

## TERMS OF REFERENCE – Engineering Expert and Technical Coordinator (Lumbini)

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|----------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Project Number</b>      | 20620                                                                                                          |
| <b>Project Name</b>        | Local Infrastructure Support Programme (LISP)                                                                  |
| <b>Country of delivery</b> | Nepal                                                                                                          |
| <b>Client</b>              | United Kingdom Foreign and Commonwealth Development Office (FCDO)                                              |
| <b>Beneficiary</b>         | FCDO/ Government of Nepal (GoN)                                                                                |
| <b>Level of Effort</b>     | Consultant Contract (100% LOE)                                                                                 |
| <b>Base</b>                | Lumbini with significant travel to LGs (likely 50%) in the first couple of months to support demand generation |

### Overall Programme Objective

LISP will improve the ability of Nepal's local and provincial governments to respond to the demands of citizens for local infrastructure and increase the legitimacy and accountability of local government to their citizens with an emphasis on the empowerment of women. It will create green recovery jobs to stimulate the local economy and build climate resilience.

### Programme Summary Overview

|                                    |                                                                                   |
|------------------------------------|-----------------------------------------------------------------------------------|
| <b>MoU between the GoN and BEK</b> | 16th of March 2023                                                                |
| <b>Grant support</b>               | £11 million for <b>capital investment only</b> which is on budget and on treasury |
| <b>Technical Assistance (TA)</b>   | £ 7.7 million                                                                     |
| <b>Provinces</b>                   | Karnali and Lumbini                                                               |
| <b>Pilot Phase</b>                 | Completed in July 2023, managed by WFP                                            |
| <b>Transition Phase</b>            | July 2024 to March 2025 managed by WFP                                            |
| <b>LISP Implementation</b>         | April 2025 – March 2027                                                           |

### LISP Approach

Our approach is to build on the understanding that as the LISP TA we will need to fulfil three roles to realise the full impact of LISP's Objective:

- Strengthening Infrastructure Governance**

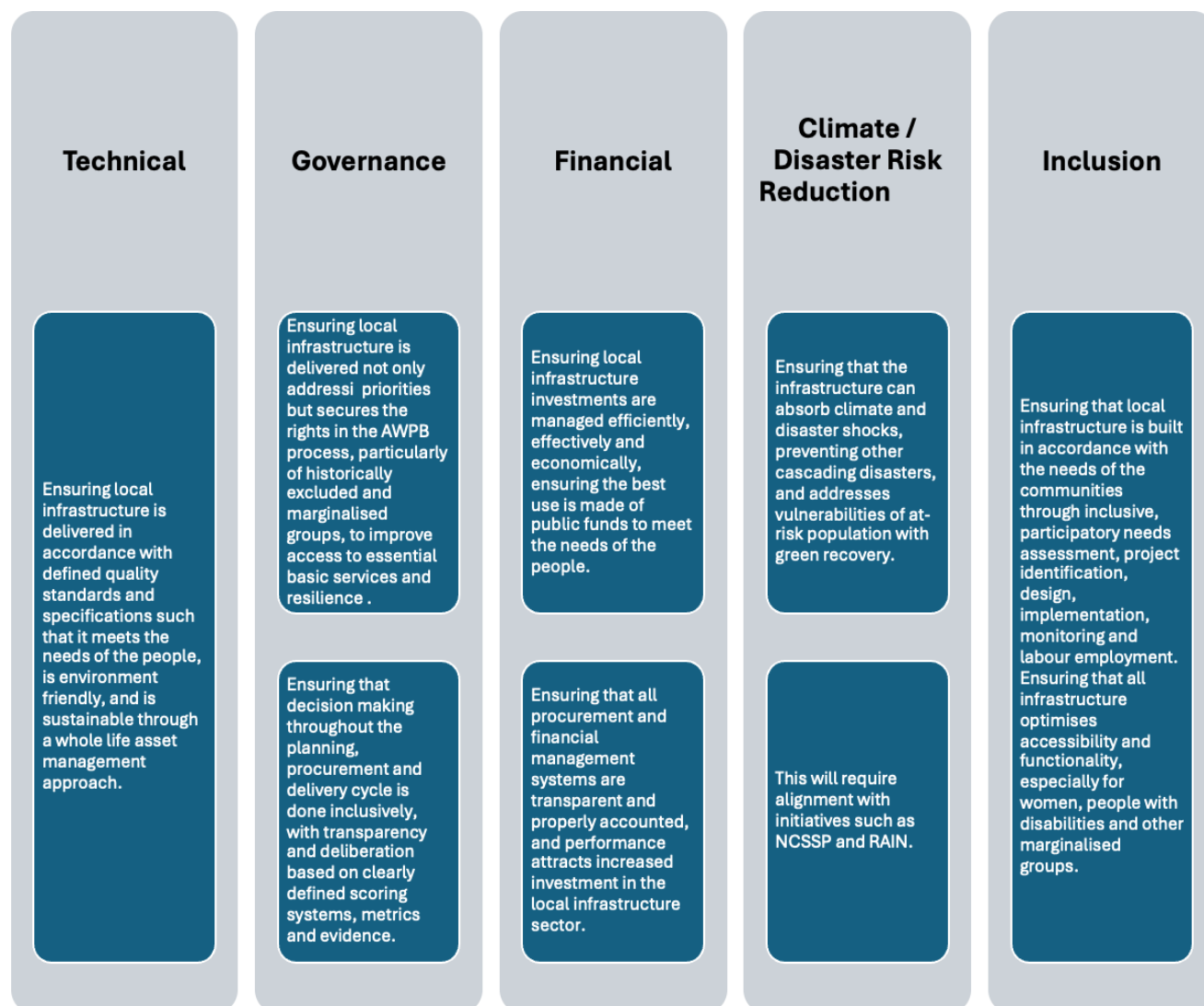
Institutionalising inclusive governance mechanisms from risk informed planning, design, implementation, monitoring, operation and maintenance. Integrating the system actors for a holistic planning and delivery to minimise siloed development efforts among different levels of governments.
- Capacity building and technical support**

