

# TERMS OF REFERENCE (TOR)

For

## Hiring Individual Consultant (Technical Officer - 4) for Northern Provincial Council - Irrigation Department - LK-MOMDE-512495-CS-INDV Integrated Watershed and Water Resources Management Project (IWWRMP) Ministry of Agriculture, Land, Livestock and Irrigation

### 1 Background

The Integrated Watershed and Water Resources Management Project (IWWRMP) is a World Bank–funded initiative implemented under the Ministry of Agriculture, Land, Livestock and Irrigation. The project supports watershed planning, infrastructure improvements, and institutional strengthening across selected regions of Sri Lanka.

Under the project, several construction and rehabilitation works are being implemented through the **Northern Provincial Council – Department of Irrigation**. However, due to inadequate in-house technical capacity, the department requires additional qualified **Technical Officers** to ensure proper supervision, quality assurance, and monitoring of construction works funded by the project.

The hiring of Technical Officers aims to ensure that all construction works meet required engineering standards, safeguard requirements, and project timelines.

### 2 Objective of the Assignment

The objective of this consultancy is to provide technical supervision, quality monitoring, and field-level support for project-funded construction activities undertaken by the Northern Provincial Council Department of Irrigation. The Technical Officer will assist in ensuring that all works are completed in accordance with approved designs, specifications, and World Bank requirements.

### 3 Scope of Services and Key Tasks

The Technical Officer shall carry out, but not be limited to, the following tasks:

#### 3.1 Construction Supervision

- Conduct **daily supervision** of construction sites assigned under the project.
- Verify that works are executed according to approved drawings, specifications, and engineering standards.
- Check the quality of materials delivered and used at site.
- Ensure construction methods and workmanship meet required standards.
- Monitor progress and highlight delays or deviations immediately.

#### 3.2 Verification and Documentation

- Maintain site diaries, measurement records, and photographic documentation.

- Prepare daily/weekly site progress summaries.
- Verify contractor measurements for Interim Payment Certificates (IPCs).
- Ensure proper documentation of site activities, changes, and technical decisions.

### **3.3 Coordination and Communication**

- Coordinate with the Provincial Irrigation Department Engineers, PMU technical staff, and contractors.
- Report technical issues promptly and follow up on instructions given by supervising engineers.
- Assist in organizing site meetings and preparing minutes where required.

### **3.4 Compliance and Safeguards**

- Ensure contractor compliance with:
  - Occupational Health & Safety (OHS) requirements
  - Environmental safeguards
  - Social safeguards and grievance redress protocols
- Report any non-compliance incidents to the supervising engineer and PMU.

### **3.5 Support to Engineering Team**

- Assist engineers in preparing site sketches, basic drawings, and quantity measurements.
- Support in reviewing contractor requests, submissions, and variations.
- Provide technical inputs for field assessments and inspections.

## **4 Reporting & Deliverables**

- The Technical Officer will report to the Provincial Irrigation Engineer / Assistant Director of Irrigation - Northern Province.
- For project-related coordination, the officer will work with the PMU Technical Team  IWWRMP.

The Technical Officer shall produce the following:

1. Daily Site Diaries – documented site activities, measurements, and observations.
2. Weekly Progress Reports – highlighting progress, issues, delays, and recommendations.
3. Monthly Consolidated Progress Report – summarizing physical progress, quality issues, safeguards compliance, and photographs.
4. Measurement Records & Verification – for IPCs and variation assessments.
5. Incident/Non-Compliance Reports – as required.

## **5 Duration**

The Consultancy assignment expected to be completed within one year from the date of commencement.

## **6 Qualification Requirements**

### **6.1 Academic Qualifications**

- National Diploma in Engineering Sciences (NDES), **OR**
- National Certificate in Engineering Draughtsman ship (NCED), **OR**
- Diploma in Civil Engineering from a recognized technical institute, **OR**
- Equivalent qualification acceptable to the Irrigation Department / PMU.

### **6.2 Experience**

- Minimum **3 years of experience** in construction supervision of civil engineering works.
- Experience in irrigation works, rural infrastructure, or water-related construction will be an advantage.
- Prior experience in donor-funded or government-funded construction projects is desirable.

### **6.3 Skills and Competencies**

- Good understanding of construction practices and material quality requirements.
- Ability to read and interpret engineering drawings.
- Strong field supervision and record-keeping skills.
- Ability to work independently in remote locations.
- Good communication and coordination skills.
- Familiarity with environmental and safety guidelines.

## **7 Facilities Provided by the Client**

The Northern Provincial Council will provide:

- Access to project documents, drawings, and relevant data.
- Office space at the Provincial Irrigation Department if required.

## **8 Confidentiality and Ownership**

All data, reports, and site documents generated during the assignment will remain the property of the Department of Irrigation – Northern Province and the IWWRMP. The Technical Officer shall maintain confidentiality of all project-related information.

## **9 Selection Method**

The Consultant will be selected according to the **Individual Consultant (IC) Selection Method** under the World Bank Procurement Regulations for IPF Browsers – July 2016 revised November 2017 and August 2018.