

## TERMS OF REFERENCE (ToR)

### Resilient Urban and Territorial Development Project (RUTDP) (P178985)

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#### Consultancy Services for Design, Supervision and Management (DSM)

#### Contract Package Number: RUTDP/PMU/S-01

#### A. Background

1. Bangladesh is one of the most populous and densely populated countries in the world. About 40 percent of its 169.40 million people live in the urban areas of the country. There has been increased rural to urban movement by the population over the last two decades seeking better living conditions and greener pastures. The increased migration has caused a major shift in the need for urban infrastructure to support services at where the population is congregating to. Urban population as a percentage of total population increased from around 8% (at independence in 1971) to nearly 38.95% (BSS data, 2022). Though the present urban dwellers constitute about 38.95 percent of the total populations of Bangladesh, the share and contribution of urban centers to GDP is more than 60 percent indicating that the productivity of labor in urban areas is much higher than in rural areas.

As the current stock of urban and social infrastructure has not grown in the line with the fast moving demographical shift, many towns (small cities, municipal towns and bigger cities), suffer deficiency in services they must provide to the teeming masses in their jurisdictions. As a consequence, the urban service development index is remarkably inefficient in case of urban service delivery, institutional governance and capacity building. The gap between service and infrastructure deficits is worsening in areas of high economic and urban growth as well as in areas especially vulnerable to natural hazards. Bangladesh is a climate vulnerable country. A large number of people, especially the poor, are likely to be affected by the increasing negative effects of climate change (cyclones, floods, heavier downpours of rains in relatively short time, urban heating, monsoons) leading to increasing climate migrants moving and droughts have made their agricultural works impossible. There are also many other dimensions to the country's climate change risks. Urban governance remains a key challenge to harnessing Bangladesh's growth and poverty reduction.

The phenomenal rate of urbanization is posing a major development challenge. The cities and towns of Bangladesh, suffer from acute problems of deteriorating infrastructure in the form of poor housing, inadequate availability of drinking water, paucity of drainage and sewerage facilities, logjam of urban transport, and pollution, amongst others. Slums and squatter settlements have become integral part of urban life in the country. Chaotic urban development and the accompanying unemployment, environmental degradation, lack of basic services, crime and the proliferation of slums are major obstacles to creating better cities and better urban living conditions. This does not necessarily mean that urbanization is bad, but to meet the progress and

advancement sought by the population moving to urban areas more and more, the government has to adopt policies to harness the goods that the process of urbanization bring while taking concrete actions to minimizing the inherent negative effects of delayed planning for an eventuality that cannot be stopped. What is important is to realize that urbanization is an unavoidable element of economic development that requires careful planning and management. The government needs to manage urbanization in such a way that captures the beneficial aspects to strengthen cities and secondary towns to build in resilience and capture economic growth for the development of the country. Well managed urban growth and development have proven as potent tools to contributing to economic advancement, poverty reduction and shared prosperity as quality of the lives of citizens, especially, the poor and vulnerable, improve.

2. In response to the urban governance challenges, the Government's New Urban Agenda (NUA) represents a shared vision of *8th Five Year Plan* for a better and more sustainable future by taking advantage of the opportunities presented by urbanization as an engine of sustained and inclusive economic growth, social and cultural development, and environmental protection. To achieve this vision, the NUA lays out standards and principles for the planning, construction, development, management, and improvement of urban areas guided by the following interlinked principles:
  - Sustainable urban development for social inclusion and ending poverty, including the promotion of health and well-being and elimination of all forms of discrimination by providing equal access for all to physical and social infrastructure and basic services, as well as adequate and affordable housing.
  - Sustainable and inclusive urban prosperity and opportunities for all by promoting full and productive employment and decent work for all and by ensuring equal access for all to economic and productive Resources and opportunities.
  - Environmentally sustainable and resilient urban development by promoting clean energy and sustainable use of land and resources in urban development, by protecting ecosystems and biodiversity, by building urban resilience, by reducing disaster risks and by mitigating and adapting to climate change.
3. Investments in basic urban services under the project will improve the standard and quality of civic facilities in the project areas and enhance the quality of life of the urban dwellers. The sustainable development goals (SDG) is centered on to the sustainable urban development, better quality of life with emphasis on providing basic living standard for poor; ensure land planning and development control of cities and towns; urban governance and management with greater accountability, transparency and improved public participation; institutional and financial capable of Pourashavas and City Corporations.

**The Perspective Plan 2041 (PP2041) presents the country’s urban development issues** – (i) Managing the urban transition; (ii) Urban Governance; and (iii) Urban sector financing requirements and options.

**The delta plan 2100 represents** the country’s current urban centers will continue their growth in the coming decades under the influence of rural-urban migration and by 2045 the majority of the nation’s population will live in cities. The delta plan focuses on urban planning and water needs for the population, industry, commerce, agricultural and related issues.

4. The government’s desire in all these planning efforts is to enhance the capacity of urban local bodies (ULBs) in urban/social/economic/cultural/climatic service provision, development and management of urban infrastructure and improve municipal governance and services. The Government’s vehicle to making these gains for the population and the secondary cities is through undertaking the implantation of its second generation urban development effort presented in the Resilient Urban and Territorial Development Project (RUTDP). The proposed project will deliver an integrated multi-sect oral package of investments to achieve greater impact at the cross-ULBs boundary/territorial scale. Investments in resilient infrastructure along the planned corridors will be supported by cluster-level complementarity among public initiatives in select cities/towns to form cross-ULBs boundary /rural-urban linkages. The Local Government Engineering Department (LGED) under the Ministry of Local Government, Rural Development and Cooperatives will execute the project with participating ULBs. The LGED now intends to engage a consulting firm (s) to deliver the expected services as outlined in the ToR.

## **B. The Project**

### **2.1 Project Objective**

The project has two objectives: (a) to improve access to resilient infrastructure and urban services, and (b) to demonstrate the benefits of regional level investment in selected economic growth corridors.

#### **2.1.a Project Area**

The project intends to implement in selected 85 ULBs (Pourashavas and City Corporations) and adjoining UPs in Bangladesh following growth corridor and regions: (i) Dhaka-Mawa- Shariatpur-Madaripur-Gopalganj-Khulna-Jashore-Benapole corridor; (ii) Khulna- Pabna- Natore-Bogura-Rangpur –Dinajpur-Thakurgaon-Panchagarh corridor; and (iii) Dhaka- Chattogram- Cox's Bazar corridor; and selected regional development as well. These corridors and regions have been playing a significant role to the economic growth of the country. The name of the ULBs and categories as follows;

<b>Growth Corridor</b>	<b>Division</b>	<b>District</b>	<b>Sl No</b>	<b>Category of ULB</b>	<b>Name of ULB's</b>
Dhaka-Mawa-Shariatpur-Madaripur-Gopalganj-Khulna-Benapole	Dhaka	Shariatpur	1	A	Shariatpur
	Dhaka	Madaripur	2	A	Madaripur
	Dhaka	Faridpur	3	A	Faridpur
	Dhaka	Faridpur	4	B	Modhukhali
	Dhaka	Rajbari	5	A	Rajbari
	Dhaka	Gopalganj	6	B	Muksudpur
	Dhaka	Gopalganj	7	A	Gopalganj
	Dhaka	Gopalganj	8	A	Kotalipara
	Khulna	Khulna	9	CC	Khulna CC
	Khulna	Jashore	10	A	Jashore
	Khulna	Jashore	11	B	Jhikargacha
	Khulna	Jashore	12	C	Bagharpara
	Khulna	Jashore	13	A	Noapara
	Khulna	Jashore	14	A	Benapol
Khulna-Jashore-Pabna-Natore-Bogura-Dinajpur-Panchagarh	Khulna	Narail	15	A	Narail
	Khulna	Narail	16	C	Lohaghora
	Khulna	Jhenaidah	17	A	Jhenaidah
	Khulna	Jhenaidah	18	A	Kaliganj
	Khulna	Jhenaidah	19	A	Shaikupa
	Khulna	Magura	20	A	Magura
	Khulna	Chuadanga	21	A	Chuadanga
	Khulna	Chuadanga	22	B	Jiban Nagar
	Khulna	Meherpur	23	A	Meherpur
	Khulna	Kushtia	24	A	Kushtia
	Khulna	Kushtia	25	C	Khoksha
	Rajshahi	Pabna	26	A	Iswardi
	Rajshahi	Pabna	27	A	Pabna
	Rajshahi	Natore	28	A	Bonpara
	Rajshahi	Natore	29	A	Natore
	Rajshahi	Natore	30	A	Gurudaspur
	Rajshahi	Natore	31	A	Singra
	Rajshahi	Rajshahi	32	CC	Rajshahi CC
	Rajshahi	Rajshahi	33	A	Godagari
	Rajshahi	Chapai Nawabgonj	34	A	Chapai Nawabgonj

