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**Ministry of Energy and Natural Resources**  
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**TERMS OF REFERENCE FOR PROJECT ENGINEER**

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**Adaptation Fund Project on Adaptation to Climate-induced Water Stresses through Integrated Landscape Management in Bhutan"**

<b>Job Title</b>	:	Project Engineer
<b>Reports to</b>	:	I. Dzongkhag Engineer on day-to-day project activities in Paro Dzongkhag. II. Chief, Water Resource Planning and Monitoring Division, DoW and Chairperson, Project Steering Committee on official matter related to HR, project-related endorsement and travel to sites in Tsirang, Dagana.
<b>Contract Duration</b>	:	One Year (Extendable based on performance)
<b>Workstation</b>	:	Dzongkhag Administration, Paro, Bhutan

**Background**

The Royal Government of Bhutan (RGOB) in partnership with Bhutan Trust Fund for Environment Conservation is implementing a project titled “Adaptation to Climate-induced Water Stresses through Integrated Landscape Management in Bhutan” and it is funded by the Adaptation Fund. The project aims to improve water management in the country and build resilience to the impacts of climate change. It focuses on water availability and uses throughout the watershed, sustainability and beneficiary participation. Specifically, the objective of the project is to build resilience to climate change and adaptive capacity of water stressed communities in the Dzongkhags of Paro, Dagana and Tsirang. It will be implemented in 13 gewogs of these three Dzongkhags. These gewogs have been identified as priorities for the intervention under the government’s “water flagship programme” due to their specific vulnerabilities exacerbated by climate change that need to be specifically addressed through targeted water and agricultural adaptation activities. The project aims to benefit 36, 464 people directly and covers a total area of 1403sq km.

**Position**

A Project Engineer will be recruited to coordinate, implement, supervise, monitor and evaluate the construction activities of the drinking and irrigation water infrastructures supported through the project, in adherence to the project document, and under the supervision of Chief Dzongkhag Engineer, Paro Dzongkhag Administration and the Project Management Unit. The Project Engineer will be based in Paro Dzongkhag initially but periodically monitors the project-supported construction activities in Tsirang and Dagana Dzongkhag, and reports to Project Management Unit as and when called. The Project Engineer’s main responsibility is to ensure that the infrastructure constructed through the project achieves timely completion and meets the quality standards, and assume the responsibilities as specified below:



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**Specific responsibilities will include but not limited to:**

- ❖ Provide technical backstopping and management support related to infrastructures development of the Project.
- ❖ Monitor and review designs, drawings, estimates and specifications for project activities in consultation with the component managers, project dzongkhags (Paro, Tsirang and Dagana) and other relevant stakeholders.
- ❖ Primarily supervise project-supported drinking water schemes in Paro, and periodically monitor and evaluate project's construction activities in Tsirang and Dagana.
- ❖ Ensure that all infrastructure projects comply with relevant environmental and regulatory requirements.
- ❖ Assist in the timely renewal of necessary construction permits and approvals and obtaining new ones, when required.
- ❖ Assist the concerned agency or Dzongkhag in tendering processes and work awarding.
- ❖ Support the Project Manager in management and implementation of project activities including preparation/revision of the following;
  1. Workplan and project progress reporting, both physical and financial (Quarterly, Annual and Multi-year)
  2. Coordinate and organize meeting/ workshops related to Project
  3. Mid-term and terminal evaluation report
- ❖ Monitor and maintain safety at the workplace.
- ❖ Implement quality control measures to ensure that infrastructures meet engineering and climate resilient goals of the project.
- ❖ Conduct periodic field monitoring visits and joint monitoring of project activities with regular inspections and assessments, and submit technical report with recommendations within a given time.
- ❖ Ensure adherence to Environment, Social and Gender Safeguards of the project.
- ❖ Ensure all project documentation are properly maintained in hard and electronic copies in an efficient and readily accessible filing system.



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- ❖ Coordinate and provide guidance to project team and relevant stakeholders, including government agencies, contractors, and consultants, in successfully implementing project activities.
- ❖ Development of monitoring framework for Monitoring & Evaluation (M&E) of the project with appropriate indicators/ verifiers and tools for monitoring and evaluation of the infrastructure project including field testing and enhancement.
- ❖ Establishment of baseline data against the indicators defined in the M&E framework to be able to monitor inputs, outputs, outcomes and impacts.
- ❖ Conduct periodic and annual monitoring of project construction sites to appraise project implementation and related issues in interaction with local project stakeholders.
- ❖ Facilitate annual reviews of the project and produce analytical reports from these annual reviews, including learning and other knowledge management products.
- ❖ Work closely with the respective component managers and relevant officials of the three project districts.
- ❖ Support the Project Implementing Unit in successful handing/taking over of the project activities upon completion.
- ❖ Carry out any other tasks that may be assigned related to the projects.
- ❖ Provide support and information to facilitate during spot checks, financial and internal control audits conducted for the project
- ❖ Assist in recording grievances and solving them in coordination with relevant grievance redressal focal.

**Qualification, Experience and Requisite Skills**

- ❖ Bachelor's degree in civil engineering with a minimum work experience of **2 years and above**; with experience related to water supply and irrigation engineering works will be given preference.
- ❖ Experience in management of projects will be an added advantage.
- ❖ Experience in planning and design of Water Supply and Irrigation Systems which shall include components such as intakes, transmission, distribution networks, reservoirs etc. in situations and contexts similar to Bhutan.



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- ❖ Experience in preparation of technical design reports, specifications, cost estimates, tender documents, etc. in accordance with prevailing RGoB procurement rules and regulations.
- ❖ The expert should have experience in survey and design, quality control, construction management and ability to train other persons.
- ❖ Familiarity with AutoCAD and Water-Cad, or similar hydraulic design software.
- ❖ Should possess skills in promoting team work and flexibility to work under pressure and have the ability to work efficiently and effectively with a multidisciplinary team.
- ❖ Knowledge and experience in workshop facilitation, training, presentation and participatory techniques.
- ❖ Possess the ability and commitment to work and give results with minimum supervision.
- ❖ Experience in developing and implementing M&E plans, designing and conducting evaluations, and analyzing and presenting data to inform decision-making.
- ❖ Should possess a sound understanding of M&E frameworks and tools, including logical frameworks, results frameworks, and performance indicators
- ❖ Sound understanding of integrated landscape-based adaptation approach to climate-induced water stresses; and community development.
- ❖ Very good inter-personal and communication skills.
- ❖ Very good computer skills.
- ❖ Very good language skills in English (writing, speaking and reading) and in Dzongkha (speaking and reading).

**Remuneration**

- ❖ Nu. 80,000 per month

**Contract Duration**

- ❖ One Year (Extendable based on performance)