**Term of Reference**

**Functional Title: Senior Technical Officer**

**Station: Palika with frequent visits to the sites**

**Qualifications and experience**: Bachelor in Civil Engineering (Fresh Graduate) or Diploma in Civil Engineering with a minimum of 3 years’ experience in implementation of small scale irrigation schemes or community infrastructures. Familiar with the use of GPS survey methodologies and the use of GIS and AutoCAD software. A good understanding of functioning of Local Government Operations Act, 2074 and other relevant acts/guidelines like Public Procurement, Implementation of projects through Users Committees, Public Auditing and so on being applied by the Local Governments.

**Responsibilities:** All the tasks below will be carried out under the direction, guidance and supervision of Irrigation Engineer in technical matters and Social Safeguard Officer in social matters. He/she will be stationed at one of the Palikas of their responsibility.

1. Coordinate with the Palikas of their responsibilities on day-to-day SIP related activities. Also ensure that the Palikas will have agriculture related programmes in the SIP supported irrigation schemes.
2. Mandatorily visit each sites/schemes in every critical milestone/stage of project in pre, during and post-construction period.
3. Participate in public meetings and discussions at Palika, to enable them to come forward with proposals for improvement of water source protection and storage irrigation use, also considering the requirement for drinking and animal use of water.
4. Undertake the collection of all relevant data at selected sites for scheme verification, including discharge measurements from spring sources, and surface water sources and location. Also collect information related to the type of the proposed infrastructure, social and agriculture data. Enter these data in the automated on-line scheme verification system.
5. In close collaboration with the WUAs, conduct focus group discussion with potential beneficiaries during the scheme verification to assure that the proposals are supported by the beneficiaries. If any dispute arises, facilitate to resolve them by the beneficiaries themselves. In these focus group discussions, collect the socio-economic data of the community as required and directed by the Social Safeguard Officer.
6. Identify water rights issues related to the proposed improvement of water sources and water storage. Identify any disputes related to the proposed schemes and facilitate to resolve them before selection of the scheme for detail survey. Assure that the proposed measures will benefit the majority of the community. Instruct the WUAs to follow up on outstanding issues related to water use from the selected sources.
7. In close collaboration with the WUAs, give special attention to the inclusion of disadvantaged groups and Dalits in the proposed schemes.
8. Together project WUAs, identify groups or households that will be negatively affected by the proposed measures and discuss and decide for possible mitigation measures in their participation.
9. Identify the need for land acquisition for the proposed scheme and discuss arrangements with the beneficiaries for such acquisitions. In case of land acquisition, ensure voluntary donation by the owner and establish in written form. Do not accept any form of coercive of forceful donation of land.
10. Based on the scheme verification data, assist Palikas for prioritization and preparation of a list of schemes that can be taken up for detailed survey.
11. Support the IE in preparing the drawing and detailed cost estimates for the proposed measures using the programme’s online project preparation system. If required make the necessary changes in the typical drawings included in the PPR system.
12. Discuss and agree on beneficiary contribution and organization/responsibilities for future O&M of the infrastructure and the catchment protection area. Undertake the detailed design for the construction and/or rehabilitation of the selected irrigation schemes, in consultation with the beneficiaries.
13. Be fully accountable in ensuring quality of the schemes by extending construction supervision at critical stages.
14. Assist the Palikas in measurement of completed works and in preparing the bills.
15. Provide training and in service orientation to the WUA for the day to day supervision of all the ongoing works and supervision and quality control of the construction of civil works for water intake, water storage, slope stabilization and erosion control.
16. Ensure that WUAs maintain the project book provided by the program as well as keep all other necessary records and documents.
17. Enter the data of the schemes of their responsibility in the SIP MIS regularly as well as conduct short term monitoring.
18. Ensure receipt of the quarterly SoE (Ma.Le.Pa Form 213) and annual SoE (as per the format attached in the MoU) in a timely manner and forward to the Cluster Coordinator or to Finance Management Specialist.
19. After the conclusion of construction works, assist the WUA in preparation of an operation and maintenance plan for the water intake and water storage infrastructure, provide in service training for operation and maintenance works and regularly supervise the implementation of the O&M plan.
20. Other tasks as directed by the Irrigation Engineer and Social Safeguard Officer.