

- i) Sound knowledge in English language (reading, writing, listening and speaking).
- j) Excellent computer skills including AutoCAD, word processing, spreadsheet programs and database management.

7. Age limit: Maximum 40 years

8. Remuneration: Negotiable

9. Duration of the Assignment

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

10. Place of Assignment

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

### **Estimator:**

#### **1. Scope of Work**

The Estimator will be based on the Office of the Focal Point, NBIDGPS-1 (DPHE part), DPHE bhaban, kakrail, Dhaka. The consultant will provide technical support to the Focal Point, NBIDGPS-1 (DPHE part), DPHE along with other officials of the Focal Point, NBIDGPS-1 (DPHE part), for pursuing smooth implementation of Water Supply and Sanitation activities in the Primary Schools and DPE related offices under NBIDGPS-1. In addition, he/she will assist the concerned Focal Point, NBIDGPS-1 (DPHE part) in monitoring, implementation and progress review of activities as mentioned above. The said Estimator will help the concerned Focal Point, NBIDGPS-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, NBIDGPS-1 (DPHE part).

#### **2. Detailed Tasks**

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

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

- n) 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.
- o) Preparing technical specifications, BOQ and detailed estimate of works as per requirement.
- p) Assisting in verifying revised estimate submitted by Executive Engineers (EE/AE/SAE) on the basis of approved design and actual work done.
- q) Preparation of related reports (monthly, quarterly and half yearly progress report), tender documents regarding infrastructure development related to water supply and sanitation.
- r) 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.
- s) Confirmation of appropriate design of WASH Blocks based on soil investigation report.
- t) 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.
- u) Providing technical support for analyzing and updating NBIDGPS-1 Web based Software (TIMS) and Mobile Application aligned with NBIDGPS-1 integrated systems development plan.

স্বাক্ষরিত  
সহকারী প্রকল্প পরিচালক (প্রশাসনিক)  
প্রকল্প পরিচালক (প্রশাসনিক)  
সেকশন-২, মিরপুর, ঢাকা-১২১৬

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মোহাম্মদ আশরাফুল আলম খান  
উপসচিব  
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

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- 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 NBIDGPS-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 NBIDGPS-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 NBIDGPS-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, NBIDGPS-1(DPHE Part). Therefore, he/she will be monitored and evaluated by the Focal point, NBIDGPS-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).



- u) Excellent computer skills including 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, NBIDGPS-1 (DPHE part), DPHE bhaban, kakrail, Dhaka

### Supervision Engineer:

#### 1. Scope of Work

The Supervision Engineer will be based on the Office of the Focal Point, NBIDGPS-1 (DPHE part), DPHE bhaban, kakrail, Dhaka. The consultant is responsible for field surveys, cost estimates and provide technical support to the Focal Point, NBIDGPS-1 (DPHE part), DPHE along with other officials of the Focal Point, NBIDGPS-1 (DPHE part), for pursuing smooth implementation of Water Supply and Sanitation activities in the Primary Schools and DPE related offices under NBIDGPS-1. She/he is responsible for guiding the implementation team in all design related issues, and to progress monitoring and quality control of the infrastructural works at field through frequent site visit under the overall guidance and supervision of the concerned Focal Point, NBIDGPS-1 (DPHE part).. Working in close collaboration with relevant stakeholders, she/he will ensure the effective and efficient use of project resources and ensure agreed objectives are delivered on time. He/she will ensure adequate supervision of construction activities and take corrective measures appropriately. He/she will maintain a professional working relationship with all relevant actors in order to ensure efficient delivery of the project at field level. In addition, he/she will assist the concerned Focal Point, NBIDGPS-1 (DPHE part) in monitoring, implementation and progress review of activities as mentioned above.

#### 2. Detailed Tasks

Main responsibilities and tasks (but not limited to) of the specialist would be as follows:

1. Responsible for all construction related Planning Phase activities – Plan, design, estimate, take part in situational analysis of programme areas, field surveys and collection of baseline and design data – Conduct joint pre-work surveys for the construction of WASH facilities – Assist to conduct base line surveys – Prepare funding requests through estimation and processing for validation & approval – Prepare bidding documents, material and work specifications.
2. Accountable for the implementation of infrastructure related activities – Supervise the implementation of service improvements, including contractors' activities if any – Assist in updating design drawings as per field requirements – Pay regular field visits to programme areas to observe progress, compliance of design, work specifications and quality of work – Conduct critical phase monitoring for every scheme in a timely and efficient manner – Keep track of progress of infrastructure interventions; provide progress reports to the supervisor against the programme log frame, in line with approved infrastructure plan and planning guideline (IPG) and Environmental approved by MoPME. reporting requirements – Regularly follow-up and monitor infrastructure activities
3. 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. Co-ordination with school, DPE local offices, DPHE local offices and DPHE HQ. Create an enabling working environment with different actors of different fields to assist in the implementation and follow-up of the infrastructure activities
3. Report Preparation and documentation: – Prepare and submit budget adjustments as per requirement, subject to availability and cost of materials – Ensure preparation of Funding Request and Completion Report for all infrastructures – Prepare regular progress reports and submit to Focal

স্বাক্ষরিত  
মুদ্রিত  
তারিখ: ১২/১১/২০২৩  
স্বাক্ষর: ২. মিস্ত্রী, ঢাকা-১২১৩

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মোহাম্মদ আশরাফুল আলম খান  
উপসচিব  
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

মোহাম্মদ আবদুল আজিজ  
উপসচিব  
মন্ত্রণালয়  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার