



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (Tor)

of

Assistant Project Coordinator (Civil Engineering)

under 'Extended Community Climate Change Project- Drought (ECCCP- Drought)' Project.

1.0 Basic Information

Title of the Position	Assistant Project Coordinator (Civil Engineering)
Location	Dhaka, Bangladesh, with at least 50% time to project areas (outside Dhaka)
Reports to	Project Coordinator
Duration of the Position	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	Monthly BDT 1,50,000 (including Tax and VAT and other admissible benefits).
Age Limit	Maximum 50 years

2.0 Background of the project

Palli Karma-Sahayak Foundation (PKSF), an apex development organization focusing on holistic and integrated approaches, was established by the Government of Bangladesh in May 1990 for sustainable poverty reduction through employment generation. At the beginning of its operations in 1990, with a view to generating employment for the rural poor, PKSF set the goal of creating self-employment opportunities in the rural off-farm sector and adopted the strategy of promoting loan programs to attain this goal. Over the years, PKSF has gained a thorough understanding of and valuable experience with the multifaceted aspects of poverty and hence adopted human-centric development approach in 2010. Since then, PKSF has been implementing projects and programmes in diversified sectors including sustainable enterprise, training and education, agriculture, climate change and disaster and so on. PKSF works with more than 15 million households through its 200 partner organizations. Many development partners, such as the World Bank, DFID, EU, ADB, IFAD, GIZ, GCF, and Adaptation Fund (AF) are working with PKSF. Please visit <http://www.pksf.org.bd> for details.

Recently the PKSF is awarded a project named "Extended Community Climate Change Project- Drought (ECCCP- Drought)" by the GCF. The GCF has approved the project in the fact that Bangladesh faces an unpredictable drought hazard due to inadequate and uneven rainfall that affects the timing of onset and end of the monsoon season. The northwestern Barind region/districts of Bangladesh suffer the most from droughts (BBS, 2015). Climate change is changing the nature of droughts in Barind by increasing temperature and variations in precipitation. The historical data shows that the number of consecutive dry days and temperature have increased steadily over the past 30 years (MoEF, 2009). On the contrary, long-term projections of precipitation using different models show decreasing trend. Thus, drought episodes have become more erratic through climate change, a trend that has a high probability of worsening for the next decades.

Drought causes several challenges for vulnerable communities of the Barind region. During droughts, almost all natural surface water sources evaporate, leaving none for drinking, sanitation or agriculture. The human cost is measured in a greater incidence of disease, especially among children and lack of nutrition due to crop failure, increased poverty and reduced development potential.

3.0 Objective of the project

The main objective of the project is to increase the resilience of climate vulnerable-communities in drought-prone areas of Bangladesh. This objective is expected to be achieved by implementing activities covering three main components: i) improved institutional and technical capacities to address climate change-induced drought, ii) increased availability of surface and ground water for irrigation and drinking, and iii) drought-resilient livelihoods created through sustainable agricultural production.

4.0 Project Duration

PKSF has been implementing the 'ECCCP-Drought' project since October 2023. This project is expected to continue up to September 2027. For implementing the project, PKSF is seeking qualified candidates for the "Assistant Project Coordinator (Civil Engineering)" post for its Project Management Unit (PMU).



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



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5.0 Key Responsibilities

- Lead the planning and implementation of all infrastructures under the project;
- Prepare the detail structural design of hydraulic structures 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 and social considerations as per Environmental and Social Action Plan (ESAP) of the project, and climate resilience principles.
- Ensure quality procurement of contractors by the project partners.
- Supervise, Monitor and conduct pre-and post-work survey of re-excavated ponds and canals.
- Ensure that the water infrastructure is implementing in full compliance with the technical specification to be developed in the procurement documents.
- Oversee the construction and rehabilitation of infrastructure, including canals, ponds, and water access points.
- Conduct regular site visits to monitor the progress of construction works, ensuring compliance with project specifications and quality standards.
- Liaison with the BMDA to select ponds and canal for re-excavation.
- Collaborate closely with the BMDA and other local authorities, and stakeholders to resolve any technical issues and ensure smooth project execution.
- Provide technical guidance and support to project teams of the partner NGOs, contractors, and local communities involved in infrastructure development activities.

6.0 Academic qualifications

- Bachelor of Science degree in Civil Engineering from any reputed university with at least two 1st Divisions/Classes or equivalent CGPA in the academic career;
- Having 3rd Division/Class or equivalent CGPA in any examination will incur ineligibility.

7.0 Experience

- At least 08 years of professional experience in Civil Engineering related activities.
- Applicant having experience in implementing of Climate Change related project, land development works, excavation and re-excavation of canals and ponds, ground water development works will be given preference.

8.0 Other qualification and requirements (Preferred)

- Strong knowledge of engineering principles, construction methods, and relevant codes and standards.
- Proficiency in using engineering software and tools for design and analysis.
- Experience in project management and supervision, including contractor coordination and quality assurance
- Strong analytical, reporting, and communication skills.
- Proven ability to work collaboratively with multi-disciplinary teams and stakeholder.
- Excellent written and spoken English and Bengali language proficiency.
- Working experience in Auto CAD-2018
- Must have IEB membership.

9.0 Salary and allowances:

- Monthly consolidated salary will be BDT 1,50,000/- (Taka One Lac Fifty Thousand Only). Salary may be reviewed on a yearly basis, taking into account of the PKSF's requirement, the project budget, as well as the performance of the staff involved in the project.
- 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.

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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