

**Terms of Reference (ToR) for  
Engagement of Chief Project Management Consultant (Individual)  
under Fourth Primary Education Development Program (PEDP4)**

**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. The Fourth Primary Education Development Program (PEDP-4) 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 program is supported by significant contributions from Government as well as Development Partners (DPs). 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 PEDP-4, DPHE will install 20,000 new drinking water sources in the primary schools, conduct water quality testing of 65,000 water points, construct 58,000 new Wash Blocks in 29,000 primary schools, conduct major maintenance of 10,000 wash blocks constructed in PEDP3, install water supply and sanitation facilities in the DD, DPEO, UEO, URC, PTI offices in the project tenure (July/2018 to June/2025) with an aim to provide safe drinking water and sanitation services in the primary schools under PEDP-4. Considering the work volume and diversity of work it is necessary to engage Chief Consultant in the Program office for overall management and smooth implementation of the Work during the program tenure.

**2. Scope of Work**

The Chief Consultant will be based in the Office of the Focal Point, Primary Education Unit (PEU), DPHE, Dhaka. The consultant will provide all sorts of managerial support to the unit Focal Point as well as the program Focal Point of PEDP-4 (DPHE Part), Dhaka. S/he will manage a group of consultants engaged in the office of the focal point of PEDP-4 (DPHE Part) for pursuing smooth implementation of Water Supply and Sanitation related infrastructures in the Primary Schools and DPE related offices under PEDP4. In addition, s/he will assist the Focal Point, PEDP4 in complete monitoring of the implementation progress of activities as mentioned above. The Chief Consultant will help the Focal Point, PEDP4 in preparing different reports/documents related to monthly/quarterly progress, attend DPE-DPHE bilateral meetings, meetings at DPE Headquarter, Ministry of Primary and Mass Education (MoPME), monitor and manage related program consultants in preparation and submission of construction status report, water quality test report, guide the



relevant consultants on timely submission of environmental & social safeguard report etc. The specialist will also assist the Focal Point, PEDP4 in guiding the field level officers of DPHE as well as supervision consultant working in the district level in 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 unit Focal Point of PEDP-4.

### 3. Detailed Tasks

The Chief Consultant will work under the guidance of the unit Focal Point of PEDP-4. S/he will provide required support to the DPHE District and Upazila Offices if and when required.

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

- a) Supervising and providing technical support 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 MoPME approved Environmental and Social Safeguard framework (EMF & SMF).
- b) Scrutinizing technical specifications, BOQ and detailed estimate of works prepared by the officials and consultants engaged in the program office of PEDP-4.
- c) Confirming the revised estimates duly verified by the program consultants as submitted by Upazila/District Engineers (AE/SAE/EE) on the basis of approved design and actual work done.
- d) Finalization of all sorts of reports (monthly, quarterly and half yearly progress report) along with verification and validation of submitted tender/tender related documents regarding infrastructure development related to water supply and sanitation.
- e) Liaison with LGED, DPE, DPHE and other relevant stakeholders for efficient information flow on infrastructure plan, master plan, layout plan of the primary schools to accommodate the construction of wash blocks and water sources.
- f) Finalization of appropriate design of WASH Blocks based on soil investigation report.
- g) Supervise the senior/supervision consultant who are engaged in regular construction monitoring at DPHE HQ and district level at different construction stages of WASH Block i.e., foundation casting/ column/ roof/ beam/ slab etc. Similar monitoring is applicable for Water Sources.
- h) S/he will be responsible in making detail work plan in close coordination with unit focal point of PEDP4.
- i) Resolve any site related construction issues by frequent site visit.
- j) Coordination with primary schools, DPE local offices, DPHE local offices, DPHE HQ, DPE HQ and MoPME.
- k) Providing technical support for analyzing and updating PEDP4 Web based Software (TIMS) and Mobile Application aligned with PEDP4 integrated systems development plan.



- l) Finalizing the work schedule (Gantt Chart) for monitoring the implementation progress of the works.
- m) Providing support for overall capacity building of the DPHE district and Upazila officials on ensuring quality of construction.
- n) Undertaking any other activities related to implementation of PEDP4 as assigned by the unit focal point of PEDP-4 (DPHE Part).