<b>Growth Corridor</b>	<b>Division</b>	<b>District</b>	<b>Sl No</b>	<b>Category of ULB</b>	<b>Name of ULB's</b>
	Rajshahi	Bogura	35	A	Bogura
	Rajshahi	Bogura	36	C	Kahaloo
	Rajshahi	Bogura	37	C	Shibganj
	Rajshahi	Bogura	38	A	Sherpur
	Rajshahi	Naogaon	39	A	Naogaon
	Rajshahi	Joypurhat	40	A	Joypurhat
	Rangpur	Gaibandha	41	A	Gobindaganj
	Rangpur	Gaibandha	42	C	Palashbari
	Rangpur	Rangpur	43	CC	Rangpur CC
	Rangpur	Rangpur	44	C	Pirganj
	Rangpur	Dinajpur	45	C	Ghoraghat
	Rangpur	Dinajpur	46	B	Hakimpur
	Rangpur	Dinajpur	47	A	Birampur
	Rangpur	Dinajpur	48	A	Fulbari
	Rangpur	Dinajpur	49	A	Parbatipur
	Rangpur	Dinajpur	50	A	Dinajpur
	Rangpur	Dinajpur	51	C	Birol
	Rangpur	Dinajpur	52	B	Birgonj
	Rangpur	Dinajpur	53	A	Setabganj
	Rangpur	Nilphamari	54	A	Saidpur
	Rangpur	Nilphamari	55	A	Nilphamari
	Rangpur	Thakurgaon	56	A	Pirganj
	Rangpur	Thakurgaon	57	B	Ranisankail
	Rangpur	Thakurgaon	58	A	Thakurgaon
	Rangpur	Panchagarh	59	B	Boda
	Rangpur	Panchagarh	60	A	Panchagarh
Dhaka-Chattoqram-Cox's Bazar	Dhaka	Narshingdi	61	A	Madhabdi
	Dhaka	Narayangonj	62	CC	Narayangonj CC
	Dhaka	Narayangonj	63	A	Tarabo
	Dhaka	Narayangonj	64	B	Sonargaon
	Chattoqram	Cumilla	65	B	Daudkandi
	Chattoqram	Cumilla	66	B	Chandina
	Chattoqram	Cumilla	67	CC	Cumilla CC
	Chattoqram	Cumilla	68	A	Laksam
	Chattoqram	Cumilla	69	A	Nangalkot
	Chattoqram	Cumilla	70	A	Chowddagram

Growth Corridor	Division	District	Sl No	Category of ULB	Name of ULB's
	Chattogram	Chandpur	71	A	Chandpur
	Chattogram	Noakhali	72	A	Noakhali
	Chattogram	Feni	73	A	Feni
	Chattogram	Feni	74	B	Chagalnaiya
	Chattogram	Feni	75	B	Parshuram
	Chattogram	Laxmipur	76	A	Laxmipur
	Chattogram	Chattogram	77	A	Baraiyarhat
	Chattogram	Chattogram	78	B	Mirsharai
	Chattogram	Chattogram	79	A	Sitakunda
	Chattogram	Khagrachari	80	B	Ramghor
	Chattogram	Chattogram	81	A	Satkania
	Chattogram	Chattogram	82	A	Patiya
	Chattogram	Cox's Bazar	83	A	Chakaria
	Chattogram	Cox's Bazar	84	A	Cox's Bazar
	Chattogram	Cox's Bazar	85	A	Teknaf

## 2.2 Project will consist of four components, as follows:

The RUTDP's four components namely: (i) **Component 1:** Resilient Basic Urban Infrastructure Investments; (ii) **Component 2:** Institutional Strengthening for Climate Resilience and Improved Urban Development; (iii) **Component 3:** Capacity Building, Consultancy Services, Project Management and Operation Support; and (iv) **Component 4:** Contingency Emergency Response (CERC).

### **Component 1: Resilient Basic Urban Infrastructure Investments:**

The project will finance urban infrastructure and services for clusters of ULBs and their adjoining Union Parishads (consisting of pre-selected ULBs and contingent UPs with high economic growth and job creation potential), located in the selected growth corridors. The proposed investments will tentatively cover: (i) grey and green infrastructure to mitigate flood and disaster risks and improve liability; (ii) urban roads, drains with footpaths, street lighting of neighborhoods-one solution approach; (iii) revenue generating investments (e.g., kitchen markets, community centers, super markets, bus terminals, municipal buildings, public toilets, public place development/parks development etc.); and (iv) Operation & Maintenance (O&M) support. Financing under this component will comprise of: (i) base allocation to pre-selected Cluster ULBs based on population, need and classification of respective ULBs; (ii) performance-based grant allocation to ULBs; and (iii) O&M support. This component will have two sub-components, covering infrastructure investments at the ULB and cluster-levels.

***Sub-component 1.1:*** Prioritized resilient infrastructure investments and urban basic services improvements in selected 85 secondary cities and contiguous ULBs & UPs along the selected corridors which have been grouped into clusters. This sub-component will finance: (i) combination of grey and green infrastructure to mitigate flooding, urban heating, and improve living conditions, such as engineered solutions and embankments with adequate and strategically planned drainage structures, and green infrastructure/nature-based solutions as a part of integrated urban watershed management; improve and rehabilitate infrastructure investments (urban roads, drains with footpaths and street

lighting); (ii) public space enhancement to improve sustainability of amenities; and (iii) revenue-generating public facilities (e.g., bus terminals, kitchen markets, community centers, Poura super markets, public toilets, public place/parks, municipal buildings, bridges/culverts and abattoirs).

***Sub-component 1.2:*** Large regional/cross-Pourashava boundary investments along select corridors. This sub-component will support sub-regional services and infrastructure shared by a cluster of cities (e.g., regional flood risk mitigation measures; regional markets); and small additional investments that are essential to optimize socio-economic benefits from cluster/corridor-level investments, such as additional drainage connections and missing culverts, minor access/feeder roads, and small bridges.

ULBs, and contiguous UPs clusters have been identified for in-depth assessment, planning and inclusion in the project.

Performance/Incentive grants will be provided for cluster of cities applying for project funds to support regional planning and investment. It was agreed that for each of the identified clusters, cross-ULB boundary integrated, and resilient development plan will be prepared, including prefeasibility studies of key investments identified for future inclusion in the operation. Detailed geographic location of priority clusters will be provided to the Bank to support with climate and disaster vulnerability assessment.

***Sub-component 1.3:*** Operation and Maintenance (O&M) This sub-component will provide support to improve asset management in participating Cluster ULBs, including financial support for O&M over the project period for structured routine maintenance of roads, drains, streetlights, markets, public toilets, street cleaning, drain cleaning, and footpaths. Beneficiary cluster ULBs and their contiguous UPs will have to show increased annual O&M budget allocation for monitoring and evaluation (M&E) of existing and planned investments as well as improved O&M implementation, to qualify for future technical and O&M support from the project. The menu of investments will be customized to the needs of specific ULBs/cluster of ULBs along the selected corridors.

## **Component 2:** Institutional Strengthening for Climate Resilient and Improved Urban Development

This component will provide capacity building support for participating ULBs/UPs, LGED, LGD and others to be managed by LGED. The focus will be on economic growth, urban and regional planning; participative planning-capital investment planning (CIP) process. This component will finance to support all country wide capacity building trainings, project/contract management, safeguards, study tours and needed trainings for staffs of all participating ULBs/UPs, LGED and LGD.

