

Terms of Reference (ToR)

for

District Level Coordinator

Rural Water, Sanitation and Hygiene for Human Capital Development Project

Supported by:

**The World Bank, Asian Infrastructure Investment
Bank (AIIB) & Government of Bangladesh (GOB)**

Implemented by: Department of Public Health Engineering (DPHE)

August, 2022

A. Background

Main objective of the project is to ensure demand-driven, cost-effective, and sustainable delivery of rural water supply and sanitation services in Bangladesh. Thus, beneficiary communities, Union Parishad and Water and Sanitation Committees (WATSAN), will be at the center of all decision making regarding the selection of the sites, planning, design, monitoring and operations and maintenance of both large and small piped water supply schemes and sanitation facilities. There will be coordinated efforts by all stakeholders of the project, beneficiary communities, Union Parishads, private suppliers, DGHS and DPHE-for the planning, design, implementation, and operation of the water supply and sanitation schemes. The project will also focus on sustainable use & maintenance of improved sanitation facilities.

B. Scope of work

The Department of Public Health and Engineering (DPHE) will hire the District Level Coordinators (DLC) to assist the Union Parishad (UP), DPHE Upazila Office, Community Clinic Authority for site selection and construction of public toilets, Community clinic Wash block, pipe water schemes in collaboration with a technical assistance (TA) firm hired by DPHE. The DLC will also support the Executive Engineers of DPHE for monitoring field level activities, assessment of progress, ensure the quality of work and bill verification. Another firm (BCC firm) will be responsible for identification extreme poor households, behavior change campaign, capacity building of local government and health workers. The DLC will monitor the activities of BCC firm. **Key Tasks/ Responsibilities:**

The District Level Coordinators have to perform, but are not limited to the following tasks/responsibilities:

- They will provide technical assistance for implementation field level activities and support PMU of Dhaka office to monitor activities in collaboration with DPHE field level officials.
- They will coordinate the works of TA Firms, Union Parishad, DPHE, PKSF and other stakeholders.
- They will verify the list of the extreme poor in coordination with the BCC firm to avoid the dual and inappropriate selection to distribute the grants for the construction of toilets.
- Monitor and supervise all types of field level project activities and bill verification
- Provide guidance and technical advice about the activities of the local entrepreneurs (LEs).
- Supervise the LEs activities to ensure the quality of latrine materials as per specification.
- Coordinate the activities of the Behavior Change Communication (BCC) Campaign firms in collaboration with the Upazila DPHE Office by engaging local government, health workers and ISPP (Income support Program for the Poorest) workers for implementation the BCC campaign.
- Assist the private sector (contractor) for site selection of the community based small piped water supply schemes.
- Undertake regular visits to the field for monitoring the field works.
- Guide and supervise contractors to implement activities.
- Assist Project Director for completion project related works according to requirement.
- Provide on job training and organize, if necessary, seminars on field work for concerned personnel.
- Coordinate with the other specialists/consultants who would be involved in the planning and design of the water supply and sanitation facilities.
- Assist the Project Director for reporting the project-related activities whenever needed.

C. Key Key Qualifications:

The District Level Coordinators shall have the following minimum qualifications:

- a) Educational Qualification: Bachelor's degree in Civil Engineering from any reputed university.
- b) Minimum 05 (five) years professional experience in supervision and quality control of construction activities, preferably water supply, sanitation, and hygiene (WASH) related activities.
- c) Specific Experience:
 - A minimum of 3 years of experience and a proven track record in WASH related works in rural areas.
 - Familiarity with National Water Supply and Sanitation Projects, National Water Policy (NWP), National Environmental Acts/Rules/Guidelines; Knowledge of the World Bank Environment Management Framework (EMF) will be an added advantage.
 - Ability to carry out Environmental and Social Risk and Impact Assessment, prepare Environmental and Social Management Plan (ESMP), and Screening reports to comply with World bank requirements;
 - Experience in working with water supply & Sanitation related NGOs/Organizations;
 - Ability to handle multi-disciplinary data and prepare databases;
 - Familiarity with the collection of geographic position systems (GPS) and geographic information systems (GIS) data to handle geographic databases.
 - Communication skills for dealing with donors and interdepartmental agencies as well as different stakeholders;
 - Ability to work in a multi-disciplinary team environment;
 - Must have in-depth knowledge on MS Office specially MS-word, MS-excel, data entry web-based software, MS-power point and preparation of report both in Bangla and English associated with project implementation.
 - Must have physical fitness for extensive field visits.

