

- j) Excellent computer skills including AutoCAD, word processing, spreadsheet programs and database management.

6. Age limit: Maximum 40 years

7. Remuneration: Negotiable

8. Duration of the Assignment

The assignment will be effective from the date of joining to December/2024 or as the program completed.

9. Place of Assignment

Office of the Focal Point, NBIDNNGPS-1 (DPHE part), DPHE bhaban, kakrail, Dhaka

Package # 1C-2

AutoCAD Operator:

1. Scope of Work

The Estimator will be based on the Office of the Focal Point, NBIDNNGPS-1 (DPHE part), DPHE bhaban, kakrail, Dhaka. The consultant will provide technical support to the Focal Point, NBIDNNGPS-1 (DPHE part), DPHE along with other officials of the Focal Point, NBIDNNGPS-1 (DPHE part), for pursuing smooth implementation of Water Supply and Sanitation activities in the Primary Schools and DPE related offices under NBIDNNGPS-1. In addition, he/she will assist the concerned Focal Point, NBIDNNGPS-1 (DPHE part) in monitoring, implementation and progress review of activities as mentioned above. The said Estimator will help the concerned Focal Point, NBIDNNGPS-1 (DPHE part) in preparing different reports/documents related to monthly/quarterly progress, attend DPE-DPHE meetings, submit construction status report, submit water quality test report, provide data on environmental & social safeguard report etc. The specialist will also assist the concerned Focal Point with preparation of reports, solving site related construction issues and monitoring and reviewing progress of the ongoing construction activities through frequent site visit under the overall guidance and supervision of the concerned Focal Point, NBIDNNGPS-1 (DPHE part).

2. Detailed Tasks

The Estimator will work under the guidance of the Focal Point, NBIDNNGPS-1 (DPHE part), DPHE. He/she will provide required support to the Focal Point, NBIDNNGPS-1 (DPHE part).

Key tasks (but not limited to) of the specialist would be as follows:

- Supervising and providing technical supports for the construction of water supply and sanitation infrastructures of the Govt. Primary Schools and DPE related offices on the basis of approved infrastructure plan and planning guideline (IPG) and Environmental approved by MoPME.
- Preparing technical specifications, BOQ and detailed estimate of works as per requirement.
- Assisting in verifying revised estimate submitted by Executive Engineers (EE/AE/SAE) on the basis of approved design and actual work done.
- Preparation of related reports (monthly, quarterly and half yearly progress report), tender documents regarding infrastructure development related to water supply and sanitation.
- Liaison with LGED, DPE and other relevant stakeholders for efficient information flow on infrastructure plan, master plan, layout plan of the school for the confirmation of the adequate space for WASH Block or Water Sources.
- Confirmation of appropriate design of WASH Blocks based on soil investigation report.
- Regular construction monitoring at different construction stages of WASH Block i.e., foundation casting/ column/ roof/ beam/ slab etc. Similar monitoring is applicable for Water Sources.

স্বাক্ষরিত
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আবদুল আজিজ
উপসচিব
পান ও জনস্বাস্থ্য মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

- u) Providing technical support for analyzing and updating NBIDNNGPS-1 Web based Software (TIMS) and Mobile Application aligned with NBIDNNGPS-1 integrated systems development plan.
- v) Assisting in preparing the work schedule (Gantt Chart) for monitoring the implementation progress of the works.
- w) Undertaking any other activities relating to implementation of NBIDNNGPS-1 as assigned by the concerned Focal Point.

3. Output and Reporting Requirements

- g) Preparation of relevant guidelines, reports, cost estimates, tender documents regarding infrastructure development related to Water Supply and Sanitation.
- h) Monthly, quarterly NBIDNNGPS-1 progress/status report relating to the development of Water Supply and Sanitation infrastructures.
- i) Submit monthly plan and progress report of previous month based on on-site implementation.
- j) Work schedule (Gantt Chart) for monitoring of the implementation progress of the construction works.
- k) Progress report on the expenditure and fund disbursement activities related to construction progress.
- l) Generate Handover Certificate and all related documents for processing final bill including site specification, revised estimate.
- m) Update work progress in NBIDNNGPS-1 Web based Software and Mobile Application.
- n) Any other reports as required by the concerned Focal point of Primary Education Unit, DPHE HQ.

4. Monitoring, Review and Evaluation Arrangements

The Estimator will be under direct supervision of the concerned Focal point, NBIDNNGPS-1(DPHE Part). Therefore, he/she will be monitored and evaluated by the Focal point, NBIDNNGPS-1(DPHE Part). His/her work will be reviewed and evaluated on the basis of the deliverables and progress reports as mentioned in section 4.

5. Qualifications and Experience


The Estimator shall have the following qualifications and experience:

- k) At least Diploma in Civil Engineering with 02 years experience.
- l) At least 02 years specific job experience in design, site visit and final bill check of building construction and installation of water sources.
- m) Prior work experience in DPHE as Sub Assistant Engineer under development or revenue budget will be an added advantage.
- n) Overall and in-depth knowledge in estimation based on different design including schedule of rates of PWD/LGED/DPHE.
- o) Experience in quality assurance of infrastructure development related to Water Supply and Sanitation.
- p) Have in-depth knowledge on MS Office especially MS-Word, MS-Excel, MS-Power point and prepare all sorts of report and presentation both in Bangla and English associated with project implementation.
- q) Must know about data entry in web-based software platform and mobile application.
- r) Have in-depth understanding of rules and regulations of American Concrete Institute (ACI) and Bangladesh National Building Code(BNBC).
- s) Familiarity with updated Government rules & regulations such as PPA-2006, PPR-2008, Delegation of Financial Power (DOFP) and bilateral and multilateral development agencies in Bangladesh.
- t) Sound knowledge in English language (reading, writing, listening and speaking).

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স্বাক্ষরিত হয়েছে
উপস্থিত আওতাধীন
কর্তৃপক্ষের মাধ্যমে
১০/০৫/১৮

মোহাম্মদ জামাল আলী
উপস্থিত
১০/০৫/১৮

- Office of the Focal Point, NBIDNNGPS-1 (DPHE part), DPHE bhaban, kakrail, Dhaka


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সহকারী পরিচালক (প্রশাসনিক)
প্রশাসনিক
সেকশন-২, পি.ও.সি. অফিস

মাহামদ আশরাফুল আম্র খান
উপনিচিল
শ্রক ও গণশিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার