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Term of Reference (ToR)

Assistant Project Coordinator (Environmental Engineer)

for "Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh" Project (in short, RHL Project)

## 1. Background

The Palli Karma-Sahayak Foundation (PKSF) is an apex development institution established by the Government of Bangladesh under the Financial Institutions Division of the Ministry of Finance with a mission of sustainable poverty eradication by undertaking multidimensional human-centered development programs. As a second-tier organization, PKSF implements all programs and projects nationwide through more than 200 Partner Organizations (POs).

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of safe drinking water. Many coastal residents depend on seasonal subsistence agriculture and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved "Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL)," a five-year project (from September 2023 to August 2028). The project has chosen seven exposed coastal districts, namely Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox's Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position. The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit <a href="http://www.pksf.org.bd">http://www.pksf.org.bd</a>) as a Direct Access Entity (DAE) of GCF.

For implementing the Project, PKSF is seeking qualified candidates for the "Assistant Project Coordinator (Environmental Engineer) in the short APC(EE)" post for its Project Management Unit (PMU).

#### 2. Objectives of the position

The APC (EE) will provide technical and coordination support to implement the Project's activities through innovative methods and tools. Particularly, emphasis should be given to the design and implementation of climate-resilient coastal housing and crab hatcheries. The APC (EE) will ensure that the construction works have been done according to the architectural, structural, plumbing, and electrical drawings in full compliance with the codes using high-quality construction materials as indicated in the construction proposal. He will also ensure the completion and handing over of the house process to the concerned community/beneficiaries within the stipulated timeframe. In addition, APC (EE) will ensure the implementation of the project's Environmental and Social Management Plan (ESMF) and report accordingly.



🕝 PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh



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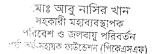
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3. Key Responsibilities

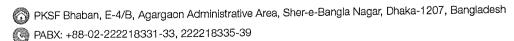
The APC (EE) will be responsible for the overall construction component of the Project, including designing and implementing all activities under such component that contribute to all project outputs. S/he will perform the following roles and responsibilities (but not limited to):

- Act as the main technical person to design climate-resilient coastal housing and crab hatchery for the
- Supervise and coordinate the construction works and other related workers and maintain a precise and regular work progress journal.
- Manage, monitor, interpret, and explain the building plan, drawing, and design documents supplied by the partner organization.
- Maintain constant coordination between the PO and PMU-RHL.
- Survey the construction site, ensure that construction activities are carried out within the demarcated land boundary, and protect the site from external encroachment.
- Maintain liaison with the local authority (where appropriate to the project) and sort out emerging issues in consultation with RHL-PMU and his assignees to ensure uninterrupted progress of the construction works.
- Ensure that the construction activities are carried out according to the plans, designs, and drawings and ascertain accuracy of the qualities, quantities, and proportions of the construction materials are precisely maintained.
- Ensure that all materials used and works performed are in accordance with the specifications indicated in the contract document.
- Review and agree on the quantity, quality, and cost of the materials used to construct the building.
- Ensure that the work progresses to meet agreed deadlines.
- Oversee quality control, health, and safety matters of workers on the construction site.
- Resolve any unforeseen technical difficulties and other problems that may arise in the work process in consultation with the RHL-PMU.
- Assist in complying with the commitments made in the project ESMP;
- Carry out environmental and social screening of the sub-projects and prepare site-specific Environmental and Social Assessment reports in collaboration with the project's APC (Training and Social Development) in accordance with ESMF.
- Update any ESIA report based on detailed information available during project implementation.
- Ensure the integration of ESIAs and ESMPs measures into the sub-project design and implementation plans such as contract documents, maintenance contracts, tenant lease agreements, etc.
- Review various Environmental and other documents about compliance with the ESMF, various environmental issues, and the adequacy of management measures and provide necessary guidance.
- Prepare various narratives, technical and financial reports as required; and
- Any other duties assigned by PKSF.

#### 4. Selection criteria

#### Education

- Bachelor in Civil Engineering/ Civil and Environmental Engineering/Environmental Engineering/ Disaster and Environmental Engineering from a recognized University/Institute with at least two first class/division/ equivalents CGPA. Having a 3rd class/division/equivalent CGPA in any examination will incur ineligibility.
- The candidate must have membership of the Institution Engineers Bangladesh (IEB).
- Training on Environmental Impact Assessment (EIA)/Environmental and Social Management Framework (ESMF) will be an asset.

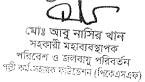


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Experience

- Minimum 08 (Eight) years of professional experience in preparation of drawing, design, estimate, BOQ, procurement, construction of building, road construction, water supply, hydraulic structure, and other civil engineering-related works.
- Experience in Environmental Social Management Framework/EIA/EMP/and other documents related to environmental safeguards.

#### Preferred

- Experience in developing construction manuals.
- Experience of construction works in the coastal area of Bangladesh.
- Working experience in the WB-funded project and updated knowledge of WB's safeguard policy and Environmental and Social Framework (ESF)

### Other skills and knowledge

- Good command over working experience in Auto CAD 2D
- Updated knowledge of government policies, acts, rules, and regulations related to the environment;
- Aware of the Bangladesh National Building Code (BNBC) and related codes/policies of RAJUK, City Corporation, and Fire Service.
- Excellent communication and presentation (oral and written) skills in Bangla and English.
- Knowledge, experience, and training in public procurement rule (PPR-2008).

### 5. Age limit

Maximum 45 years on the last date of application

#### 6. Location

The position is based in Dhaka, with at least 30% time to project areas (outside Dhaka)

#### 7. Duration

- Duration Initially for one year with the possibility of annual renewal up to project periods upon satisfactory performance.
- 8. Number of Position: 01 (one)

#### 9. Salary and allowances:

- Monthly consolidated salary will be BDT 1,70,000/- (one Lac Seventy Thousand only)
- Other admissible benefits (Festival Allowance, Bangla Noboborsho Allowance, Mobile Allowance, Group insurance, etc.) as per PKSF policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the Government of Bangladesh. All relevant Taxes will be deducted at sources as per the Government rules.

#### 10. How to apply

Apply through the PKSF online job portal at <a href="http://www.pksf.org.bd">http://www.pksf.org.bd</a>.

It should be noted that the position is expected to begin at the earliest possible and will last until the end of the project period (August 2028). This appointment will initially be for one year, with the possibility of annual renewal up to project periods or the period determined by PKSF's management. Salary may be reviewed on an annual basis, taking into account the project budget, as well as the performance of the staff involved in the Project.

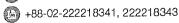
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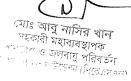
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## Women are actively encouraged to apply.

PKSF is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of their specific identities, such as race, religion, gender, physical or mental disability, or any other status or characteristic protected by the laws of the country.

মোঃ আবু নাসির খান সহকারী মহাব্যবস্থাপক

শহসের। শহসের বিত্রা পরিবেশ ও জলবায়ু পরিবর্তন পরী কাঁ-সহয়ক ফাউডেশ্য (পিকেএসএন)

