

**FOCUS-Nepal**

**Consultancy Service (Individual consultant)- To survey, design, estimate & monitoring the schemes to be a part of**

**Alternative Management Model (AMM) for upgradation & quick fixing of the schemes and geo-referencing**

**FOCUS Nepal- Alternative Management Model Project (funded by Oxfam)**

**ToR – Consultant/Sub Engineer**

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| **REPORTS TO** | **Project Engineer, FOCUS Nepal/AMM project** |
| **WORKING LOCATION** | **Based in WSS implemented Rural Municipalities (i.e. Benighat Rorang, Gajuri, Siddhalekh and Jwalamukhi )** |
| FOCUS Nepal is implementing Alternative Management Model project with technical and financial support from Oxfam. The project aims to pilot the business model for water system management that supports local government in delivering safe water regularly through reliable, accountable and efficient service-delivery mechanism at affordable rates.  To carry out shortlisting of the water supply schemes, conduct survey, drawing, design, estimate and BoQ, breakdown of the materials ,raising PO and geo-referencing of the shortlisted water supply scheme, FOCUS Nepal is going to hire 4 consultants.  Under the overall guidance of Project Coordinator , the consultants will carry out the survey, design, estimate & supervision of the schemes and prepare BoQ, breakdown of the materials and geo-referencing of the schemes for upgrade & quick fixing, keeping themselves in close coordination and Supervision of Project Engineer to discharge the responsibilities.  The prospective consultants should-   * demonstrates commitment to **FOCUS-Nepal** core values. * display cultural, gender, religious, ethnicity and age sensitivity and adaptability. * Prioritise the Work , be able to multitask and have a will to go the extra mile to support the job demands. * Ability to maintain a high level of accuracy confidentiality concerning with technical part of project. | |
| **SCOPE OF THE CONSULTANCY SERVICES** | The main objectives of this services are to assure the quality of the service in the project site and help the selected schemes get enrolled in AMM. Following are the specific objectives: -   * To carryout survey, drawing, design, estimate, BoQ, breakdown of the materials and geo-referencing of water supply scheme of respective RM. * To carry out repair & maintenance of WSS for upgradation and well functioning * To clarify the details of each projects while survey, design and estimate * To ensure the design as per Nepal standards for all the components of the structure * Consultant / Sub Engineer is expected to report all the findings in the field through a report .   The consultant shall ,however, ensure that the services carried out fully adequate to attain the objective set out in above Key Responsibility of this Term of Reference (TOR). |
| **KEY RESPONSIBILITIES** | * The consultant / Sub Engineer would be fully involved in planning, need assessment, Survey, Drawing, design, estimate, BoQ breakdown of the materials upgradation of the schemes and geo-referencing and support to project Engineer on technical aspect. * S/he would recommend for rectification of water supply scheme of project implemented area. * The consultant / Sub-Engineer would be responsible for clarification of any data, survey, design at any time * Jointly formulate monitoring checklists and plan together with Project engineer. * Ensure that the works, that NGOs thinks are critical or as suggested by the consultant as critical, are technically supervised, monitored and well-reported. * Consultant / sub-engineer is expected to have a close coordination with the project technical staff and should offer any suggestion related to the project for the betterment. * The position has to assist the project Engineer in data collection and supervision of construction and rehabilitation of Water and sanitation related activities. * Technical assessment prepares technical report, feedback to the construction community/WUC and follow up, prepare work completion of report of each of the construction by the project. * Ensure Quality of water supply system, prepare technical progress report & shoulder overall responsibility of WSS at field as to ensure quality, within given time frame |
| **COMMUNICATION AND REPORTING LINES** | * The consultant / Sub Engineer reports to Project Coordinator through Project Engineer on all issues related to personnel management & general management. However, S/he will also report and work according to responsibilities assigned by Technical Team for progress. |
| **Expected Deliverables** | * Water Supply Schemes will be selected based on the indicator and field assessment. * A standard report of survey including design, estimate, drawing, BoQ, detail breakdown of the materials and PO will be produced for the upgradation of the schemes. * Geo-referencing data will be collected and well documented in a form of report. |
| **Duration of the assignment** | The estimated time for the assignment is for 3 months and could be extended as per project need. The contract shall be terminated if the project does not need the consultant’s services due to the project’s internal management or unsatisfactory performance of the consultants as evaluated by the organization.  • In case of the termination of the contract on the part of the project by FOCUS Nepal; it will be informed in writing fifteen (15) days before to the consultant  • If the consultant wishes to terminate the project; s/he shall should mandatorily inform in writing fifteen (15) days before to the FOCUS Nepal |
| **PROFESSIONAL SKILLS AND QUALIFICATIONS NEEDED IN THE POSITION** | * Diploma in Civil Engineering (Overseer) with 3 years of relevant experience in WASH sector. * Able to do Survey, Drawing, design, estimate, BoQ, breakdown of the materials of all the component to water supply scheme * The consultant should have professional expert in Auto CAD, EPANET, Softwell and others water supply software will be added as advantage. * The consultant should have well experience in instrument as like: - Abney level, GPS, Auto level, theodolite and others engineering instrument * Tactfulness and excellent interpersonal skills * Good communication skills both in English and Nepali * Ability and willingness to work in team and to work under pressure and in remote/difficult circumstances. |
| **PERSONAL QUALIFICATIONS NEEDED IN THE POSITION** | * Committed to rights based approach and gender sensitive work * Commitment to basic workplace values and policies * Work according to the objectives of organization and donors * Able, willing and committed to work with people of different backgrounds * Contribute constructively to a working environment based on mutual respect, trust and commitment * Have high regards towards accountability |
| Basic documents required for the submission of Application | * An updated Bio-data of consultants. * Short overview of how the candidate meets the qualifications, experience and skills requirements (no more than one page) * Copy of documents/materials with evidence of engagement in and minimum 2 successful completions of similar initiatives in the past. * Copy of PAN/VAT registration certificate. * Detailed contact address including telephone, mobile, email etc. * Contact details (Name, Designation, Email address, Phone no. and Organisation) of at least 2 referees |
| **COMMITMENTS NEEDED** | The consultant agrees with the basic values, vision and mission of **FOCUS-Nepal** and agrees to adhere to the policies of **FOCUS-Nepal** and will respect to the workplace policies and norms of **FOCUS-Nepal** and Donors. |

Qualified candidates are requested to submit a cover letter along with updated CV to [recruit.focusnepal1@gmail.com](mailto:recruit.focusnepal1@gmail.com) by **April 19, 2021**. Please indicate your ability, availability and daily/monthly rate to undertake the terms of reference above. Applications received after the stipulated date will not be entertained.