***Sub-component 2.1:*** Capacity building for ULBs on City Resilience. This sub-component will finance the preparation of a regional and integrated city resilience strategy and cooling action plans. Areas for capacity building will include local economic development; citizen engagement; gender inclusion; sectoral planning; and other related topics. Capacity building and support will be provided to ULBs to ensure that the sub-projects increase access for women to resilient basic urban services as well as revenue generating investments.

***Sub-component 2.2:*** Technical assistance for cross-ULBs boundary/cluster wide collaboration. This sub-component will provide technical assistance to enhance cross-ULBs boundary/cluster wide collaboration among participating ULBs. It will support peer-to-peer learning within and across clusters, as well as studies to capture lessons learned from demonstration projects and from different city cluster cooperative arrangements.

***Sub-component 2.3:*** Municipal Finance/OSR Improvement. This sub-component will support beneficiary cluster of ULBs to: (i) increase their own source revenue generation; (ii) improve cost recovery; and (iii) strengthen their capacity, systems and practices in budgeting, capital investment planning, financial management, accounting and reporting, and internal audits, among others, as well as climate budget tagging for resilient urban development investments.

**Component 3:** Capacity building, Consultancy Services, Project Management and Operation Support

***Sub-Component 3.1:*** This sub-component will provide capacity building, consultancy services, project management and operational support for participating ULBs, LGED and others to be managed by LGED. It will include the consultancy services for operational audit, ULB performance assessment monitoring (PAM), PMU individual consultants, specialized consultants, consulting services for DSM and MSU consultants, consultancy services for asset inventory and other consultancy services etc. This component will finance support for all consultancy services, contract/engineering/construction, financial, safeguards, procurement, supervision vehicles, machinery and equipments, office equipments, equipments for capacity building, construction equipments, incremental staffs cost, project implementation, management and operational cost.

***Sub-component 3.2:*** This sub-component will provide support for the institutionalization of third-party monitoring (TPM) for the Governance and Accountability Action Plan (GAAP) managed by the LGD.

**Component 4:** Contingency Emergency Response Component (CERC)

This CERC component is included in the project in accordance with the World Bank OP 10.00, paragraphs 12 and 13, for situations of urgent need of assistance

3. **Project Period:** The RUTDP project period is expected to run for 6(six) years (FY 2023-2024 to 2028-2029).
4. **Menu of Potential Investments:** The proposed menu of potential investments eligible under the project will include urban road rehabilitation/improvement with street lights; new urban roads with street lights, drains with footpaths; bridges and culverts; road protective works/retaining wall, public toilets; street lights; traffic management facilities; Super markets/multipurpose markets, kitchen markets; municipal buildings, bus terminals, community centers, parks/public place development, and Operation & Maintenance (O&M). Within the existing resource envelope, each ULB will prioritize its own investments drawing from this menu of eligible investment options.
5. **Objectives and scope of consultancy services**

A Design, Supervision and Management (DSM) consultant's team will be engaged to assist and support LGED and the participating ULBs & adjoining UPs to manage and implement Component 1 (focusing urban infrastructure development and service delivery, and operation & maintenance) of the Project in an efficient, cost-effective and timely manner to meet the project objectives.

The DSM consultant team will comprise international and national consultants with extensive experience in project management and urban infrastructure development in developing countries. They will work under the supervision of the Project Director and will provide services to the Project Management Office (PMU) at the LGED headquarters, and 85 Project Implementation Units (PIUs) at ULB levels.

**5.1 Objectives of the consultancy services**

The objectives of the DSM services will be to support LGED and the target ULBs to ensure that:

- The designs of the different categories of subprojects are properly prepared in consultation with local stakeholders in accordance with the defined technical standards and specifications, and are cost-effective.



- Procurement of civil works, goods and services under the project is undertaken in an efficient, competitive and transparent manner in accordance with national procurement laws and WB Guidelines.
- All appropriate measures are taken, in accordance with national regulations and WB Guidelines to (1) safeguard the physical, natural and human environment and to mitigate potential adverse impacts; and (2) minimize the need for compulsory acquisition of land and other assets, and ensure that affected persons are fully and promptly compensated for all losses.
- Proper and effective supervision, cost control, quality control and contract administration is applied to all civil works subprojects implemented by the Project.
- The Project contributes effectively to developing the planning, implementation, management, operation and maintenance capacities of ULBs.
- Project implementation and management is timely, cost-effective, transparent and accountable.

## **5.2 Scope of the consultancy services**

The DSM consultant team will perform the following tasks, but not limited to:

The main responsibility of the consultant includes: feasibility of sub projects, detailed design preparation, environmental impact assessment and social assessment following the environment and social management framework, economic analysis, financial analysis, prepare & check detailed cost estimate of subprojects, supervision and monitoring of civil works; assist in preparation of subproject appraisal report, assist in preparation of bidding documents, capacity development of ULB's, reporting etc. The DSM consultant will also review detailed designs, estimates, environmental impact assessment and social assessment, economic analysis, financial analysis of subprojects prepared for 1<sup>st</sup> year of the project within 2 months of DSM mobilization and necessary corrective measures.

### **5.2.1 Preparation of Sub-projects**

- Assist ULB's in sub project selection & prioritization;
- Carry out feasibility of sub projects, selected from capital investment plan, under the project;
- Review Capital Investment Plans/Feasibility Study Reports of the 85 ULBs;
- Conduct survey & investigation for sub projects;
- Prepare engineering design manuals for common items & prepare specific design for each sub projects;
- Assist ULBs in conducting environmental & social screening, prepare environmental and social impact assessment including preparation of mitigation measures of subprojects in accordance with the bank safeguard policies;
- Prepare detailed cost estimate of each sub projects/Check cost estimate of each sub project prepared by ULB's;
- Carry out economic & financial analysis for each sub project including benefit analysis;
- Prepare detailed feasibility study of the ULBs those have not been done earlier;
- Assist PMU to prepare sub-project appraisal report;
- Assist ULB to prepare estimates for O&M works;
- Assist PMU to monitoring of O&M works;
- Any other task related to the project assigned by PD;

### **5.2.2 Project Management Support**

- Assist PMU and the PIUs on overall project management by setting up procedures for management and monitoring of the project activities;
- Assist PMU and PIU in the preparation of annual work plan & procurement plan;
- Assist PMU for implementation of STEP under WB guidelines;
- Assist PMU in the implementation of Governance and Accountability Action Plan (GAAP);

- Assist the ULB performance monitoring consultants and others consultants under the project;
- Assist PMU in contract award and contract management;

### **5.2.3 Design and Supervision**

- Prepare detail design of civil works for each sub projects and bidding documents;
- Prepare detailed estimates for each subproject;
- Prepare detail design of traffic management infrastructures including detail design of intersections; civil works components;
- Prepare detail design of drainage improvement works;
- Prepare detail design for all subprojects;
- Prepare standard technical specifications of construction works;
- Analyze urban transport & traffic congestion issues in target ULB's & recommend mitigation measures;
- Prepare technical specifications & bidding documents for procurement of goods (equipment & vehicles) under the project;
- Supervise contract execution, ensure quality of works of subprojects and certify payments to contractors;
- Supervise and quality control of O&M works and certify O&M payments;
- Develop quality control manual for ULB staff and lab test procedures for civil works contracts;

### **5.2.4 Capacity Building of ULB & PMU**

- Review & update guidelines and manual for preparation of capital investment plan of ULB;
- Assist ULB's in preparation of Five Year capital investment/improvement plan;
- Develop guidelines and manual for preparation of O&M plan of ULB including budget requirement;
- Assist ULB's in preparation of O&M plan for 5 years and updating each year;
- Provide training of ULB staff on preparation capital investment plan and O&M plan;
- Liaison & maintain close coordination with Municipal Support Unit (MSU) consultants and Performance Monitoring Consultants and other consultants;
- Provide training to ULB staff on preparation of SMF and EMF during Sub-project preparation;
- Provide training on financial and management capacity to implement sub projects;
- Provide training to ULB staff on quality control of infrastructure construction works;

## **6. Time Schedule**

The term of the consultancy contract will be for 66 months.

