extension and local government's agriculture extension services 2) Primary health care system development includes improving primary health care infrastructures and strengthening the capacity of health care workers 3) Capacity building for community and local-central governments by providing basic skill training on literacy and numeracy, advocating and raising awareness on GESI, strengthening the self-reliance capability of CBO.

### **2. General Functions**

The Small Infrastructure Expert will be responsible for design, implementation and supervision of small scale village infrastructure works enabling the improvement of village environment such as the renovation of Ward level offices/building of Gaopalika/Nagarpalika, flood protection/river training, road improvement (widening of road, gravelling, construction of culverts, etc.), drainage construction, etc. by proposing village community. This position requires the survey, design, estimate and construction/implementation (through Users' Committee) of all types of small infrastructure works under Improvement of Village Environment Project (IVEP), Community Driven Development (CDD) and Village Development Program (VDP). This position also requires high quality coordination with local government and ensures quality implementation within stipulated time and cost. This position is under direct supervision of the National Project Manager (NPM) of IRDN, working to achieve program objectives and targets.

### **3. (a) Specific Responsibilities**

The specific duties of Small Infrastructure Development Expert will include but not limited to:

- Provide support to Agriculture and health experts of KECC in designing and implementation of agriculture related infrastructures (collection/service centers, shallow tube wells, small scale irrigation from river/stream, deep tube well, etc.) and health related infrastructures (improvement of health posts, primary health centers, etc.) in close coordination with ADLS and PH Experts.
- Coordinate with Local Government and Users' group together with project field team, ensuring high quality performance and program delivery focused on revised action plan.
- Prepare detail design, drawing, cost estimation, etc. of small infrastructure projects, monitor and supervise the construction work up to the set quality standard and track the progress of

implementation of all infrastructures activities in the project with project area (Gaopalika/Nagarपालिका).

- Adhere with the construction standard prepared and followed by the Government of Nepal (GoN) while designing and implementing the small infrastructure projects/activities in the project area and share the standard with Users' Committees.
- Develop detail process and procedures for the implementation of infrastructure work and train user's committee if required and provide them a working manual to be followed while implementing the small infrastructure projects.
- Identify and work with related government/non-government agencies in the project area and facilitate community for the possible linkages, access to resources and technical support with these institutions in the future.
- Work together with local government staffs to develop and maintain relationships with district implementing partners.
- Make frequent field visits to the project area particularly in the entire construction site and be able to provide the quick feedback of the progress status of the work to NPM/PD as and when required.
- Prepare weekly/half-monthly work progress reports and submit/share with supervisor and seek his suggestions for further improvement of the work.
- Share the issues and events happening in the project area with NPM & PD where an urgent intervention is needed from the project level or even from KOICA Nepal level or MoFALD level so that those issues could be solved in time in an amicable way.

### **3. (b) Knowledge on Planning, Monitoring and Evaluation of Small Infrastructure Development Work**

- Prepare monthly work plans which adhere to the overall IRDN project objectives and activities
- Coordinate with local government to facilitate its implementation, collect their feedback and capture the learning in order to make documentation.
- Prepare technical progress report based on the design, estimate and plan.
- Organize regular field visit to ensure implementation of small infrastructure works are being progressed with desired quality within the stipulated time-frame and resources.

### **3. (c) Other Support**

- Ensure that KECC/KOICA operational policies and procedures are followed, while ensuring downward and upward responsibility of project efficiency, transparency and accountability.

- Manage and maintain good relationship with project stakeholders including local NGO partners, GoN officials, grass-root level institutions, community people, officials of local level political parties, etc.
- Adhere and maintain the Gender Equality and Social Inclusion (GESI) principles followed by KECC/KOICA Nepal.
- Ensure that innovative approaches, good practices, particular challenges, or good results are documented to support agency learning.

#### **4. Qualifications**

- At least more than 10 years of working experience in Civil Engineering field (rural infrastructures particularly buildings, roads, drinking water, irrigation, river training, culvert design and construction, etc.) in Nepal with recognized technical expertise;
- A Diploma/Bachelor in Civil Engineering sector from reputed institutions inside the country or from overseas.
- Proven experience of designing and implementing community infrastructures and experience of working with community people in all geographic regions of Nepal particularly in Terai area.
- Strong management skills including ability to provide strategic guidance, technical oversight, build strong team, mentor staff, develop work plans, and manage budgets and expenditures in small infrastructure development works;
- Good interpersonal skills with experience in networking with partners at all levels (concerned ministry, donors, private sector, NGOs and community based organizations, Users' Committees);
- Experience working with or in international and donor organizations with implementation of participatory projects in small infrastructure sector;
- Demonstrated written, analytical, presentation, reporting, and computing skills and familiarity with modern communication systems (internet, worldwide web, email, etc.)
- Willingness to travel frequently to remote areas and having valid licenses of scooter/motorbike.
- Fluency in spoken and written English, Native speaker of Nepali.
- Previous working experience in small infrastructure component with Korean Professionals will be an asset.
- A candidate meeting all above experiences and residing in Nawalparasi district (particularly at the strategic location of IRDN project area accessible to community people for help and support in all technical matters related to small infrastructures development) will be given comparatively more preference.

## **5. Duration of the Assignment & Duty Station**

The Small Infrastructure Development Expert will be hired in full time basis initially for one year starting tentatively from August 1, 2017 with possibility of extension for entire duration of the project depending upon the performance of the candidate. She/he has to be stationed at Nawalparsa district itself suitable to the field office of IRDN project office located at Sunwal Bazaar and make frequent field visit to the settlements/Wards of project Gaopalikas/Nagarपालिकास.

## **6. Supervision.**

The Small Infrastructure Development Expert will be supervised by the National Project Manager (NPM) in daily basis and with respect to the implementation of project activities. He/She needs to report to NPM in general and the PD in particular in terms of the output and deliverables.

## **7. Remuneration and Benefit:**

The Small Infrastructure Development Expert will be provided remuneration in the monthly basis based on the mutual agreement. He/She will be provided benefits as per the prevailing rules and regulations of KECC Nepal office.