

Terms of Reference (ToR) **For hiring of Engineer (Building)**

(A) PROJECT BACKGROUND

1. French Development Agency (AFD) has partnered with the State of Assam and the Assam Forest Department for the purpose of Sustainable Forest Management and Bio-Diversity Conservation in Assam. The 1st phase of the project (2012-2019) has been successfully completed with 30.2 million euros financial assistance and has demonstrated some notable achievements. This project is a 2nd phase to be implemented over the next 5 years duration from June 2019 – June 2024 with AFD sanctioned financial assistance of 50 million euros and an additional 20% of the State share.

Forest Department in Assam is composed of three primary wings which manage the forest divisions – Territorial (33), Social Forestry (14) and Wildlife (8). The Forest department also has a Research, Education and Working Plan (REWP) wing who are responsible for working plan preparation & forest resources inventory and assessment.

In the framework of the Assam Project on Forest and Biodiversity Conservation Society, a Special Purpose Vehicle created by the Government of Assam and registered under Society Registration Act is mandated with overall execution, management and coordination of the project activities through a Project Management Unit (PMU) established to implement the project. Implementation of the Project at Forest Division level would be facilitated by the Field Implementation Units (FIUs).

The overall vision of the project is that it “contribute through the Forest Department to the conservation of nature for healthier ecosystem and happier communities”. This overarching vision/goal shall be reached through the following three main specific objectives:

- Developing participatory Sustainable Forest and Biodiversity management under changing climatic conditions.
- Improving the livelihoods for Forest neighboring communities through inclusive (collective and individual) supports
- Strengthening the Forest department to better fulfill its missions

The project is divided into three major components. Brief description about each component is presented below:

- I. **Component 1: Conservation of Ecosystems:** The key focus of APFBC Phase II is conservation of forests and wildlife. It is divided into two sub-components to ensure each receives due attention:
 - a. **Sustainable Forest Management:** This includes a state-wide forest resource mapping to form a comprehensive database of the state’s natural resources and conservation needs. This would be followed by 12,500 ha of plantations, efforts towards setting up Climate Change and REDD+ processes and further improvement of infrastructure (construction/ renovation of staff quarters, office buildings etc.) needed by frontline staff to execute these works as well as their regular duties.
 - b. **Biodiversity Conservation:** This subcomponent addresses the pressing conservation needs of the rich biodiversity of the state through improvement of Protected Area management, critical habitat management, conservation efforts for a few key species, man-animal conflict management, strengthening of veterinary & rescue support infrastructure (construction/upgradation of veterinary hospitals), infrastructure outreach efforts to spread public awareness, and supporting the Assam State Biodiversity Board in making its Biodiversity Management Committees stronger. This component will contain a number of technological interventions aimed at greatly enhancing the department’s conservation efforts and effectiveness.

- II. **Component 2: Community Engagement:** aims to further strengthen the 136 existing communities that were supported in Phase I as well as support 125 new communities through capacitating Joint Forest Management Committees (JFMCs)/Eco Development Committees (EDCs) for joint forest management and linking them with alternate livelihood options. This is expected to empower them economically and reduce dependence on forests for basic needs (such as affording gas cooking instead of firewood). There is a major focus on market linkage to ensure that the livelihood intervention provides sustainable economic growth. To further ensure efficiency and sustainability of the intervention, component 2 aims to converge with existing state/center-level livelihood schemes. This will enable the communities (women and men) to reap benefits from the activities even after the project is over.
 - III. **Component3: Institutional Strengthening:** is aimed at improving various departmental cells to enable better management of the staff and resources. This includes strengthening of the legal cell, updation and implementation of a digitized Human Resource Management mechanism, digitizing the department's work by strengthening the Forest Management Information System (FMIS), supporting the research and education cell, supporting the Forest Schools and addressing few infrastructural requirements. This component also details the project management modalities of Phase II. The goal is to address Forest Department's most urgent institutional gaps, ensuring that it is equipped to deal with the complex challenges it faces.
 - IV. **Component 4: Climate, Gender and Social Inclusion:** Throughout the project activities, Climate, Gender and Social Inclusion will be recurring and crosscutting themes for all activities. This is reflected in the Project's Environmental and Social Commitment, which will be fulfilled through the Environmental and Social Management System and the Gender Action Plan. The project is committed to ensuring fair gender representation as well as inclusion of vulnerable sections of all stakeholders, especially in case of its beneficiary communities. This translates to a participative approach wherever applicable, such as for microplanning with the community; and an inclusive approach inviting a broad representation of community members, such as in case of livelihood trainings. Considering the wide ambit of project activities which would interact with forests, biodiversity and other large infrastructural undertakings (equipment, vehicles, buildings, etc.), the Project shall closely monitor its activities to ensure alignment with its climate, gender and social inclusion commitments.
2. The PMU, APFBCS is seeking interested and qualified person for the position of '**Engineer (Building)**' hereinafter referred as '**Engineer**' on a full time basis to provide assistance in procurement management function under the Project.