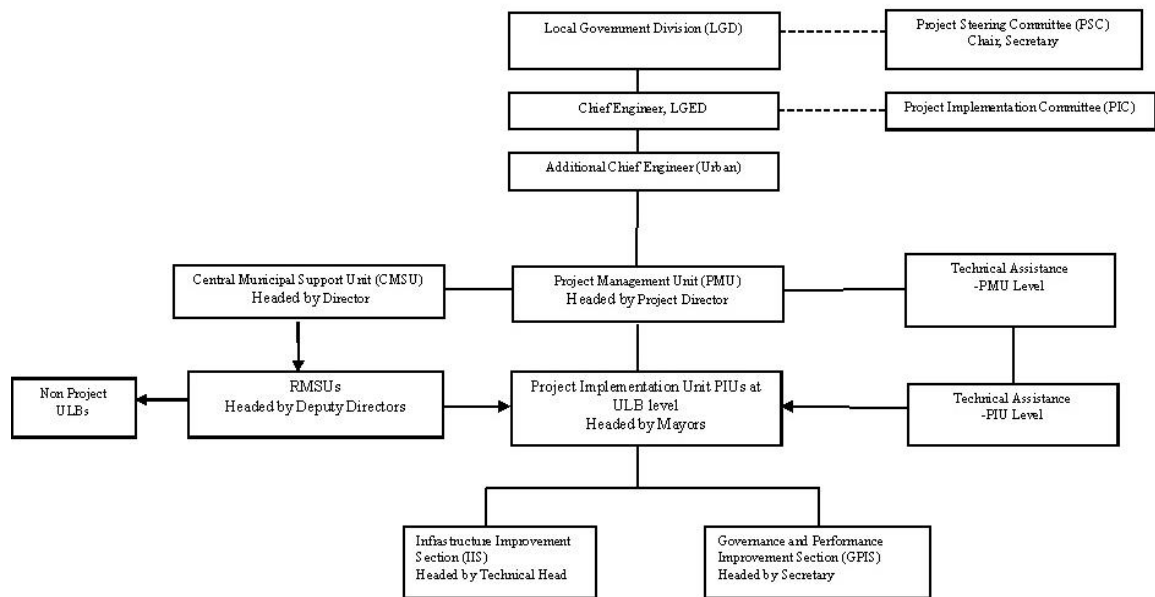
## **7. Reporting**

The Consultants shall provide Inception Report within 30 days of mobilization, focusing on various arrangements and work program. The Consultants shall also provide Monthly and Quarterly Progress Report, and the Semi-annual Progress Reports, Annual Reports throughout the duration of the consultancy, summarizing activities, achievements and key issues. In addition, the Consultant will also prepare and submit Special Reports as per requirement of the Client, and the Consultant shall provide the Implementation Completion and Results (ICR) report by the end of the assignment.

## 8. Implementation Arrangement

The Local Government Division (LGD) of Ministry of Local Government, Rural Development & Co-operatives (MoLGRD&C) is the sponsoring ministry for oversight of the RUTDP implementation. The Local Government Engineering Department (LGED) is the executing agency of RUTDP. Implementation of the project will involve several stakeholders include the LGD, the LGED, selected ULBs, Municipal Support Unit (MSU) and a team of consultants. A Project Management Unit (PMU) will be established in LGED HQ to administer the project while PIU will establish in each of the participating ULBs. Various committees viz. Project Steering Committee (PSC), Project Implementation Committee (PIC) will be responsible for project monitoring and general oversight.

Overall Institutional Arrangement is shown as below:



Roles and activities of each organization are as follows:

**Project Steering Committee (PSC):** PSC reviews the overall implementation progress and issues of the project and provide necessary guidance to expedite implementation and also ensures the coordination with other concern ministries/divisions. PSC is chaired by Secretary, LGD.

**Project Implementation Committee (PIC):** PIC reviews the component wise implementation progress of the project and ensures the smooth implementation of the project by coordinating among the different agencies and decides the operational issues of the project. PIC chaired by Chief Engineer, LGED.

**Project Management Unit (PMU):** PMU will be established at LGED HQ for the implementation, management and administration of the project. The PMU will be headed by an appointed Project Director at the level of Superintending Engineer, LGED experienced in implementation of World Bank financed Projects. He will be supported by three Deputy Project Directors, three Senior Assistant Engineers and other requisite staffs deputed from LGED and outsourced established at the LGED Head Quarter.

**Project Implementation Unit (PIU):** PIU will be established in each of the selected cluster ULB (pourashava/city corporation/UP) headed by the Mayor who will be supported during project implementation by: (i) for city-corporations, the Chief Engineer/Superintending Engineer/Executive Engineer/Assistant Engineer/ Chief Executive Officer and (ii) for pourashava Executive Engineer/Assistant Engineer/Poura Nirbahi Kormokorta. PIU ensures the implementation, management of physical works and administration of the subprojects at the ULB level.

**Municipal Support Unit (MSU):** MSU providing the assistance in institutional strengthening and capacity building of ULBs. A Municipal Support Unit is being functioning in Urban Management Unit of LGED headed by Director, MSU. The Superintending Engineer (Urban Planning and Urban Infrastructure) of LGED is the Director of MSU. In RUTDP the institutional strengthening and capacity building component will be implemented through MSU: (i) Central Municipal Support Unit (CMSU) located in LGED Head Quarter, (ii) Regional Municipal Support Unit (RMSU) in 11 regions of LGED headed by Deputy Director, deputed from LGED at the rank of Executive Engineer.

## 9. Facilities to be provided by the Client

The facilities to be provided by the client for the Consultants in performing services include: (a) all relevant documents, information, study reports; (b) counterpart personnel; and (c) office space, subject to availability by maintaining govt. rules.

## 10. Consultant Staffing Input

It is anticipated that the DSM Consultancy services will be effective from July 2023. The personnel requirement (Person Months) for the scope of works described above have been indicatively estimated as follows:

Sl. No.	Position of Professional	Number	Person Months (PM)		
			International	National	Total
<b>A</b>	<b>Key Experts (International)</b>				
1	Team Leader (TL) / Urban Infrastructure Specialist	1	42	0	42
	<b>Sub-Total (A)</b>	<b>1</b>	<b>42</b>	<b>0</b>	<b>42</b>
<b>B</b>	<b>Key Experts (National)</b>				
1	Deputy Team Leader (DTL) / Municipal Infrastructure Specialist	1	0	66	66
2	Road Design Engineer	1	0	48	48
3	Drainage Design Engineer	1	0	48	48
4	Social Management Specialist	1	0	48	48
5	Environmental safeguards Specialist	1	0	48	48
6	Economist	1	0	48	48
	<b>Sub-Total (B)</b>	<b>6</b>	<b>0</b>	<b>306</b>	<b>306</b>
	<b>Total Key Experts ( International+national)</b>	<b>7</b>	<b>42</b>	<b>306</b>	<b>348</b>
<b>C</b>	<b>Non-Key Experts (National)</b>				
1	Municipal Design Engineer	4	0	198	198
2	Operation and Maintenance (O&M) Specialist	1	0	60	60
3	Disaster Risk Management and Climate Change Specialist	1	0	60	60
4	Water Supply and Sanitary Engineer	2	0	90	90
5	Traffic Engineer	1	0	12	12

S. No.	Position of Professional	Person Months (PM)			
		Male	Female	Local	Foreign
6	Architect	3	0	138	138
7	Senior Municipal Engineer	6	0	348	348
8	Assistant Municipal Engineer	85	0	4584	4584
9	Electrical Engineer	1	0	66	66
10	Procurement Specialist	1	0	48	48
11	Computer Specialist/Programmer	1	0	66	66
12	Junior Environmental Specialist	6	0	324	324
13	Junior Social Management Specialist	6	0	324	324
14	Junior Electrical Engineer	1	0	36	36
15	Office Engineer	2	0	114	114
16	Estimator	6	0	294	294
17	Auto CAD Operator	7	0	330	330
	<b>Sub-Total (C)</b>	<b>134</b>		<b>7092</b>	<b>7092</b>
	<b>Grand Total</b>	<b>141</b>	<b>42</b>	<b>7398</b>	<b>7440</b>

The Consultant may propose supporting staffs required to accomplish the task.

