

**Terms of Reference  
For  
Individual Consultant – Junior Construction Supervision Engineer**

Job Title	Construction Supervision Engineer (IC)
Job Family	<b>Construction Supervision</b>
Location	Mithamoin, Kishoreganj
Appointment	Local Hire
Job Posted	November, 2021
Closing Date	June, 2023
Language Requirements	Bangla [Essential]; English [Essential]
Computer literacy	Computer proficiency in AutoCAD and Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Estimate Preparing Software etc.
Appointment Type	Term (Duration: 12 Months), may be extended based on requirement and performance of the incumbent.

**1. Background and General Description:**

Local Government Engineering Department (LGED) under the Local Government Division (LGD) of Ministry of Local Government, Rural Development & Co-operatives (LGRD & C) is responsible for planning and implementation of rural infrastructure to improve rural communication and transport network, creation of employment opportunities for rural poor and contribute towards poverty reduction as a whole of the country. Presently LGED is implementing more than 100 projects throughout the country. These include construction of roads, bridges multi-storied buildings, auditoriums, memorials, functional buildings, Primary school cum cyclone shelters, markets and other infrastructures.

LGED has proposed construction a rest house at Mithamoin Upazila under Kishoreganj district. The main activities of the project are to construction 1 nos. four storied Rest House building, 01 no. three storied staff dormitory, construction of retraining wall with RCC frame boundary wall internal drainage and water supply system and other civil works as mentioned in DPP.

In order to assist LGED to supervise the construction work of the aforementioned infrastructures, it is necessary to engage one Individual Consultant. The present TOR is intended to appoint one Individual Consultant titled as Construction Supervision Engineer.

**2. Objectives of the Assignment:**

The primary objectives of this assignment are to: a) improve the LGED capacity to implement the infrastructure construction activities; b) intensive supervision of all construction works under the project and improve overall quality of works; and c) Maintain field records and measurements.

**3. Scope of Consulting Services:**

**3.1 Duties and Responsibility:**

The Engineer shall work under the guidance of Project Director and direct supervision of Executive Engineer, Kishoreganj with the overall coordination with the Upazila Engineer, Mithamoin Upazila. The prime responsibility of the consultant is to supervise the Infrastructure Construction works undertaken by LGED under the project **MRCP**. The consultants will work under the guidance of LGED following the guidelines of Government of Bangladesh. He/She

will carry out his/her tasks in accordance with accepted professional standards, utilizing sound engineering and economic practices. In conducting this work, the Consultant shall cooperate fully with Government officials related to the project who will provide the essential data and requirements. He/She shall be solely responsible for the analysis and interpretation of all data received and for the conclusions and recommendations contained in his/her reports. Day to day works will be monitored by the CSE. The key responsibilities of the professional for the above services are, but not limited to, mentioned below:

- To monitor and supervise the works during implementation in order to ascertain whether the work progressed as per design, drawing and specifications.
- To Supervise Plumbing, Water Supply, Electrical, Fire Fighting Works, as applicable etc.
- During construction period if any change in design becomes necessary the consultant shall review necessary documents, visit the project site and assist LGED to finalize necessary amendments within reasonable time.
- Assist in the preparation of variation order (VOs) in light of the contract agreement and recommend for approval, if required. In this case proper attention should have to be paid during preparation of BOQ so that the numbers of Variations will be kept minimum.
- To maintain liaison with GOB and other agencies, assist the Executive Engineers for the implementation of project related works. Provide continuous advisory support through LGED Executive Engineers, Upazila Engineer at field level, and to the Construction Supervision Engineer;
- Check the contractor construction methodology, work plan, procedures, safety aspects, temporary works including all operations, if anything going wrong bring attention to the procuring entity for necessary actions; Instruct the contractor to carry out all such works deemed necessary in case of emergency/ affecting the safety of personnel, works and adjacent property;
- Ensure quality control of works including performing laboratory and field tests necessary as per contract including supervise PDA Test, Static Load Test of cast-in-situ piles and Integrity Test of piles, review report and comment.
- To supervise quality control test of construction materials and concrete works as required in LGED or others laboratory.
- Review the Contractor's proposed temporary working drawing/plans and associated calculations;
- To Prepare mix design of concrete for Infrastructure Construction; Maintain site order book, stock register, etc. at site.
- To remain present at Site during any official Visit of authority.
- To remain present in the progress review meeting of LGED including weekly monitor contractors work progress, mobilization, materials status, work stoppage by the contractor, number of labors working at site in response to the work program and their adequacy, equipment at site and their productivity;
- Assist LGED to review and check the Contractor's monthly statement and certify the amount to be paid to the Contractor through verifying the accuracy of the measurements;

