

**TERM OF REFERENCE (TOR) FOR
PROGRAM DEVELOPMENT SPECIALIST (Engineering) under Abason Loan Program of PKSf**

1. BASIC INFORMATION

Title	Program Development Specialist (Engineering)
Location	Dhaka, Bangladesh with at least 50% time to project areas (outside Dhaka)
Reports to	Additional/Deputy Managing Director/General Manager
Duration	1 Years (yearly renewal is required considering performance and fund availability)
Salary	BDT 165000 (including Tax and VAT) monthly + other admissible benefits
Age	Less than 50 years
Experience	20 years in relevant sector

2. BACKGROUND AND OBJECTIVE OF THE PROJECT/PROGRAM ACTIVITIES

Bangladesh's rapid urban growth, present demographic position, current trend of infrastructure development, level of vulnerability to natural disasters, and trajectory of economic growth have put considerable pressure on housing demand. Currently, around a million housing units per year are needed in Bangladesh to address demand shortfalls, and most of the need is concentrated in the lower- and lower-middle income groups. Based on the learning from the **Low-Income Community Housing Support Project (LICHSP)**, funded by the World Bank, PKSf is implementing a loan program called 'Abason' with its own fund. PKSf has a plan to extend this housing loan program. Furthermore, PKSf submitted a request to the World Bank for a new project with a budget of US\$ 270 million to extend housing loans throughout the country.

Hence, PKSf is seeking qualified candidates for the post of "**Program Development Specialist (Engineering)**" for implementing and providing engineering support to the above-mentioned projects and programs.

3. KEY AREAS OF DUTIES, ACCOUNTABILITIES, AND RESPONSIBILITIES

The Program Development Specialist (Engineering) will be responsible to

- i. Provide overall technical assistance to housing loan program related housing construction and other housing construction projects/programs, from planning to implementation, monitoring and coordination with the beneficiaries in all respect;
- ii. Ensure development and implementation of effective monitoring and supervision tools;
- iii. Ensure effective quality control systems are in place and constructions work in compliance with technical specifications and project quality standards.
- iv. Monitor and evaluate performance of service providers.
- v. 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.
- vi. Support the supply section in all tender exercises for the procurement of construction and consultancy services, if necessary.
- vii. Take responsibility for overall progress and use of resources.
- viii. Identify and manage risks and initiate corrective action where necessary, so that maximum benefit to client and stakeholders is achieved.
- ix. Prepare interim - final project and handover reports and maintain the relevant project records.
- x. Manage project budgets, cash flow and obligations to ensure that deliverables are met and payments to contractors and personnel are received on time.
- xi. Coordinate with program division required activities ensuring proper and timely actions from both, the World Bank's and PKSF's side, if required.
- xii. Ensure a sound handing over of facilities to project participants.
- xiii. Supervision of *Abason* loan program.
- xiv. Provide engineering support to other activities both at the design and implementation level.
- xv. Prepare policy documents/guidelines for the next phase of funding from the World Bank on housing loans.
- xvi. Perform other tasks assigned by the authority.

4. SELECTION CRITERIA

Basic Requirements

- i. 4-Year Bachelor degree in civil engineering, or structural engineering with at least two first classes/divisions. No 3rd class will be considered;
- ii. Interpersonal skills to deal with development and implementing partners;
- iii. Strong communication and report writing skills in English and Bangla;
- iv. Minimum 20 years of professional experience in the relevant field of civil engineering, especially in preparation of technical documentation related to construction;

- v. Experience in managing and supervising in civil works, sanitary works and water supply including waste management;
- vi. Experience in community mobilization/ community monitoring sites, coupled with the ability to address and manage all aspects of monitoring of a construction (legal aspects of positioning, procurement, law and knowledge of construction contracts, construction information technologies, and follow-up);
- vii. Knowledge of procurement, tender document, tendering process and selection of contractor;
- viii. Excellent and proven experience in dealing with contractors and local partners;
- ix. Working experience in the area of preparation, implementation and monitoring of technical/ (re)construction projects; methodological and calculation skills;
- x. Knowledge of the World Bank's procurement rules, procedures and regulations would be an added advantage;
- xi. Experience in housing finance at least 5 years; and
- xii. Working experience in AutoCAD and structural design.

Preferred

- i. Professional training in relevant areas of community housing or building and RO plant design and supervision.
- ii. Knowledge about environment-friendly construction materials and resilient house design.

5. HOW TO APPLY

Apply with a cover letter, CV and information as advertised for this vacancy online via PKSf's website at <http://www.pksf.org.bd>

6. ABOUT PKSf

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. In 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. This loan program, launched for the rural moderate poor, has been diversified over time in accordance with the changing needs of heterogeneous poverty-stricken segments of society and has gradually evolved into an "inclusive financing program". The current PKSf financing program includes people who are moderately poor in both urban and rural areas, as well as extremely poor people, micro entrepreneurs, marginal farmers, and small farmers. Members of the aforesaid poverty groups are offered customized services. With a view to enabling the poor to come out of the low productivity trap, PKSf has integrated capacity building, technology transfer, value chain development, and other technical services into its development program.

Over the years, PKSf has gained a thorough understanding of and valuable experience with the multifaceted aspects of poverty. In 2010, PKSf added a new dimension to its mission by redefining its core goal as "instituting human dignity" rather than limiting its efforts to achieving economic freedom, and began undertaking new programs and projects to achieve this goal. The primary goals of the PKSf are to provide financial assistance and institutional development support to appropriate organizations for the implementation of sustainable inclusive financial programs for poverty reduction by creating productive employment opportunities for the poor, marginal farmers, micro-entrepreneurs, and other low-income households, as well as to provide them with assistance, including education, health, training, and risk reduction services as needed. It is currently working with more than 11 million households through its 200 partner organizations. Many development partners, such as the World Bank, DFID, EU, ADB, and IFAD, are working with PKSf. Visit <http://www.pksf.org.bd/>

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 identity, 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.

It should be noted that the position will begin in April 2023 and will last until the end of the project period, if PKSf desires and funds are available. 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 or program budget or budget from other sources, as well as the performance of the staff involved in the project or program that they will be assigned to.