

Annexure-II

TERMS OF REFERENCE OF CHIEF ENGINEER (Civil) - Dam, PHPA-I

The Chief Engineer (Civil) - Dam shall be responsible for overall management, supervision, and technical oversight of all activities under the dam works and stabilization measures including but not limited to the following scope of work and key responsibilities:

A. Project Management, Supervision and Monitoring

- Serve as the overall in-charge for management and execution of construction and maintenance works under Dam works including stabilization measures.
- Monitor construction progress, work sequencing and timely achievement of project milestones.
- Manage the tracking of the construction progress using relevant software and ensure timely reporting of risks to the Management, and ensuring detailed site record and documentation.
- Coordinate with main contractors, sub-contractors, Project experts including Geologists, external experts and Project Management to ensure seamless execution of the works.
- Resolve technical and operational issues through timely decisions, and maintain effective communication and collaboration at all times.
- Monitor project progress and prepare periodic technical and management reports.
- Ensure compliance to technical specifications, safety standards, contractual obligations and quality control requirements
- Promote the use of project management tools, engineering software, and monitoring systems.
- Apply expertise in hydropower planning and design to support implementation.
- Review engineering drawings, design documents, and technical proposals for accuracy and alignment with project objectives.
- Ensure civil and hydro-mechanical works are executed in compliance with technical specifications, approved designs, timelines, and quality standards.
- Ensure that all tests as per the contract provisions, technical specifications and applicable standards are carried out.
- Resolving all technical issues pertaining to the drawings & designs in course of execution as per site conditions.
- Provide expert technical guidance and oversight to address complex engineering challenges during construction.
- Coordinate with design teams to resolve discrepancies and optimize solutions.
- Attend to any other tasks assigned by the Project Management (Managing Director, Joint Managing Director, Director (Technical) and Director (Finance)).

E. Leadership and Team Management

- Lead and supervise engineers and technical staff involved in dam construction.
 - Promote teamwork, professional communication, transparency and effective coordination & delegation of works across project units.
 - Ensure effective and timely sharing of information/taking appropriate actions as required by the management and other relevant stakeholders.
 - Ensure efficient deployment of human resources and effective capacity building within the team.
-

4. Deliverables

- Monthly and quarterly progress reports
 - Risk assessment reports
 - Technical review and assessment reports
 - Appraisal of technical issues
 - Compliance and quality assurance reports
 - Final completion and performance report
-

5. Key Competencies and Qualifications

A. Competencies

- Strong leadership, team management and communication.
- Advanced proficiency in project management tools and engineering software.
- Strong understanding of concrete dam design, knowledge of load conditions and foundation treatment, and other relevant civil engineering knowledge.
- Strong analytical and problem-solving capabilities.

B. Qualifications & Experience

- Bachelor's in Civil Engineering from a recognized university (preferably with Master's degree in civil engineering or equivalent).
 - Minimum 15 years of experience in construction of large-scale infrastructure projects, preferably hydropower/ dam construction.
 - Proven experience in managing large-scale infrastructure projects.
-

6. Reporting Arrangement

The Chief Engineer (Civil) – Dam shall report to the Director (Technical) or any other authority designated by PHPA-I.

7. Duration of Assignment

The assignment shall be for a period of three years or dissolution of the Project Authority, whichever is earlier. The duration may be extended based on the performance and need.

Pay and Allowances

The pay and allowances for Chief Engineer (Civil) – Dam shall be as per the Service Rules of Punatsangchhu-I Hydroelectric Project Authority and any amendments thereof.

Amendment

The above responsibilities and entitlements shall be reviewed and amended from time to time by PHPA-I.

"End of Document – Terms of Reference"