#### **4. Reporting Requirements:**

The Consultants shall prepare and submit the following reports to UE Mithamoin, Executive Engineer Kishoreganj, Project Director, MRCP.

- 4.1 Monthly activity report which will brief Monthly target and achievement of the assignment given by the client & will be submitted in 1<sup>st</sup> week of each month.

## **5. Data, Local Services and Facilities to be provided by the Government:**

5.1 Study Reports and Technical Data: LGED will provide the Consultants with all available data as and when required:

- All relevant designs, technical specifications, BoQ, estimates, topo-survey etc. related to the projects;
- All relevant studies related to the projects;
- Design manuals, standard designs of structures & other infrastructures, PPR-2008, LGED's Unit Rate Analysis and Unit Rates etc.;
- Topographical survey map & sub-soil investigation report of proposed Infrastructure.
- Maps of the country and location of the structures;
- Cost data on recent construction projects; and
- Others document available in LGED.

### **5.2. Facilities to be provided:**

5.2.1 LGED may provide Computer, Printer and necessary consumables. LGED will also provide office accommodation at Site.

## **6. Time Schedule:**

The expected duration of the assignment is about 12 months and expected to be commenced on November, 2021.

## **7. Professional Staffing Inputs:**

7.1 The Assignment is to be started immediately after contract signing.

## **8. Qualification, Experience & Suitability:**

### **a) Educational Qualification**

- Diploma. in Civil Technology from any reputed public institute.

### **b) Experience and Adequacy for the assignment**

- (i) Must have 12 years of total experience with at least 10 years of relevant working experience in the field of high-rise building construction supervision with pile foundation along with semi-basement.
- (ii) Knowledge and experience in Construction of high-rise building.
  - Knowledge and experience in Cast-in-Situ Pile/Pre-Cast Pile Foundation and high-rise building Design.
  - Knowledge and experience on PDA test, Static load test, Integrity test of Pile Construction works.
  - Physical Fitness to carry out intensive hard work even at night.
  - Knowledge in preparation of concrete mix design for Infrastructure Construction.
  - Experience in site supervision of large and complex building works.
  - Knowledge and experience in Electrical, Fire Fighting, Water Supply and Plumbing Work Supervision

**c) Suitability:**

- Professional affiliation (mention Reg. No.) with National / International body/institute etc.
- Computer Skill, Computer Software Skill. AutoCAD, Microsoft Word, Microsoft Excel, Microsoft PowerPoint etc.
- Proficiency in English and Bangla Language etc.
- Working experience and age.
- Strong interpersonal skills and ability to work effectively in a team-based environment and under tight time constraints;
- Ability to build effective working relations with Client's and colleagues.

**d) Training:**

Training on Relevant field (attached Photocopy of certificate)

**9. Working Hour:**

The working hour of the consultant will be full time Site Supervision. The consultant may need to spend extra hours beyond the govt. working hour to meet the specific project needs.

**10. Working Station:**

The consultant will be based at LGED, Mithamoin, Kishoreganj, ie at Working Site.

**11. Others:**

- Necessary documentary evidences shall be attached with the application.
- The client may need physical verification of information and documents provided by the consultant and shall be agreed upon there by.
- The consultant may need to undergo for a practical demonstration of his/her skill on Construction Management.
- Any false statement will lead to cancellation of application of this assignment and he/she may be debarred from existing /future assignment of LGED in any capacity.