To improve the capacity of LGs to deliver local infrastructure services according to strengthened governance systems.

### 3. Quality Assurance of LISP investments

To ensure that FCDO's funds are utilised in accordance with the strengthened governance systems, and with LISP demonstrating the effectiveness of these systems to build confidence and encourage others to invest in the local infrastructure sector in accordance with the improved governance systems.

The programme objective will be achieved through **five critical strands of delivery**:



## Objectives of the Role

The Engineering Expert and Technical Coordinator will:

- Translate LG support requests into clear, practical and systems-focused technical assistance (TA) scopes of work.
- Translate TA scopes of work into STTA terms of reference in collaboration with the Team Lead – Technical Response and DTL
- Track delivery of STTA assignments, facilitate post assignment debriefing for the core team
- Capture technical lessons and contribute to reporting, evidence products and policy engagement.
- Support refinement of Improved Modality Guidelines through field testing.

## Scope of Work

The Engineering Expert and Technical Coordinator will be responsible for the following tasks:

1. **Translate local government support requests into clear, practical and systems-focused technical assignments.** Work with local governments and the Team Lead – TA Response to understand infrastructure delivery challenges, opportunities and support needs. Support local governments to refine and articulate technical assistance requests, identify opportunities for systems strengthening, and define appropriate responses that address both immediate needs and underlying institutional challenges. Review technical assistance requests and define appropriate responses in consultation with the Deputy Team Lead, Team Lead – TA Response, Provincial Liaison Engineer and relevant specialists; prepare high-quality Scopes of Work that set out objectives, scope, outputs, delivery approach, roles, timeline, quality assurance requirements and learning objectives.
2. **Translate Scopes of Work into clear, deliverable technical assignments for STTA.** Recommend STTA requirements for each scope of work and identify the technical expertise and mix of skills required to address identified local government needs and systems strengthening opportunities. Detail terms of reference for each assignment to set out objectives, scope, outputs, delivery approach, timeline, quality assurance requirements. Coordinate with the Senior Programme Manager and HR assistant to support timely recruitment of STTA for each assignment.
3. **Track delivery of STTA assignments.** The Team Lead – TA Response, Provincial Liaison Engineer and Deputy Team Leader are responsible for overseeing the STTA pool's delivery and quality assurance but there is role to track agreed deliverables and ensure timely completion, QA and sign off, storage of all outputs including debriefing for the core team.
4. **Capture technical lessons and contribute to reporting, evidence products and policy engagement.** Monitor technical quality and consistency of field support, identify recurring technical issues, recommend improvements to assignment design, tools and guidance, and share lessons with the Team Lead – TA Response, Policy Engagement and Institutional Uptake Lead, Deputy Team Lead and Team Lead for continuous improvement of demand led TA delivery, reporting, learning products and policy engagement materials.

