

## ToR of Senior Technical Officer (STO)

### **Terms of Reference (ToR)**

**Functional Title:** Senior Technical Officer (STO)

**Direct report to:** Senior Engineer (Technical Lead) and CEO, SP and Indirect report to: Chairperson, KCAMC

**Station:** KCAMC field office in Taplejung with frequent visit to the sites

**Qualifications and experience:** Diploma in Civil Engineering from CTEVT or a recognized institution with a minimum of 7 years' experience in implementation of community infrastructure projects including 3 years of experience of supervising rural water supply projects.

**Responsibilities:** All the tasks below will be carried out under the direction, guidance and supervision of Senior Engineer (Technical Lead) in technical matters and CEO in other administrative matters.

**Application Deadlines:** Interested candidates are encouraged to submit the cover letter and CV to [hr@spnepal.org](mailto:hr@spnepal.org) by 17:00 hours, January 31, 2024.

### **Engagement with KCAMC**

- Coordinate with KCAMC on day-to-day water supply project related activities and other construction related activities and schemes
- Assist KCAMC for procurement of labor and materials at local and district levels, in accordance with KCAMC procurement policy and guidelines;
- Support KCAMC to implement the social accountability tools-public hearing, public review, public audit and placement of transparency board at each construction site;
- Assist KCAMC in measurement of completed works and in preparing the bills;
- Update the progress status of the project in periodic basis;

### **Monitoring and Supervision**

- Effectively manage water supply project sites and other construction schemes to achieve time, cost, quality, safety and other SP and Donor objectives;
- Prepare site specific work schedule in participatory way with KCAMC and users and follow up activities;
- Be fully accountable in ensuring quality of the schemes by extending construction supervision at critical stages;
- Mandatorily visit each sites/scheme in every critical milestone/stage of project in pre, during and post-construction period;
- Ensure that water supply projects and other construction schemes are constructed in compliance with drawings, specifications, regulatory requirements, and in accordance with timeline programmers, implementation plan, operational procedures, and cash control and cash recording requirements;
- Ensure quality control of implemented project sites by quality check record keeping;
- Check quality and quantity of materials delivered to site and facilitate KCAMC to record keepings;
- Brief any visitors to site and ensure that all workers and visitors comply with the safety systems at work as part of the project's Health and Safety Plan;
- Take support from senior engineer while solving technical and construction management;

- Timely reporting to senior engineer and CEO about the project activities and related issues;

### **Social Safeguarding and Inclusion**

- In close collaboration with the KCAMC, give special attention to the inclusion of disadvantaged groups and minority groups in the proposed schemes;
- Identify the need for land acquisition for the proposed scheme and discuss arrangements with the KCAMC and beneficiaries for such acquisitions. In case of land acquisition, ensure prevailing rules of KCAMC are adhered to;
- Identify water rights issues related to the proposed intervention. Identify any disputes related to the proposed schemes and facilitate to resolve them before selection of the scheme for detail feasibility survey.

### **Pre and Post Construction Training**

- Provide pre-construction and post construction trainings to the users for the day-to-day supervision and quality control of the construction of civil works and O&M.
- After the conclusion of construction works, assist the users in preparation of an operation and maintenance plan for water supply system.

### **MIS update and Documentation**

- Ensure that KCAMC/users keep all necessary records and documents;
- Update MIS in the system available at SP after each supervision visit;
- Maintain the site documentation properly;

### **Others**

- Other tasks as directed by the Senior Engineer and CEO;