

Terms of Reference of District Sub- Engineer

Position: District Sub- Engineer

Duty station: Assigned District PIU, with frequent visits within program districts and areas or outside as assigned.

Mode of contract:

There will be Initial contract for one year with a probation period of three months. The annual contract will be extendable up to the program period, or as per the availability of fund, based on satisfactory performance in the preceding contract and.

Roles and Purpose of the Assignment:

The District Sub- Engineer will be based in the assigned PIU and report directly to the PMO based Supervising Engineer. His/her primary responsibility will be to ensure the rapid, efficient and cost-effective implementation of small and micro scale irrigation infrastructure, seed storage house, Threshing Year, Threshing Floor etc within participating seed production groups/cooperatives based on seed and livestock value chain. He/she will supervise the construction site public & community as per instruction of the Supervising Engineer. He/she will develop and implement appropriate design parameters and procedures in the consultation of Supervising Engineer and facilitate in agreement & implementation work of such groups.

Specific tasks will include:

- Adequate data (any type survey), information about irrigation systems (either existing or rehabilitation) , seed storage house and other community infrastructure has to be collected and provided to Supervising Engineer;
- Suggest appropriate technology with its merit and de-merit on the basis of financial and technical aspects for the use by small groups/cooperatives/traders.
- In collaboration with the Supervising Engineer, prepare the design and estimate of proposed infrastructure activities as per district rate indicated by District Technical Office, print and distribute guidelines covering the recommended technical approaches to community and public for the use by participating production groups/cooperatives/traders
- As directed by the PMO / PIU visit applicant/grantee in developing and implementing productive infrastructure and provide initial estimates of suitable design and costs to meet their needs;
- Liaise with district seed coordinator to determine the feasibility of obtaining funds from the local VDC towards the cost of the infrastructure;
- Supervise and assist all stages of the infrastructure development from design to hand over of completed works and related final bill preparation, and provide reports to the PIU/PMO on progress and constraints;
- Assist the PIU/PMO in designing and she/he should present training courses relating to irrigation and other infrastructures installation and maintenance for construction groups/ seed production group/cooperative members;
- Visited construction site regularly and inform PIU/PMO about the situation immediately in written as far as possible.

- Collaborate closely with the district seed coordinator to ensure that all participating seed groups/cooperatives/traders receive the full range of technical, engineering and institutional development support, as required;
- Prepare and provide training of Operation and maintenance skill to the Seed Technician / groups and ensure that they are aware and obeying this task.
- Undertake all other task and duties, as required by the PIU/PMO.

Benefits and Remuneration:

Salary:

The salary of the Supervising Engineer, per person per month, will be NRs 38,000.00 (NRs Thirty Eighty Thousand only). Tax on the salary will be as per the government Income Tax Rule.

Allowances:

The Sub- Engineer will get travel, daily allowances and hotel expenses during their field visits as per the GoN rule, as applied.

Leave:

The Supervising Engineer will be provided 18 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. They will also be provided 12 days of sick leave per year, but will not be carried on for the next year if not spent. In addition he/she will also be provided with Mourning Leave – 15 days, Maternity Leave -2 months for women (15 days for men, for maternity care leave) and all public holidays.

Supervision of the experts and Administrative Control:

The Sub- Engineer will be administratively accountable and under the direct supervision of Program Manager. He/she will be technically accountable to the Supervising Engineer of Improved Seeds for Farmers Program. He/she will be controlled administratively (such as approval of leave and travel, evaluation of performance etc.) by the Program Manager or designated personnel of the PMO on the recommendation of Supervising Engineer.