**Qualification requirements for all the above mentioned staffs are provided below:**

**Key Expert:**

**Team Leader (TL)/ Urban Infrastructure Specialist-International:**

The Consultancy team will be headed by a Team Leader (TL) /Urban Infrastructure Specialist having degree of B.Sc. in Civil Engineering/Municipal Engineering with over 20 years of experience, of which 15 years involved in planning, design and supervision of urban development projects and will have 5 years proven work experience and skill in similar position as Team Leader in similar developed and/or developing countries and countries with similar conditions as Bangladesh. The Team Leader shall have the experience in similar works in at least one country other than his/her own country. The Team Leader will be familiar with all aspects of the tasks listed in the scope of works and will have overall responsibility for managing the team. He will act as a counterpart to the Project Director, LGED. Duties of the Team Leader will include, but not limited to, the following:

- Review all relevant project documents, WB Guidelines, GOB Rules & Procedures and assist PMU, PIUs, and DSM team accordingly for smooth efficient, effective and successful implementation of infrastructure and services;
- Ensure close co-operation and assistance to the Project Director in all respects for effective and successful implementation of the Project;
- Assist Project Director in the preparation and implementation of annual work plan;
- Ensure implementation of activities as defined in the scope of works pertaining to this TOR.
- Prepare and submit Inception Report (40 copies) defining the role and pin-pointing the methods and approaches following which the team will carry out its assignment and submit within 2-months from the date of commencement of contract;
- Organize and distribute assignments among the members and ensure team spirit among the members of the consultants' team to perform assignments;
- Assist PMU in undertaking physical infrastructure and socio-economic survey for each identified sub-project and help prepare full/short resettlement plans (RPs) based on whether the impact significant or insignificant;
- Select eligible sub-project using sub-project selection criteria supported by economic and environmental and social safeguards according to rules/policies/guidelines of GOB and WB;
- Assist PIUs in preparing and introducing O&M plans and provide training of implementation O&M sub-project;
- Conduct periodic supervision and ensure duties of other members of consultants' team to ensure better performance and quality of works at field level;
- Assist to PIUs to prepare the Subprojects and planning for ULBs;

- Engage the team to prepare and appraise the sub-project of all components and sub-components of basic urban infrastructure and services of RUTDP;
- Maintain close liaison with other consultants in RUTDP, specially with MSU consultants and other consultants to get assistance for smooth running of the project;
- Carry out survey, study and assist PMU and PIUs in preparing plan design, cost estimates of individual schemes of subproject following approval of LGED and WB;
- Prepare contract documents for procurement of goods and works and help PMU and PIUs to evaluate, contract awards and prepare statement of contracts for approval by WB;
- Assist PMU in preparing subproject appraisal report;
- Advise on issues related to implementation and supervision of civil works and to review and confirm quantity and quality of work followed by certification of bills for the works implemented under the project;
- Co-ordinate project activities and maintain liaison with other urban projects under implementation in LGED;
- Collect and maintain relevant data, analyze level of performance of project, pin-point and highlight the outcome and issues of the project in the quarterly, annual and mid-term reports to use it as a tool and guidance for future course of action for the project;
- Submit time based monthly, quarterly, annually and Project Completion Report (PCR) (each 10 copies);
- Assist the Project Director in liquidating/reimbursing bills/making payments when required;
- Conduct survey on roads and assist ULBs in preparation of road classification for efficient maintenance and operation planning;
- Prepare Terms of Reference (TOR) for sub-contracting services and get all above works done by engaging sub-contractors, to the satisfaction of PMU and PIUs;
- Any other relevant assignment given by the Project Director.

#### **Deputy Team Leader (DTL)/ Municipal Infrastructure Specialist-National.**

Under the project, the consultants' Team Leader will be assisted by a Deputy Team Leader (DTL)/ Municipal Infrastructure Specialist, who will have degree of B.Sc. in Civil Engineering and having over 20 years' experience of which 15 years involved in planning, design and supervision of urban development projects and will have 5 years proven work experience and skill as Team Leader / Deputy Team Leader involved in the planning, design and supervision of similar urban development projects in Bangladesh or elsewhere in developing countries. The Deputy Team Leader will be responsible to the Team Leader for his assignments. Their main responsibilities, among others, are:

- Assist the Team Leader in all respect for the implementation of activities as defined in the scope of works pertaining to this TOR of the project and maintain liaison between the PMU and PIUs;
- Assist PMU in preparation of subproject appraisal report;
- Supervise the works of the consultants engaged under DSM team;
- Supervise the works for ensuring the quality of works;
- Assist the Team Leader in the preparation of standard bidding documents, tender / contract evaluation and supervision of civil works, review and ensure quantity and quality of work as per specifications and certify bills for the works implemented under the project;
- Assist the Team Leader in preparing contract document, tendering and evaluation for procurement of goods by PMU;
- The Deputy Team Leader will be assigned with the responsibility of Team Leader in his absence;
- Assist Team Leader in preparation of Inception Reports and other Reports such as Monthly, Quarterly, Annual and Mid Term Progress Report, etc. ;
- Co-ordinate and supervise activity of other consultants of the team to ensure smooth implementation of the project activity;
- Any other tasks assigned by the Project Director and Team Leader.

### **Road Design Engineer-National:**

Road Design Engineer having degree of B.Sc. in civil engineering having 15 years general experience with 7 years practical experience in Road Transportation and Traffic Management and Pavement design will be required. He/she will work closely with Senior municipal engineers & assistant Municipal Engineer in formulating plans and specific improvement in the design of roads, road transportation and traffic management for ULBs. His/her major tasks are:

- Assist PIU in transport planning, traffic management and urban road design with aim to reduce traffic congestion and to improve access to economic opportunities and social service though investment in the following areas:
  - repair, rehabilitation and expansion of ULBs roads, traffic junctions and footpaths, including introduction to ULB road classification;
  - Designing of road pavement considering traffic volume etc. and rehabilitation and expansion of existing roads.;
  - development of guidelines for pavement design in and around the ULB boundary;
  - Assist in preparation of detailed estimates of urban road subproject;
  - Prepare the detail technical report of the subproject.
  - Any other responsibilities assigned to him/her by the Project Director, Team Leader and DTL.

### **Drainage Design Engineer-National.**

Drainage Design Engineer must have degree of B.Sc. in Civil Engineering having 15 years general experience with 7 years' experience in plan, design, operation, management and supervision of Drainage structures, urban drainage structures will be engaged in the consultants' team. They will assist the PMU and PIUs under the overall supervision of the Team Leader.

- Assist PIU and Senior Municipal Engineer & Assistant Municipal Engineer of DSM consultants in selection of drainage structure sub-projects following the EMF and SMF.
- Assist conducting survey for identification of the drainage flow outlet to drain out water avoiding water congestion in ULBs.
- Assist PMU and PIUs to develop drainage network facilities for proper drainage of water.
- Prepare detailed design of drainage subprojects;
- Assist for preparation of detailed estimates of drainage subprojects;
- development of guidelines for drainage design;
- Prepare the detail technical report of the subproject.
- Any other tasks assigned by the Project Director and Team Leader & DTL

### **Social Management Specialist-National:**

The Social management Specialist will be a qualified social scientist with a bachelor degree in public administration / economics / sociology / political science /social science or in other similar field from any recognized University and a subsequent master degree in public administration / economic / sociology / political science. He/She shall have 15 years of work experience and proven track record in relevant field that shall include at least 7 years work experience in land acquisition and non-voluntary resettlement in developing countries especially in Bangladesh and South-East Asia. He/She is also required to have a strong familiarity with GoB's land acquisition rules and regulations and World Bank's current policies of involuntary resettlement. He/she will perform the following responsibilities as follows;

- Provide Technical Support to PMU and PIU including review and update the Resettlement Framework (RF) and guidelines for specific types of the projects;
- SMS will work with the PMU and PIU to up-date the resettlement plan in detailed design stage and prepare new RP for new sub-projects, where required to comply with Government's and WB's policies;
- Assist PIU in screening and categorization of sub-projects;
- Prepare Project Information Documents (PIDs) for disclosure to stakeholders and Affected Persons (APs);
- Conduct surveys of 100% APs and socio-economic survey;
- Assist in preparation of social screening of subprojects;
- Prepare social report for each subproject following the agreed framework with World Bank;
- Assist PMU to prepare subproject appraisal report of subproject;
- Support social monitoring undertaken by PIU;
- Screen out vulnerable APs and calculate compensation and entitlement;
- Up-date or write new sub-project RPs, hold consultation on RPs and entitlement with APs, incorporate comments and suggestions to RPs, finalize RPs and submit to PMU and WB;
- Prepare monthly monitoring report and submit to TL of DSM;
- Any other responsibilities given by the PD, DSM Team Leader, PMU and PIUs.

