

# **TERMS OF REFERENCE (TOR)**

**For**

**Hiring Individual Consultant (Technical Officer - 1) for supervising watershed restoration activities - LK-MOMDE-512509-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. As part of the project investments, the project focuses on enhancing watershed conditions, improving water resource management, and strengthening institutional capacities for sustainable natural resource management.

Under the Watershed Restoration Component, the project undertakes interventions such as soil and water conservation measures, riverbank protection, small hydraulic structures, rehabilitation of degraded watershed infrastructure, and restoration of environmentally sensitive areas. To ensure effective field-level implementation and supervision of these activities, the Project Management Unit (PMU) intends to engage qualified Technical Officers.

## **2 Objective of the Assignment**

The objective of this assignment is to provide technical and field-level support for the implementation, supervision, monitoring, and reporting of watershed restoration works under the IWWRMP, ensuring that activities are executed according to approved designs, technical specifications, and project guidelines.

## **3 Scope of Services and Key Tasks**

The Technical Officer shall perform the following tasks, under the guidance of the Civil Engineer and the PMU technical team:

### **3.1 Field Implementation and Supervision**

- Provide day-to-day field supervision of watershed restoration activities.
- Ensure that construction and restoration works are carried out according to approved drawings, BOQs, and technical specifications.
- Monitor contractor performance and workmanship at all project sites.
- Report any deviations, issues, or risks observed during field activities and recommend corrective actions.

### **3.2 Field Measurements and Documentation**

- Carry out necessary site measurements and verify quantities executed by contractors.

- Maintain accurate records of work progress, material usage, and workforce deployment.
- Assist in preparation of measurement sheets, site notes, and contractor payment certifications.

### **3.3 Support to Technical Designs and Planning**

- Assist the Civil Engineer during site investigations, surveys, and data collection for design work.
- Provide field-level feedback and practical insights to improve design and implementation feasibility.
- Support the preparation of technical drawings and minor field adjustments as required.

### **3.4 Compliance with Safeguards and Standards**

- Ensure that contractors adhere to environmental and social safeguard requirements.
- Monitor safety practices at sites and report violations immediately.
- Ensure compliance with national construction standards and World Bank guidelines.

### **3.5 Coordination and Community Engagement**

- Coordinate with local authorities, field offices, community-based organizations, and landowners.
- Participate in community awareness and mobilization activities related to watershed restoration.
- Facilitate communication between PMU, Implementing Agencies (IAs), and field stakeholders.

## **4 Reporting & Deliverables**

- The Technical Officer will report to the **Civil Engineer – IWWRMP** and the **Project Director** or their designated representatives.
- An **attendance sheet with daily work records** shall be submitted monthly.
- Payments will be processed monthly based on work performed and approved by the supervising officer.

The Consultant shall deliver the following additional outputs:

- Monthly **Field Progress Report** summarizing activities, progress, issues, and recommendations.
- Site **Inspection Records/Field Diaries** documenting supervision observations.
- Measurement **Records** and other documentation related to work certification.

## **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 Technology (NDT), National Diploma in Engineering Sciences (NDES), NVQ Level 5 or above, or equivalent qualification in Civil Engineering from a recognized institution.

### **6.2 Experience**

- Minimum **3 years** of relevant experience in construction supervision or technical field work.
- Experience in watershed restoration, irrigation, rural infrastructure, or natural resource management fields will be an added advantage.
- Experience in World Bank–funded or other donor-funded projects is desirable.

### **6.3 Skills and Competencies**

- Ability to read and interpret engineering drawings and BOQs.
- Good knowledge of construction methods, measurement techniques, and quality control.
- Strong field coordination and communication skills.
- Ability to work in remote conditions and manage multiple sites efficiently.
- Basic computer literacy (MS Office) and ability to maintain proper documentation.

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

- The Technical Officer will primarily work in the field within project areas located in **Kandy, Nuwara Eliya, and Badulla** districts.
- The PMU will provide:
  - Office space and utilities when required. (Office Work)
  - Relevant project documents, data, and administrative support.

## **8 Confidentiality and Ownership**

All documents, reports, designs, and data produced during this assignment shall remain the property of the IWWRMP. The Consultant shall maintain confidentiality of project 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.