

**Terms of Reference (ToR) for  
Recruitment of AutoCAD Operator (Individual)  
under Need Based Infrastructure Development of Newly Nationalized Government Primary School  
Project (1st Phase) at Primary Education Unit, DPHE, Kakrail.**

## **1. Background**

Bangladesh, a country with its astonishing economic boom has cherished the golden jubilee of its independence. For a rapidly developing country like Bangladesh, it is utmost important to ensure holistic development of the children which includes both intellectual and emotional development in such a manner that they can uphold the nation from all aspect. Need Based Infrastructure Development of Newly Nationalized Government Primary School Project (1st Phase) is the continuation of Government's approach after PEDP3 in thriving the excellence of children through the fulfillment of several distinct milestones including construction of need-based infrastructures for sanitation and water supply. The project is supported by the contributions from Government of Bangladesh. Department of Public Health Engineering (DPHE) under Local Government Division (LGD) of Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C) is involved in the capacity of implementation partner to provide the water supply and sanitation facilities in the primary schools of Bangladesh. As per MoU signed in between DPE and DPHE and as per revised DPP (RDPP) of NBIDNNGPS-1, DPHE will install 5,000 new drinking water sources in the primary schools & construct 5,000 new Wash Blocks in 5,000 primary schools in the project tenure (July/2016 to December/2024) with an aim to provide safe drinking water and sanitation services in the primary schools under NBIDNNGPS-1. Considering the work volume and diversity of work it is necessary to engage one AutoCAD operator in primary education unit, DPHE, Kakrail for the smooth implementation of the project.

Package # 1C-1

## **Estimator:**

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

The AutoCAD Operator will be based on the Office of the Focal Point, NBIDNNGPS-1 (DPHE part), DPHE Bhaban, Kakrail, Dhaka. The operator will provide design drafting support to the Office of the Focal Point, NBIDNNGPS-1 (DPHE part) along with other officials of the project 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 Executive Engineer in Design, Layout Planning and Structure of activities as mentioned above. The said AutoCAD Operator will help the concerned Focal Point in preparing different design/drawing related to the project.

### **2. Detailed Tasks**

The AutoCAD Operator will work under the guidance of the Focal Point, NBIDNNGPS-1 (DPHE part), and Primary Education unit. He/she will provide required support related to design/drawings to the DPHE Districts Offices.

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

- a) Design 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 and Social Safeguard framework (EMF & SMF) approved by MoPME.
- b) Preparing technical specifications and detailed design of works as per requirement.
- c) Assisting in verifying revised design submitted by Upazila Engineers (AE/SAE) on the basis of approved design and actual work done.
- d) Preparation of related reports (Design Related) regarding infrastructure development related to water supply and sanitation.
- e) 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.
- f) Confirmation of appropriate design of WASH Blocks based on soil investigation report.

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- g) Regular construction design of different construction stages of WASH Block i.e., foundation casting/ column/ roof/ beam/ slab etc.
- h) Resolve any site related design issues.
- i) Co-ordination with school, DPE local offices, DPHE local offices and DPHE HQ.
- j) Providing technical support for analyzing and updating NBIDNNGPS-1 Web based Software and Mobile Application aligned with NBIDNNGPS-1 integrated systems development plan.
- k) Assisting in preparing the work schedule (Gantt Chart) for monitoring the implementation progress of the works.
- l) Providing support for overall capacity building of the DPHE Upazila officials on ensuring quality of construction.
- m) Undertaking any other activities relating to implementation of NBIDNNGPS-1 as assigned by the concerned Executive Engineer.

### 3. Output and Reporting Requirements

- a) Preparation of relevant guidelines, reports, cost estimates, drawing design regarding infrastructure development related to Water Supply and Sanitation.
- b) All kinds of design drafting and preparation of perspective view of the WASH block design and others.
- c) Work schedule (Gantt Chart) for monitoring of the implementation progress of the construction works.
- d) Generate Handover Certificate and all related documents for processing final bill including site specification, revised estimate.
- e) Update work progress in NBIDNNGPS-1 Web based Software and Mobile Application (TIMS).
- f) Any other reports as required by the concerned Executive Engineer and Primary Education Unit, DPHE HQ.

### 4. Monitoring, Review and Evaluation Arrangements

The AutoCAD Operator will be under direct supervision of the Focal Point, NBIDNNGPS-1 (DPHE part), DPHE. Therefore, he/she will be monitored and evaluated by the Focal Point, NBIDNNGPS-1 (DPHE part), DPHE. His/her work will be reviewed and evaluated on the basis of the deliverables as mentioned in section 4.

### 5. Qualifications and Experience

The AutoCAD Operator shall have the following qualifications and experience:

- a) At least Diploma in Civil or Honors with 02 years' experience.
- b) At least 02 years' specific job experience in AutoCAD Drafting, design and structure of building construction and installation of water sources.
- c) Prior work experience in AutoCAD Operation under development or revenue budget will be an added advantage.
- d) Overall and in-depth knowledge in estimation based on different design including schedule of rates of PWD/LGED/DPHE.
- e) Experience in quality assurance of infrastructure development related to Water Supply and Sanitation.
- f) 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.
- g) Must know about data entry in web-based software platform and mobile application.
- h) Have in-depth understanding of rules and regulations of American Concrete Institute (ACI) and Bangladesh National Building Code (BNBC).
- i) Sound knowledge in English language (reading, writing, listening and speaking).

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- 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:

- 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.

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