### **Environmental Safeguard Specialist-National:**

Environmental Safeguard Specialist (ESS) will be engaged under the DSM Consultants' Team. He will assist PIUs within the administrative boundary. ESS will have bachelor degree in Civil / Environmental Engineering / Environmental Science in with 15 years of working experience and having 7 years of experience in Environmental Management functions. Responsibility of ESS is as follows:

- Work under the supervision and guidance of TL and PD;
- Assist PIUs in preparing and updating IEEs in respect to environmental management plans, and assist in monitoring impact and mitigation measures associated with sub-projects;
- Assist in preparation of IEE and in the environmental review of sub-project consisting of screening at ULBs level by PIU through a committee.
- Assist PIU in the steps for preparing the IEE and EIA, capacity building and training, preparation of guidelines and procedure and sub-project specific guidance;
- Support environmental monitoring undertaken by PIU;
- Undertake mitigation measures associated with the project construction works.
- Follow sub-project selection guidelines and EMF to ensure compliance with the environmental guidelines and requirement of the Government of Bangladesh and WB's Environment Policy.
- Support ES by providing data, information and all other requested assistance to them at PMU;
- Assist PMU to prepare subproject appraisal report of subproject;
- Prepare monthly monitoring report and submit to TL of DSM;
- Any other responsibilities given by the PD, DSM Team Leader, PMU and PIUs.

### **Economist-National:**

Must have a Masters in Finance/ Economics/ Business Administration with 15 years working experience in economic & financial analysis of which 7 years' experience in Urban Infrastructure Development Projects and understands the technical and social issue and objectives of integrated development project in developing countries. Should have experience in public policy analysis of local government institutions focusing on economic and financial analysis, capacity building, budgeting etc. S/he will be responsible for reviewing financial sustainability of sub-projects to be executed under the project. The Project Economic Analyst will perform the following duties but not limited:



- Collect the required data from the PIU for each subproject for economic analysis, benefit analysis & sensitivity analysis etc.;
- to ensure proper preparation and effective & efficient implementation of the sub-projects,
- to promote & transfer of technical assistance to LGED and ULBs,
- work in close contact with concerned LGED officials and the respective ULBs officials,
- conduct economic analysis, and cost benefit analysis of each subproject,
- prepare financial projections for sub-projects,
- conduct financial analysis of each subproject,
- Assist PMU preparation of subproject appraisal report,
- any other related assistance required to attain the project objectives,
- work under the guidance of Project Director, Team Leader and DTL,
- Any other responsibilities given by the PD, DSM Team Leader, PMU and PIUs.

**Non-Key Expert:**

**Municipal Design Engineer-National:**

He/she will have degree of B. Sc. in civil engineering having 15 years' general experience with 7 years' experience in the field of design of civil works. He/She will help PMU and PIUs in the structural design of civil construction works and municipal other design described in the project menu under the guidance and supervision of the Team Leader. His/her tasks include, but not limited to the following:

- Collect relevant data, information related to structural design of schemes included in the sub-project report;
- Undertake detailed design, prepare design reports for the sub-project;
- Assist in the preparation of detailed estimate and bill of quantities;
- Expert in computer-based design module using standard software and help to train PIU and PMU staff in using AutoCAD/other civil engineering design software;
- Check/inspect sites that need special attention in design and implementation.
- Prepare the detail technical report of the subproject.
- Any other responsibility assigned to him by the Project Director and Team leader & DTL.

**Operation and Maintenance (O&M) Specialist-National:**

He/she must have possessed degree of B.Sc. in Civil Engineering degree having 15 years general experience with 7 years' experience in the field of operation and maintenance of urban infrastructure. He /she will perform the following responsibilities as well:

- assist the PMU to prepare yearly O&M Plan and implementation of O&M subprojects;
- responsible for O&M Subproject preparation in PIU Level;
- prepare a O&M manual for all ULBs under the guidance of Team Leader and Project Director and DTL;
- prepare and collect the Asset Inventories of each of the ULBs;
- prepare training manuals;
- provide training to the ULBs as per requirement of the project;
- shall have to conduct workshop and CIP in Pourashava / City Corporation level;
- will be able to prepare training materials Power with Point presentation;

- will be able to prepare progress report of Operation and Maintenance;
- make liaison with the ULBs & PMU stakeholder;
- Monitoring and evaluation of O&M subprojects and prepare report of O&M;
- must have a capacity on report writing on performance evaluation of the trainers and the trainees;
- Carry out the any assigned task given by the Project Director, Team Leader and DTL.

### **Disaster Risk Management and Climate Change Specialist.**

Disaster Risk Management and Climate Change Specialist will have a least Master's Degree or equivalent in the relevant technical field such as Environmental Science, Environmental Engineering, Hydrology, Civil Engineering, Water Resources Management, Water Resources Engineering or a related field from an accredited academic institution having 15 years general experience with 7 years relevant experience in flood risk management, cyclone/tidal surge risk management, climate risk management, flood/cyclone protection infrastructure etc. He/She should have expertise in climate change, environmental issues and / or disaster risk reduction.

#### **His/Her responsibilities will include, but not limited to, the following:**

- Provide support to PMU and ULBs which focus on construction of resilient urban infrastructures in Urban Local Bodies (ULBs) considering disaster risk and climate risks and to contribute to the resilience of communities at risk of displacement from sudden and slow-onset environmental processes;
- Provide support to PMU and ULBs to demonstrate strengthening capacity and coordination through an effective response to climate mobility; enabling ULBs to access and incorporate community perspectives on climate mobility and to contribute to the evidence-base on good practices in responding to climate change and disaster-related migration, displacement, and planned relocation.
- Provide technical inputs on urban flood risk management, drainage, mainstreaming of risk reduction in infrastructure investment;
- Help to introduce innovative technical solutions and approaches, such as green infrastructure solutions, or nature base solutions etc.;
- Provide technical inputs for various stages of project implementation;
- Help/suggest the design engineers to adaptation of climate change issues in infrastructure;
- Support the coordination and implementation of RUTDP activities linked to the Climate Change and DRR;
- Collect information on climate related migration, displacement and planned relocation from news, academic and governmental sources and assist in sending out regular updates to stakeholders as required;
- Suggest PMU to undertake adaptation and mitigation measures in light with DRR and Climate Change policies and practices;
- Prepare updates, periodical reports on DRR and CC for project;
- Assist the Project Director in the liaison with relevant government departments and
- Coordination with project partners, related academic project;
- Perform any other tasks assigned by the Project Director, Team Leader and Deputy Team Leader;

### **Water and Sanitation Engineer-National.**

Water and Sanitation Engineer must have degree of B.Sc. in Civil Engineering having 15 years general experience with 7 years' experience in plan, design, operation, management and supervision of water supply and sanitation activities, urban water supply and sanitation will be engaged in the consultants' team. They will assist the PMU and PIUs for design and implementation of Project Water Supply and Sanitation works. The assignment of Water and Sanitation Engineer will include, but not limited to the followings.

