

TERMS OF REFERENCE (TOR)

For

**Hiring Individual Consultant (Draftsman - 3) for Northern Provincial Council -
Irrigation Department - LK-MOMDE-512504-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 aims to strengthen watershed planning, improve climate-resilient infrastructure, and enhance water resources management across selected regions of Sri Lanka.

Under the project, several construction, rehabilitation, and infrastructure development activities are being undertaken through the Northern Provincial Council – Department of Irrigation. Given the increasing volume of design-related work, preparation of construction drawings, and documentation needs, the department requires the services of a qualified **Draftsman**.

The Draftsman will support engineers by preparing detailed drawings, revising design documentation, and ensuring accuracy and completeness of technical submissions required for project implementation.

2 Objective of the Assignment

The objective of this consultancy is to provide drafting, design documentation, and technical drawing support to the Northern Provincial Council – Department of Irrigation for works undertaken under the IWWRMP. The Draftsman will ensure accuracy, consistency, and quality of engineering drawings and related technical documentation.

3 Scope of Services and Key Tasks

The Draftsman shall perform, but not be limited to, the following tasks:

3.1 Preparation of Engineering Drawings

- Prepare detailed engineering drawings, including plans, sections, elevations, and layout diagrams.
- Draft structural, hydraulic, irrigation, and architectural-related drawings as required.
- Convert field sketches and engineer's concepts into accurate technical drawings.
- Ensure all drawings comply with relevant standards and project guidelines.

3.2 Revision and Updating of Drawings

- Incorporate comments, modifications, and corrections provided by engineers.

- Update drawings to reflect site changes, variations, and as-built conditions.
- Maintain a systematic record of drawing revisions and version control.

3.3 Support for Design and Documentation

- Assist engineers by preparing bill of quantities (BOQs) based on drawings.
- Prepare as-built drawings from field information and measurements.
- Produce schematic diagrams, cross-sections, and construction details.
- Support preparation of design reports and technical submissions when required.

3.4 Coordination and Data Management

- Coordinate with engineers, Technical Officers, contractors, and PMU staff for drawing inputs and clarifications.
- Ensure proper filing, labeling, and digital archiving of drawings and related documents.
- Provide drawing files in the required formats (AutoCAD, PDF, hard copies).

3.5 Site Support (as required)

- Visit project sites to collect necessary measurements or verify details.
- Prepare sketches and field notes based on site observations.
- Assist engineers in documenting site conditions relevant to drawing updates.

4 Reporting & Deliverables

The Draftsman will report to the **Irrigation Engineer / Deputy Director of Irrigation – Northern Province**. For project-related activities, coordination will be carried out with the **PMU Technical Team – IWWRMP**.

The Draftsman shall submit the following deliverables:

1. **Draft and Final Engineering Drawings** – as required for project activities.
2. **Revised/Updated Drawings** – incorporating field changes or engineer instructions.
3. **As-Built Drawings** – reflecting completed construction conditions.
4. **Drawing Registers/Logs** – recording drawing numbers, versions, and revisions.
5. **Monthly Activity Report** – summarizing drafting work completed and pending tasks.

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 Certificate in Engineering Draughtsman ship (NCED), OR

- Diploma or Certificate in Drafting/AutoCAD from a recognized institution, OR
- Equivalent qualification acceptable to the Irrigation Department / PMU.

6.2 Experience

- Minimum **3 years** of experience as a Draftsman in civil engineering or irrigation projects.
- Experience in AutoCAD and other drafting software is essential.
- Experience in donor-funded/government-funded construction projects will be an advantage.
- Prior experience preparing drawings for irrigation structures, canals, sluices, tanks, or small infrastructure works is desirable.

6.3 Skills and Competencies

- Strong proficiency in AutoCAD and related drafting tools.
- Ability to read, interpret, and convert engineering sketches into accurate drawings.
- Good understanding of civil engineering concepts and construction methods.
- Strong attention to detail and accuracy.
- Good documentation, coordination, and communication skills.
- Ability to work under minimal supervision.

7 Facilities Provided by the Client

The Northern Provincial Council – Department of Irrigation will provide:

- Access to project-related documents, drawings, and data.
- Workstation/office space as required.
- Access to printers/scanners for drawing preparation.

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 IWWAMP. 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.