#### 4. Output and Reporting Requirements

- a) Finalization of prepared guidelines, reports, site specific design and drawings, cost estimates, tender documents, broad-sheet reply of audited documents regarding infrastructure development related to Water Supply and Sanitation activities in the primary schools of Bangladesh under PEDP4.
- b) Monthly, quarterly PEDP4 progress/status report relating to the development of Water Supply and Sanitation infrastructures in the primary schools of Bangladesh
- c) Submit monthly work plan and progress report of previous month based on on-site implementation.
- d) Work schedule (Gantt Chart) for monitoring of the implementation progress of the construction works.
- e) Progress report on the expenditure and fund disbursement activities related to construction progress.
- f) Finalize and disclose half yearly implementation progress and Environmental & Social Safeguard evaluation report based on the approved infrastructure plan and planning guidelines (IPG) and Environmental & Social Safeguard framework.
- g) Summarize and monitor updated work progress in PEDP4 Web based Software and Mobile Application (TIMS).
- h) Any other assignment/report related to PEDP4 Program implementation as required by the focal point, Primary Education Unit, DPHE Head Quarter.
- i) The engaged consultant must submit the 'time sheet' and 'details accomplished work' on a monthly basis to the Focal Point of Primary Education Unit (DPHE).

#### 5. Monitoring, Review and Evaluation Arrangements

The Chief Consultant will be under direct supervision of the Focal Point, Primary Education Unit, DPHE, Dhaka. His/her work will be reviewed and evaluated on the basis of the deliverables and progress reports as mentioned in section 4.

#### 6. Qualifications and Experience

The Chief Consultant shall have the following qualifications and experience:

- a) At least B.Sc. in Civil Engineering with 20 years of General experience.

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- b) Applicants having master degree in Civil/Environmental Engineering or MBA will get added advantage.
- c) At least 10 years of specific job experience in planning, design, management and supervision of infrastructures related to water supply and sanitation.
- d) Prior work experience in Govt. Organization to the post of Superintending Engineer or above under development or revenue budget will be an added advantage.
- e) Excellent interpersonal skills demonstrating ability to conduct meetings and negotiations with high level government officials and development partners.
- f) Strong motivation and proven leadership ability to manage a group of consultants.
- g) Should have top level experience in quality assurance of infrastructure development related to Water Supply and Sanitation.
- h) 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.
- i) Overall and in-depth knowledge on different design including schedule of rates of PWD/LGED/DPHE.
- j) Must have knowledge in operating web-based software and mobile applications.
- k) Have in-depth understanding of rules and regulations of American Concrete Institute (ACI) and Bangladesh National Building Code (BNBC).
- l) 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.
- m) Sound knowledge in English language (reading, writing, listening and speaking).
- n) The applicant must submit their CV or Experience Details in the format for Individual Consultant as obtained from CPTU website along with financial proposal.

#### **7. Logistics and Facilities:**

Consultants will be provided with a seating arrangement in conjunction with computer, printer, and scanner facilities. All these logistics have to be returned after the completion of the contract. S/He will ensure her/ his office conveyance by herself/ himself.

#### **8. Selection Method:**

The said consultant shall be selected based on 'Selection of Individual Consultant' method.

#### **9. Age limit: Maximum 65 years**

#### **10. Remuneration: Negotiable (on a monthly basis)**

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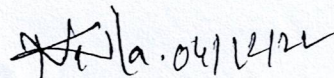


### 11. Duration of the Assignment

The assignment will be effective from the date of joining until June/2025 or up to the end of the program that comes first.

### 12. Place of Assignment

Office of the Focal Point, Primary Education Unit, DPHE, Dhaka.

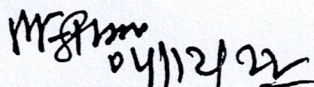
  
04/12/22

(Nabila Tabassum Miki)

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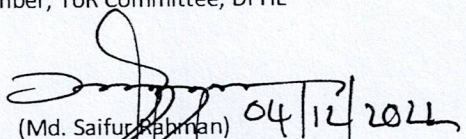
Member Secretary, ToR Committee, DPHE

  
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(Mohammad Fayazul Islam Soman)

Executive Engineer, Ground Water Division  
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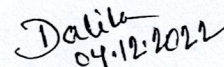
Member, ToR Committee, DPHE

  
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(Md. Saifur Rahman)

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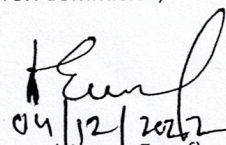
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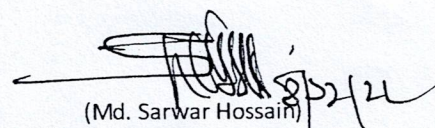
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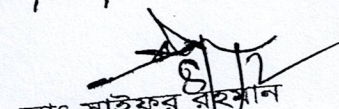
  
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(Md. Sarwar Hossain)

Addl. Chief Engineer (Works)  
Department of Public Health Engineering, Dhaka  
&

Convener, ToR Committee, DPHE

Approved as proposed .

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