- Assist PIU and Assistant Municipal Engineer & Senior Municipal Engineer of DSM consultants in selection of water supply/sanitation sub-projects following environmental sub-project selection guidelines;
- Assist PMU and PIUs in planning, design and construction of production well, treatment plants, overhead tanks, iron and arsenic removal plants etc.;
- Assist conducting survey for identification of public toilets and location for hand tube wells and public stand water supply pipes. Prepare guidelines for organizing community, establish operation and management mechanism for long time sustainability of the services;
- Develop mechanism of identification of water supply system leak detection and leak management to prevent water losses;
- Assist Team Leader in engagement of sub-contractor for water supply leak detection survey, supervise their works and report to the Team Leader;
- Prepare improved design of pit latrines, public toilet and wash station;
- Assist PIU in identification of proper places for public toilet, wash station, transfer station and sludge disposal;
- Prepare design & estimates for water supply & sanitary components for income generating structures;
- Prepare the detail technical report of the subproject.
- Supervise the works for ensuring the quality control;
- Assist PMU and PIUs to prepare water supply rehabilitation and renovation of existing water supply system.
- Any other tasks assigned by the Project Director and Team Leader & DTL

### **Traffic Engineer-National:**

The Traffic Engineer shall have degree of B.Sc. in Civil Engineering and having 15 years general experience with 7 years practical experience in road Transportation and Traffic Management and design will be required. He will work closely with municipal engineers in formulating plans and specific improvement in the design of roads, road transportation and traffic management of ULBs.

His/her major tasks are:

- Help PIU in transport planning and traffic management with aim to reduce traffic congestion and to improve access to economic opportunities and social service through investment in the following areas:
  - Repair, rehabilitation and expansion of ULBs roads, traffic junctions and footpaths, including introduction of ULB road classification;
  - Design and install signs and signals for road intersections improvement and easy traffic movement;
  - Design all road safety features and assist to implement in ULBs
  - Rehabilitation and expansion of bridges and culverts;

- Development for river boat landing station;
- Development of guidelines for transport management in and around the ULB boundary;
- Procurement of equipment for routine maintenance;
- Procurement of equipment for traffic management and road safety; and
- Any other responsibilities assigned to him/her by Team Leader and the Project Director.

### **Architect-National.**

Architect having Bachelor degree in Architecture and having 15 years work experience with 7 years practical experience in preparation of architectural plan and design of infrastructure in urban areas will support consultant's team in preparing layout plans, architectural plans and design for municipal facilities with particular attention to:

- Bus Terminal;
- Boat Landing (Ghat);
- Parking Area and water bodies;
- Kitchen Market;
- Super Markets;
- Public toilets;
- Municipal building;
- Public place development;
- Municipal Parks / Playground;
- Street light / Decoration;
- Urban Landscaping; and
- Community Centers, etc.
- Any other responsibilities assigned to him/her by the Project Director, Team Leader and DTL.

### **Senior Municipal Engineer-National.**

Senior Municipal Engineers will have degree of B.Sc. in Civil Engineering having 15 years general experience and 7 years of urban work experience will support ULBs in the selection and implementation of sub-project. SMEs shall be based at Zonal Office for full time assignment for monitoring and supervision of works under the ULBs of the Zone. He/She will supervise the work of ULB in close co-operation of the ULBs engineers of the respective ULB. The assignment of Senior Municipal Engineer will include, but not limited to the following;

- Assist ULBs in preparation of ULBs planning of subprojects meeting all necessary requirements including environmental and social safeguard;
- Assist the ULBs in the selection of eligible sub-projects using sub-project selection criteria supported by economic, social and environmental safeguards according to rules/policies/guidelines of GoB and World Bank;
- Prepare the existing condition survey of each subproject and submit to TL & DTL;
- Assist in preparation of O&M plans and implementation of O&M sub-projects;
- Assist ULB to prepare estimates of O&M works;
- Assist the ULB in the preparation of bid document, detail design and estimate, etc.
- Assist contract administration and supervision to ensure quality control of sub-projects;
- Supervise and ensure quality of O&M works, certify O&M payments and submit supervision and monitoring report to TL & DTL;
- Ensure regular checking and supervision of works at field level and confirm quality and quantity of work as per specification and certify bills for construction work;

- Support Team Leader and other PMU and regional based consultants in implementation of their assigned activities at ULB level;
- Assist PMU in preparation of subproject appraisal report;
- Assist to conduct necessary training for capacity building activities of RMSU at ULBs.
- Any other responsibilities assigned by the Project Director, Team Leader (DSM) and concern PIU.

**Assistant Municipal Engineer-National:**

Assistant Municipal Engineers will have degree of B.Sc. in civil engineering having 5 years general experience with 3 years urban work experience will support ULBs in the selection and implementation of sub-project. He/She will be based at ULB office for full time assignment for supervision of works at ULBs level. He/She will supervise the work of ULB in close co-operation of the ULB engineers. The assignment of Assistant Municipal Engineer will include, but not limited to the following;

- Will work in maintaining close liaison with Project Director, DTL and SME;
- Assist ULBs in preparation of ULBs planning of subprojects meeting all necessary requirements including environmental and social safeguard;
- Assist the ULBs in the selection of eligible sub-projects using sub-project selection criteria supported by economic, social and environmental safeguards according to rules/policies/guidelines of GoB and World Bank;
- Assist in preparation of O&M plans and implementation of O&M sub-projects;
- Assist ULB to prepare estimates of O&M works;
- Assist the ULB in the preparation of bid document, detail design and estimate, etc.
- Assist PIUs in tender evaluation and contract award process;
- Assist contract administration and supervision to ensure quality control of sub-projects;
- Ensure regular checking and supervision of works at field level and confirm quality and quantity of work as per specification and certify bills for construction work;
- Supervise and ensure quality of O&M works, certify O&M payments and submit supervision and monitoring report to TL & DTL;
- Support Team Leader and other PMU and regional based consultants in implementation of their assigned activities at ULB level;
- Any other responsibilities assigned by the Project Director, Team Leader (DSM), DTL and concern PIU.

**Electrical Engineer-National:**

The Electrical Engineer shall be graduate in Electrical Engineering having 15 years general experience with 7 years' experience in design, preparation of estimates and supervision of electrical works. The Electrical Engineer shall be very competent in the design of street lighting, recreational lighting and commercial building electrification. He should also be familiar in determining urban power supply needs for urban infrastructure. The specific tasks include the following items.

- Review the designs of any electrical plant and equipment including specifications and schedules;
- Review the ULBs' assessment of the power requirements and availability for urban infrastructure subprojects along with assisting PIU staff designing adequate systems;
- Prepare detailed design & drawings of electrical components of subproject;
- Prepare detail estimates of electrical components of subproject;
- Assist PIU staff in approving specifications of electro-mechanical goods to be supplied by the contractor;
- Assist in the preparation of documentation and supervision of the refurbishment of the power supply systems in the existing and proposed urban infrastructure;

- Assist in approving the submittals for electric equipment and inspection;
- Supervise the electrical works for ensuring quality;
- Assist PIU staff inspect and witness testing of electrical facilities and commissioning;
- Review O&M manuals prepared by O&M Specialist or contractor for electrical works for future maintenance;
- Provide necessary training to O&M staff; and
- Any other responsibility assigned to him by the Team Leader or Project Director or DTL.

### **Procurement Specialist-National.**

Procurement Specialist will have at least Bachelor degree in Engineering or Masters in procurement/economics/business administration/commerce or any relevant area from any recognized university. He/She will be required to have 15 years general work experience of which 7 years should be directly related to the relevant tasks of preparation of bidding documents/procurement plans/ bid evaluation etc. related to procurement of goods, works and services. He/She must have good understanding of procurement guidelines of the World Bank, ADB and similar development partners and the Public Procurement rules, 2008 of the Government of Bangladesh.