D. Duration of Assignment:

The duration of the assignment will be 42 months or the project closing date, whichever is earlier. But it may be extended as per the requirement of the project. However, this will depend on the performance of the individual in the position.


E. Institutional Arrangement:

The District Level Coordinator will be based at district/ upazila level and work under the direct control of the Project Director. He/she will report directly to the Project Director in close collaboration with other officials of the Project. The District Coordinator shall be accountable to the Project Director for his day-to-day activities.

F. Reporting Obligations


- Monthly Activity Report
- Quarterly Summarized report
- Final Report.
- Any other reporting as required & directed by the PD/PMU.


22/06/22
(Sharmistha Debnath)

Executive Engineer,
Survey Investigation & Research Division,
Department of Public Health Engineering, Dhaka
&
Member Secretary, ToR Committee, DPHE


22/08/22
(Mohammad Fayazul Islam Soman)

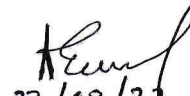
Executive Engineer, Ground Water Division
Department of Public Health Engineering, Dhaka
&
Member, ToR Committee, DPHE


22.08.2022
(Md. Saifur Rahman)


Superintending Engineer, Ground Water Circle
Department of Public Health Engineering, Dhaka
&
Member, ToR Committee, DPHE


22.08.2022
(Dalila Afroze)

Executive Engineer, Design Division
Department of Public Health Engineering, Dhaka
&
Member, ToR Committee, DPHE


22/08/22
(Mohammed Anwar Eusuf)

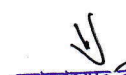
Superintending Engineer, Planning Circle
Department of Public Health Engineering, Dhaka
&
Member, ToR Committee, DPHE


22/08/22
(Md. Sarwar Hossain)


Addl. Chief Engineer (Works)
Department of Public Health Engineering, Dhaka
&
Convener, ToR Committee, DPHE

CE, DPHE

Proposed TOR may be approved.


20/08/2022
মোহাম্মদ রওশন আলী
নির্বাহী প্রকৌশলী (সংস্থাপন)
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর
বাংলাদেশ সরকার, ঢাকা।

Approved TOR.


22/08/22
মোঃ সাইফুর রহমান
প্রধান প্রকৌশলী
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর
বাংলাদেশ সরকার, ঢাকা।

District Level Coordinator – ১২ জন।
(Package No: RWSHP-SD-11)

জেলা	উপজেলা
জামালপুর	জামালপুর সদর
	মাদারগঞ্জ
	মেলান্দহ
	সরিষাবাড়ী
ময়মনসিংহ	ভালুকা
	ফুলপুর
	হালুয়াঘাট
	গৌরীপুর
	মুন্সীগঞ্জ
	ত্রিশাল
শেরপুর	নালিতাবাড়ী
	শেরপুর সদর
	শ্রীবরদী
গাইবান্ধা	গাইবান্ধা সদর
	গোবিন্দগঞ্জ
	পলাশবাড়ী
	সাঘাটা
	সাদুল্লাপুর
	ফুলছড়ি
কুড়িগ্রাম	কুড়িগ্রাম সদর
	চিলমারী
	রৌমারী
	চর রাজিবপুর
	ফুলবাড়ী
	উলিপুর
	ভূরংগামারী
	নাগেশ্বরী
	রাজারহাট
লালমনিরহাট	হাতিবান্ধা
নীলফামারী	জলঢাকা
সিলেট	গোলাপগঞ্জ
	জাকিগঞ্জ
	কানাইঘাট
হবিগঞ্জ	মাধবপুর
	চুনারুঘাট
	বানিয়াচং
সুনামগঞ্জ	দক্ষিণ সুনামগঞ্জ
	ধর্মপাশা
	তাহিরপুর
	জগন্নাথপুর
মৌলভীবাজার	মৌলভীবাজার সদর
	রাজনগর
পাবনা	পাবনা সদর
	ঈশ্বরদী
বগুড়া	সারিয়াকান্দি
চাঁপাইনবাবগঞ্জ	নাচল
	গোমস্তাপুর
মোট জেলা : ১৪	মোট উপজেলা : ৪৭