(B) Key Tasks and Responsibilities

1. The Engineer (Building) will inter alia support the PMU in reviewing the Detailed Project Reports (DPRs), Drawings, structural designs, monitoring, field verification, documentation, ensuring compliance to the technical requirements related to civil works planned under the APFBC Society, contract management, etc., including the following:
 - a) Engineer (Building) is required to review the design and drawings for the construction/renovation works to be done. EE will review the detailed project reports prepared by project consultants, Environment Management Plans (EMPs) including implementation of EMP measures and advice necessary corrective measures.
 - b) Guide the PMU in preparing & reviewing the BOQ (Bill of Quantities) and Bidding Documents relating to civil works to be taken up in the project, Evaluation of the bids as per the Bidding Documents, in supporting the evaluation/approval committee formed for the purpose, taking the minutes etc.
 - c) To ensure that the civil work activities of the APFBC are progressing as per the Procurement Plan/Annual Work Plans/relevant Contract Agreements and take all possible measures to keep the progress of the work on time and as per plan.
 - d) Verification of the bills/vouchers submitted by the contractors/line department to the PMU and endorsing the same to the PD for release of payments.
 - e) Closely monitor the commencement of work based on the notice to proceed with the work and report commencement to the Project Director.
 - f) Engineer (Building) shall support the PMU and implementing agencies in documentation, monitoring, verification, compliances related to civil works planned in the project as mentioned above.

- g) Engineer (Building) shall be responsible for overseeing implementation of works by the concerned implementing agency/contractor according to the specifications, drawings, design and BOQ of the contract agreement.
 - h) Engineer (Building) shall coordinate, monitor and assist in utility shifting/relocation and removal of obstructions.
 - i) Carrying out field visits for reviewing the progress of works, verification of the construction/renovation works for compliance with specified technical standards, approved drawings & designs etc. and submit inspection reports to the PD.
 - j) Provide advisory services to the implementing agency on quality assurance and contract management and also place emphasis on identifying the factors contributing to performance short falls and help to ensure that the construction/renovation is carried out to the expected standards and prescribed specifications.
 - k) Ensure that contractual clauses are fully complied with including quality and quantity of work. CE will also ensure that the technical policies are correctly and consistently implemented on the civil works.
 - l) Ensure that the Technical Examiners hired under the project perform the prescribed quality control tests and certify about quality and adherence to bid specifications and report non-compliance to the PD.
 - m) Advise on contract administration and on problems arising during construction.
 - n) Prepare inspection report for each construction/renovation work and provide the same to the PD
 - o) Assisting the Project Director (PD) with technical inputs during disputes, arbitration proceedings and any other hearings held by statutory and legal bodies.
 - p) To check if the project has been duly assessed with regard to E&S risks and if the corresponding mitigation measures have been taken in collaboration with the PMU and the PMMC.
 - q) Contributing to the periodic E&S report management plan.
 - r) Any other tasks as assigned by the PD, APFBCS.
2. The **Engineer (Building)** will have to attend PMU, APFBCS on all working days from 9:30 to 18:00 hours unless he/she is on official tour as approved by the PD. He may also be required to attend office on holidays as and when so desired by the PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.

(C) Duration of Service

The contract period with Engineer (Building) is intended for entire duration of the project and coterminous with the project period of APFBC. However, continuity of the Engineer (Building) beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the PD will be final and binding in this regard.

(D) Essential Qualifications & Experience

1. At least a Bachelors Degree in Civil Engineering from a recognized institute/University. At least **3 (three) years** of experience in supporting procurement related functions in Externally Aided Projects (EAP)/ Public Sector Agency(ies).
2. **Working Experience:** At least 10 years of professional experience in Civil Engineering including in engineering design and field execution of civil works of varied nature. The candidate shall have a proven record of performance in civil engineering works, including roads and buildings. The candidate should have experience in using the testing equipment used in such civil engineering construction works. (However, in case of insufficient applications from candidates having 10 years experience, the APFBC Society reserves the right to relax the experience requirement criteria upto 7 years but with a reduced remuneration package)
3. **Computer Skills:** The Engineer (Building) must have adequate knowledge and experience of working with AutoCad and other similar engineering applications, MS Word/Excel/Power Point/Project and Internet based applications.
4. **Language:** Working knowledge of Hindi and high level of fluency in English.

(E) Desirable Qualifications, Experience, Skills etc:

1. Candidates having Post Graduate Degree in Civil Engineering or MBA, in addition to the essential qualification cited above, will be given preference

2. Candidates having experience of working in externally aided projects or public sector agencies or in any Government Department will be given preference;
3. Good command over English language, and oral communication skills;
4. **Language:** High level of fluency in English and Hindi. Local language Assamese is desirable.

(F) **Age:** The candidate shall not be of more than **45** years of age as on **1st January, 2021**. However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed.

(G) Remuneration and payment terms:

- a) Depending on the qualifications, experience, competency, the consolidated fixed remuneration of the Engineer (Building) will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.6.00 lakh to Rs.9.00 lakh** per year.

The remunerations cited above shall be inclusive of all taxes. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis based on the Manual of Procedure of APFBC Phase-II.

(H) Travel Requirements:

The Engineer (Building) may be required to undertake field-visits and tours as per the project requirements, with prior approval of the PD, APFBCS.

(I) Reporting and Performance Review:

The Engineer (Building) will directly report to the Project Director, APFBC Society. The quality of service and performance of the Engineer (Building) will be reviewed annually as per the Manual of Procedure of APFBC Phase-II.

(J) Facilities to be provided by the PMU:

The PMU will:

- a. Give access to all documents, reports, correspondence, contacts available and any other information as deemed necessary.
- b. Provide a seating arrangement in the PMU along with computer, printer, computer/office consumables, and internet access.