His/Her responsibilities will include:

- Review procurement plan of the project agreed upon between the WB and GoB, procurement threshold, procurement methods (ICB/NCB/LIB/Shopping) and approval requirement (prior or post) in connection with procurement of goods and works under the project and advise PMU and PIU accordingly;
- Keep liaison with other team members, especially with equipment procurement expert (individual consultant) engaged to support to PMU in the procurement of equipment's and vehicles including preparation of specification and bid documents;
- Prepare procurement plan in STEP of World Bank and annual procurement plan as per requirement of GOB;
- Prepare bid documents for procurement of goods and works for use of PMU and PIUs following WB guidelines for Procurement, 2011 and Public Procurement Rules, 2008 of GoB as applicable;
- Assist PMU/PIUs in preparing procurement plans including annual procurement plans for goods and works and suggest methods to be used by PMU/PIU;
- Assist PMU in bid evaluation and contract award process;
- Assist Municipal Engineer to help PIUs in bidding and evaluation process at ULBs level;
- He/She will be liable for STEP Implementation; as part of the Bank-wide initiative, the Bank has started piloting of STEP (Systematic Tracking Exchange in Procurement) with a view to improve procurement plan monitoring by contracts including financial progress to help disbursements understandings;
- He/she will upload the procurement related documents in STEP regularly;
- He/she will initiate and explore the opportunity of the e-GP in the ULB level under RUTDP
- Work under guidance of the Team Leader (DSM) and Project Director (PMU).
- He/She will perform any other responsibility assigned by the DSM Team Leader or Project Director or DTL

### **Computer Specialist/Programmer-National:**

The Computer Specialist/Programmer will have at least Masters in Computer Science or Economics or Physics of ICT related fields. He /she must have 15 years' general experience with 7 years' experience in database design and maintenance. He/she must possess good knowledge on LAN and hardware maintenance. He/she will have excellent understanding of information systems and information management; The Computer Specialist/Programmer will perform the work as follows;

- The Computer Specialist is responsible for managing all work activities related to the set-up of the RUTDP ICT, including development of new software's, customization of existing software system, ensuring that information needs of the Government and development partners are fully reflected in the system.
- Provide hardware, LAN support to RUTDP Project and customizing of existing software to make compatible according to project requirement.
- Manage and contribute to the development/ customization of the non-web-based/web-based database/software to ensure it meets the information needs of the project.
- Ensure that the RUTDP meets the highest standards of user-friendliness, in particular regarding data entry and reporting functions;
- Develop innovative ways of making the RUTDP data available to users, including by developing websites and portals;
- Ensure data security by regularly updating the necessary software (e.g. firewalls, anti-virus and others), as well as developing and implementing a data back-up plan;
- Provide training to Data Entry personnel and perform helpdesk functions;
- Formulate standard operating procedures for data entry and database maintenance and prepare related user guidelines and manual;
- Contribute to enhancing ICT capacities of delivering trainings and providing support to hardware and software, independently;
- Provide ICT support to the other consultant team member to implement STEP under the WB guideline;
- Will assist to upload the procurement related documents in STEP;
- Assist PMU in preparation of PMS data base management of the project;
- Maintain data base and prepare progress report of all subprojects;
- Perform other task as required by the Project Director, Team Leader and DTL.

#### **Junior Environmental Specialist-National:**

The Junior Environmental Specialist will have bachelor degree in Civil or Environmental Engineering or Environmental Science with 7 years of working experience and having minimum 5 years of experience in environmental management. Their responsibilities are listed below.

- Assist PIUs prepare and update IEEs and environmental management plans in his zone;
- Assist in monitoring the impact and mitigation measures associated with subprojects;
- Prepare IEE or EIA as required.
- Review the environmental aspects of subprojects consisting of screening at ULBs through the PIUs.
- Assist PIU conduct IEE and EIA capacity building and training;
- Prepare environmental report for each subproject following the agreed framework with World Bank;
- Assist PMU to prepare subproject appraisal report of subproject;
- Support environmental monitoring undertaken by PIU;
- Undertake mitigation measures associated with the project construction works.
- Follow subproject selection guidelines and EMF to ensure compliance with the environmental guidelines and requirement of the Government of Bangladesh and Bank's environment policy.
- Prepare monthly environmental monitoring report and submit to TL;
- S/he will work under the guidance and supervision of PD & TL; and

- Any other responsibility assigned by the Team Leader, DTL and the Project Director.

### **Junior Social Management Specialist-National:**

The Junior Social management Specialist will be a qualified social scientist with a bachelor degree in public administration / economics / sociology / political science / social science or in other similar field from any recognized University and a subsequent master degree in public administration / economic / sociology / political science. He/She shall have at least 7 years general work experience with 5 years' work experience as social management officer /social management specialist/ social development officer and also in land acquisition and non-voluntary resettlement area of developing countries especially in Bangladesh. He/She is also required to have a strong familiarity with GoB's land acquisition rules and regulations and World Bank's current policies of involuntary resettlement. He/she will perform the following responsibilities as follows;

- Provide Technical Support to PMU and PIU including review and update the Resettlement Framework (RF) and guidelines for specific types of the projects;
- JSMS will work with the PMU and PIU to up-date the resettlement plan in detailed design stage and prepare new RP for new sub-projects, where required to comply with Government's and WB's policies;
- Assist PIU in screening and categorization of sub-projects;
- Assist in preparation of social screening of subprojects;
- Prepare social report for each subproject following the agreed framework with World Bank;
- Assist PMU to prepare subproject appraisal report of subproject;
- Support social monitoring undertaken by PIU;
- Prepare Project Information Documents (PIDs) for disclosure to stakeholders and Affected Persons (APs);
- Conduct sensors of 100% APs and socio-economic survey;
- Screen out vulnerable APs and calculate compensation and entitlement;
- Up-date or write new sub-project RPs, hold consultation on RPs and entitlement with APs, incorporate comments and suggestions to RPs, finalize RPs and submit to PMU and WB;
- Prepare monthly environmental monitoring report and submit to TL;
- S/he will work under the guidance and supervision of PD & TL; and
- Any other responsibility assigned by the Team Leader, DTL and the Project Director.

### **Office Engineer—National:**

The Office Engineer shall be B.Sc. in Civil Engineering having 7 years' experience of which 5 years' experience as office Engineer/ quality surveyor. The specific tasks of the Office Engineer, will include, but not limited to the following:

- Prepare detailed estimates of each subproject;
- Preparation of the Contract packages in liaison with the Assistant Municipal Engineer, Senior Municipal Engineer, Drainage Design Engineer, Municipal Design Engineer, Electrical



Engineer, Pavement Design Engineer, Social Management Specialist, Environmental Management Specialist, Economic Analyst, Financial Analyst and Estimators.

- Assist PMU in preparation of subproject appraisal report of subproject;
- Assist the Team Leader in preparation of the Inception, Monthly, Quarterly, Semi -Annual and Completion Report of the Project.
- Liaison with the SMEs and AMEs in obtaining package wise monthly progress report from the field level.
- Assist the Team Leader in checking of the package variations submitted from the ULBs and certified by the AMEs & SMEs.
- Office Engineer will work under the direct supervision of the Team Leader and the Project Director.
- Perform other tasks as required by the Team Leader and the Project Director.

### **Estimator-National:**

The Estimator must have a Diploma in Civil Engineering degree. He/She must have 7 years related experience and out of which at least 5 years' experience as estimator/sub-assistant engineer. He/She should be well conversant in preparation of estimates and variation orders of the sub-project using LGED's software. He/She should be well acquainted in calculating the Earth-work volume, with pre-work and post-work data using LGED's software.

The specific tasks of the Estimator are as follows:

- Assist the Team Leader in preparation of the detailed Estimates including earthwork volume of the Sub-projects using LGED's software and maintaining close liaison with the Office Engineer and concerned design engineer.
- Assist the Team Leader in preparation of the details "Variation Orders" including earthwork volume of the sub-projects using LGED's software and maintaining close liaison with the Office Engineer and Design Engineer.
- The Estimator will work under the direct supervision of the Team Leader and the Project Director.

### **Auto CAD Operator-National:**

The Auto CAD Operator shall be a Diploma in Civil Engineer / Diploma in Architecture / Diploma in CAD. The Auto CAD Operator must have 7 years' experience and out of which 3 years' experience as Auto CAD Operator in LGED's Urban Projects. He/She should be well acquainted of drafting software for creating 2D & 3D Computer drawings.

The specific tasks of the Auto CAD Operator are as follows:

- Preparation of the 2D & 3D Civil / Architecture drawings of the sub-projects in close consultation with the Design Engineers / Architect / Office Engineer.
- Preparation of the 3D Architectural CAD modeling design in close consultation with the Architect.
- The Auto CAD operator will work under the direct supervision of the Team Leader and the Project Director.