

HELVETAS Swiss Intercooperation Nepal
Trail Bridge Support Unit (TBSU)
and
Local Roads Bridge Support Unit (LRBSU)

Scope for learning

Position: Intern Sub-engineer (Civil)

Location: Provincial Offices of TBSU and LRBSU with frequent travel to the field (at least 70% time field accompaniment). However, the place of posting can be changed as per project's need.

Reporting to: Assigned Supervisor/Mentor/Coach

Purpose:

The Intern Sub-engineer will acquire in depth knowledge, skills and experience in Trail Bridge and Motorable Bridge. S/he will be responsible to learn and assist Trail Bridge and Motorable Bridge regional team for:

- capacitating regional partner by co-working to provide technical assistance to the respective Local Government
- ensuring that Local Government construct bridges in coherence with the National Policy, Trail Bridge Strategy (TBS) /Local Infrastructure Development Policy (LIDP) and its Core Manuals,
- ensuring all Social organization support (SOS), and thematic matters
- adhering to respective Policies, Guidelines and Manuals

Roles and Responsibilities (While working in TBSU):

The roles and responsibilities given below are to be carried out under the instruction and supervision of assigned Supervisor/Mentor/Coach. Hence, most of the tasks of this position are to assist Trail Bridge Engineer (TBE).

1. Planning Monitoring and Reporting

- Assist regional partners to check plans on consistency with the TBS/LIDP (prioritizing Routine Maintenance (RM), Major Maintenance (MM), Rehabilitation and New Construction (NC) and applying the prioritization formula in particular) and approval by the District Council.
- Develop and maintain good working relationship with all stakeholders.
- Co-work with regional partner and NGO for the report preparation with compliance of their respective ToR following standard format and manuals of TB-SWAp and ensure all reports (monthly, annual and trimester reports) are timely submitted and documented.

- Facilitate and ensure that the regional partner prepares and updates District Bridge Record (DBR) with condition of the bridge for all the districts of the region.

2. Technical Assistance, Quality control and assurance

- Assist to capacitate regional partner to facilitate NGO to conduct feasibility study (socially and technically feasible and geologically and hydrologically sound).
- Co-work with regional partner to support NGO to prepare the detail design, drawings and quantity/cost estimate ensuring that strategies, guidelines and directives and district rates have been followed.
- Assist in ensuring the physical verification has been carried out at least at the critical milestone by NGO, regional partner, Local Government.
- Ensure that the identified shortcomings and rectification works at sites get done.

3. Social

- Assist to ensure the social activities (Public Hearing, Public Review and Public Audit at the community level) have been carried out following social guidelines.
- Social monitoring during the entire process: from the community agreement till the completion of the bridge.
- Monitor that the policy related to Disadvantaged Groups (DAGs) and Gender Equity and Social Inclusion Policy (GESIP) honored.
- Ensure through the regional partner that Bridge Maintenance Committees are formed and Bridge Wardens are appointed upon completion of each TB.

All above functions shall be delivered by assisting Bridge Engineer with the purpose of capacitating Regional Partner to execute these functions and by co-working with the partner team.

Role and Responsibility (While working in LRBSU)

Under the overall guidance and supervision of the Regional Bridge Coordinator, s/he will be responsible for construction supervision, quality control, reporting of the bridges in planning and under construction in the districts. In detail, Intern Sub-engineer with the help of the line manager and supervisors shall carry out following main tasks:

4. Planning and budgeting :

- Support Local government in annual motorable bridge planning and budget preparation
- Support Local government in preparing the Procurement Plans and submitting it to BS/DOLIDAR,
- Monitor the application of Bridge Screening and Prioritization Criteria (BSPC) in the selection and planning of bridges,
- Support Local government in preparing Annual/Trimester Reports also including Statement of Expenses and Claims for expenditures in time

5. Survey, design and cost estimate:

- Work with local committees during walk over and detail surveys for selection of appropriate bridge site
- Assist in designing and costs estimation of the bridge and its optimization, forward to Local government for approval
- Support to update district bridge record and demands into central Bridge Information and Management System (BIMS).

6. Construction supervision and quality assurance:

- Supervise the works of the contractor and ensure a good quality of work and report it to the Local government and the Bridge Section of Local government
- Perform all the tasks related with and necessary for the payment of the completed works.
- Make progress reports and status reports regarding on-going bridge construction.
- Assist Bridge Section (BS) of Local government to inspect the construction works / bridge in the defect liability period and assist to finalize the construction contract.

7. Support in promoting social inclusion:

- In close collaboration with Social Safeguard Officers (SSOs), support Local government in monitoring social inclusion, identifying disadvantaged groups (DAGs) for their participation in the programme
- Ensure and monitor social inclusion and gender equity in various committees that have influence on decision making in the programme including Motorable Bridge User's Committee (UCs) and Bridge Building Groups (BBGs)
- Ensure that related bridge building training packages are catered to the needs of DAGs, ensuring employment, to women and DAGs,
- Ensure the safety and welfare issues related to workers insurance, gender equity etc.

8. Procurement Coordination, Quality Control and Monitoring:

- Monitor that the local level procurement conforms to acceptable quality, established rates, specification, norms, standards and guidelines
- Assist Local government to ensure quality of procured goods and works
- Collect samples of goods and get them tested at the laboratory if needed, make tests and inspections of quality of goods and works as and when deemed essential
- Certify the quality of goods and provide such information in writing to the Local government
- Certify the final payment of the supply of the goods and works to the Local government
- Support to develop a pool of local bridge building technical professionals for bridge construction management and quality assurance
- Any other tasks as per requirements and delegation of line managers.

Required qualification, experiences and competencies

Minimum qualification and experience required

- Diploma in Civil Engineering. No prior job experience is required. Fresh graduate with keen learning attitude, sense of responsibility and sensitivity towards multicultural environment.

Competencies required

- Readiness to conduct maximum field visits in rural areas;
- Basic understanding on the functioning of Local government;
- Understanding of Conflict Sensitive Program Management;
- Good facilitation and communication skills and ability to represent and interact effectively and independently with all stakeholders;
- Commitment towards gender equality, social inclusion and poverty reduction;
- Excellent time management, task prioritization skills and result oriented;
- Ability to work with multi-cultural team;
- Ability to work under time pressure.

Incumbent's Signature _____

Date: _____

Team Leader's Signature _____

Date: _____