Terms of Reference (ToR)
of
Assistant Project Coordinator (Monitoring)
under "Access to Safe Drinking Water for the Climate Vulnerable People in Coastal Areas of Bangladesh through Solar-generated Reverse Osmosis Water Treatment Facilities" Project

1. Basic Information

Title	: Assistant Project Coordinator (Monitoring)
Number of Position	: 01(one)
Reports to	: Project Coordinator
Education	: B.Sc. in Civil Engineering/Civil & Environmental Engineering
Age	: Maximum 45 years
Experience	: 05 years
Location	: Dhaka, with at least 50% time to project areas (outside Dhaka)
Salary	: Monthly BDT 90,000/- (Consolidated) and other admissible benefits.

2. Background

The coastal areas of Bangladesh are more vulnerable to climate change than any other area. Globally, The Intergovernmental Panel on Climate Change (IPCC) has identified coastal areas as being highly vulnerable to climate change because sea-level rise can amplify risks such as flooding, storm surges, inundation, saline water intrusion, and erosion, particularly in developing countries where coastal management is often lacking (Details can be seen in AR6). The total length of the Bangladeshi coastline is approximately 710 km. Most of the coastal areas are part of a big delta. This delta has three distinctive features: the west part is in a moribund delta, the central part is in an active delta and the east part is in structurally dominated estuaries with a relatively high gradient, where hills are not far from the coast. The Bangladeshi coast is at the top of a funnel-shaped bay known as the 'Bay of Bengal'. It has a trench called 'the swatch of no ground' and a large number of islands and estuaries that are geomorphologically active, with huge sediment depositions, and tidal and wind action. The western and central parts of the coastal areas in Bangladesh have a very low elevation ranging from 1-2 meters below average sea level, which is prone to tidal flooding due to their low-lying geographical characteristics.

There are 2.5 million hectares of arable land in coastal areas of Bangladesh lying between 0.9 and 2.1 meters above mean sea level (MSL). Salinity affects 53% of these lands, or 1.51 million hectares12. The agricultural production system in the areas is evolving daily as a result of saline intrusion. Livelihood possibilities are increasingly dwindling, especially for the disadvantaged people. Tidal surges brought on by cyclones and heavy rains flood low-lying areas' homesteads and harm houses, including water and sanitary systems. In summary, coastal residents are mainly vulnerable due to poor human settlement conditions in low-lying areas, climate-sensitive livelihoods, and a lack of pure drinking water. Scarcity of safe drinking water is one of the most vital factors that makes the coastal people vulnerable.

Freshwater ecosystems in the coastal region are now frequently affected by salinity, an environmental risk phenomenon. The management of freshwater ecosystems is becoming increasingly challenging in the coastal region due to the effects of climate change, including sea level rise and coastal flooding, excessive groundwater extraction, and decreased upstream flows.

Under this circumstance, to build a healthy coastal community, to reduce the income erosion due to illness, and make them financially sound by increasing the access to safe drinking water, the Adaptation Fund (AF) Board under the United Nations Framework Convention on Climate Change (UNFCCC) approved "Access to Safe Drinking Water for the Climate Vulnerable People in Coastal Areas of Bangladesh through Solar-generated Reverse Osmosis Water Treatment Facilities" a three-year project. The Palli Karma-Sahayak Foundation (PKSF) will implement the project (for details about PKSF, please visit http://www.pksf.org.bd) as a Direct Access Entity (DAE) of AF, state owned an apex development organization under the Financial Institutions Division of the Ministry of Finance, with a budget of $5.00 million. The project has chosen three exposed coastal districts, namely Khulna, Bagerhat, and Satkhira, which are particularly vulnerable to safe drinking water due to salinity intrusion. The project has a target of 180,000 beneficiaries in the selected three coastal districts to supply the safe drinking water. The specific objectives of the project are:

a) The project aims to ensure water security for coastal families by establishing reverse osmosis water treatment plants;
b) To enhance awareness of vulnerable coastal communities on health hazard issues.

For implementing the Project, PKSF is seeking qualified candidates for the " Assistant Project Coordinator (Monitoring)" post for its Project Management Unit (PMU).

3. Project Duration

The duration of the project is March 2025 to February 2028. So, the position is expected to begin in July 2025 and will last until the end of the project period (February 2028) and appointed initially for one year with the possibility of annual renewal up to project periods based on the performance and availability of the budget.

4. Objectives of the position

The **Assistant Project Coordinator (Monitoring)** will assist PC in project execution in all respect. He will maintain organization, efficiency, and effective communication, ensuring that the project stays on track and aligned with objectives. Their role is essential in keeping the project team well-coordinated and responsive to challenges.

5. Key Responsibilities

- Conduct the supervision of drinking water related infrastructure at coastal areas under the project.
- Prepare detailed engineering drawings, specifications, and cost estimates for proposed infrastructure interventions.
- Ensure that all designs adhere to relevant engineering standards, environmental considerations, and climate resilience principles.
- Conduct regular site visits to monitor the progress of construction works, ensuring compliance with project to specifications and quality standards.
- Provide technical guidance and support to project teams of the partner NGOs, contractors, and local communities involved in RO plant installation.

6. Selection Criteria

Basic Requirements:

- B.Sc. in Civil Engineering/Civil & Environmental Engineering from any reputed university with at least two 1st Divisions/Classes or equivalent CGPA in the academic career;
- 3rd Division/Class or equivalent CGPA in any examination will incur ineligibility;

- Minimum 05 years' experience in Civil Engineering activities (designing, constructing and maintenance).
- Candidates having experience in water supply projects at coastal area of Bangladesh will be given preference.
- Good command over/working experience in Auto CAD software;
- Expertise in preparing BOQ (Bill of Quantities) and cost estimates;
- Clear idea on Construction Rules and Regulations;
- Must have IEB membership.

Preferred:

- Working experience in international multi-donor funded projects
- Professional training on Supervision of construction and Climate Resilient Materials.
- Strong analytical, reporting, and communication skills.
- Strong knowledge of engineering principles, construction methods.
- Monitoring and coordination with the beneficiaries in all respect.
- Ensure that all technical inputs and cost estimates related to the construction components are accurate, timely provided and included in the project proposals and budgets.
- Coordinate with programs required activities ensuring proper and timely actions from both the PKSF and POs.
- Perform other tasks assigned by the authority.
- Experience in implementing of desalination projects in coastal areas of Bangladesh;
- Familiarity with energy recovery devices and cost-saving techniques in RO plants;
- Clear idea about construction drawing, BOQ & estimate, RO plant membrane, anti-scaling dosing, and turbidity & hardness of water;
- Updated knowledge of government water policies, acts, rules, and regulations;
- Prepare and submit quarterly progress reports to management, and sub-project disclosure communication to AF on all the aspects related to management in the sub-project;
- Excellent communication and presentation (oral and written) skills in Bangla and English;

7. Salary & Allowances

- Monthly consolidated salary BDT 90,000/- (Ninety Thousand)
- Other admissible benefits (Festival Bonus, Bangla *Noboborsho* Allowance, Mobile Allowance, Group Insurance etc.) as per PKSF policy;
- Salary and other admissible benefits (if any) are inclusive of all applicable taxes as imposed by the Government of Bangladesh. All relevant taxes will be deducted at the source as per Government rules.

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. Women are strongly encouraged to apply.

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