## Reporting Structure

The Engineering Expert and Technical Coordinator will report directly to the Deputy Team Leader.

## Performance Metrics

The Engineering Expert and Technical Coordinator's performance will be assessed based on:

- The timely drafting of scopes of work that accurately translate local government technical assistance requests into practical, systems-focused assignments.
- The timely translation of scopes of work into STTA terms of reference
- Effective communication with Team Lead – TA Response, Provincial Liaison Engineer, Programme Operations and Liaison Officer, Local Governments and Provincial Counterparts
- Effective tracking of all Demand Led TA assignments
- Consistent high-quality contribution to learning, policy engagement and continuous improvement of the demand led TA offer.
- Quality, accuracy and timeliness of programme reporting assignment records and technical documentation

## Qualifications and Experience

### Education

- Bachelor's degree in Civil Engineering, Infrastructure Engineering, Construction Management, Master's degree in Engineering, Project Management, Development Studies, Business Administration or a related field (desirable).

### Professional Experience

- Minimum 7 years' relevant professional experience in infrastructure programme delivery, technical coordination or systems strengthening.
- Demonstrated experience preparing Scopes of Work and Terms of Reference for technical assistance or consulting assignments.
- Experience coordinating and managing short-term technical experts or consultants.
- Experience monitoring assignment delivery, outputs, quality assurance and completion.
- Experience working with provincial and local governments in Nepal.
- Experience supporting donor-funded infrastructure or governance programmes
- Experience contributing to programme learning, evidence generation, reporting and adaptive management.
- Understanding of the LISP model and Improved Modality Guidelines will be an added advantage.

### Technical Knowledge

- Good understanding of local infrastructure planning, design, procurement, construction supervision and contract management.
- Understanding of Nepal's local government systems, gaps and institutional strengthening approaches.
- Familiarity with demand-led technical assistance models and adaptive programme management.
- Knowledge of GEDSI, climate resilience, disaster risk reduction, safeguarding and occupational health and safety principles.

### Skills and Competencies

- Excellent analytical and technical writing skills.
- Ability to translate TA response to LGs system requirement
- Strong coordination, planning and organisational skills.
- Ability to manage multiple technical assignments simultaneously.
- Strong stakeholder engagement and communication skills.
- High attention to detail and commitment to quality assurance.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Project or equivalent).
- Excellent written and spoken English and Nepali.

### Duration

The position is expected to be continued till until 31st March 2027, subject to sufficient interest in the demand led model and success of the delivery model and budgetary commitment from the Client.

### Application Procedure

If you believe this opportunity will enhance your career growth, we encourage you to apply by emailing [HLISP@dt-global.com](mailto:HLISP@dt-global.com) with all required documents, including your CV, Nepali citizenship, academic certificates and experience letters.

Applications will be reviewed on a rolling basis until the position is filled. Interested and qualified individuals are requested to submit the application no later than **Monday, 17<sup>th</sup> August 2026 at 5:00 PM.**

***We encourage applications from women and disadvantaged groups.***

**Note:** No telephone inquiries will be entertained. If your application is a good fit, we will follow up with you directly for the screening process.

### Key Terms and Conditions

- Consultants will be retained to provide technical assistance to Local Governments under LISP. Assignments will be offered according to programme priorities and Local Government demand. With the Post-July LISP

TA, TA support will be fully demand driven. Consequently, the allocation of inputs under any resulting contract does not guarantee utilisation of the full level of effort, and deployments will be made only when required by participating Local Governments and approved by LISP.

- Successful consultants will be required to adhere to DT Global's Code of Conduct, safeguarding, anti-corruption, confidentiality, and health and safety policies. Consultants must complete mandatory compliance training and maintain the highest standards of professional integrity and ethical behaviour throughout the assignment.

## DT Global Values

At all times work to the DT Global Values ensuring LISP is delivered with a culture of inclusivity, civility and excellence.

