**Term of Reference**

**Functional Title: Senior Technical Officer**

**Qualifications and experience**: IE in civil engineering or Diploma in Civil Engineering from CTEVT recognized institutions 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 stationed at one of the Palikas of their responsibility.

1. Mandatorily visit each sites/schemes in every critical milestone/stage of project in pre, during and post-construction period.
2. Participate in public meetings at Palika/site level, information dissemination and discussion 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.
3. Undertake the collection of all relevant data at selected sites for scheme verification, including discharge measurements from spring sources, flow measurements in surface water sources and location, type of the proposed infrastructure, social & agriculture data and enter these data in the automated on-line scheme verification system.
4. Based on the scheme verification data, assist Palikas for prioritization and preparation of a list of schemes that can be taken up for scheme preparation.
5. In close collaboration with the WUAs, facilitate and moderate public meetings, discussions at scheme/site level, disseminate information and enable them to come forward with proposals for construction or improvement of irrigation systems.
6. 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.
7. 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 and 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.
8. In close collaboration with the WUAs, give special attention to the inclusion of disadvantaged groups and Dalits in the proposed schemes.
9. Together project WUAs, identify groups or households that will be negatively affected by the proposed measures and discuss their participation in possible mitigation measures.
10. 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 the voluntary donation by the owner and establish in written form. Do not accept any form of coercive of forceful donation of land.
11. 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.
12. Be fully accountable in ensuring quality of the schemes by extending construction supervision at critical stages.
13. Design of the water distribution systems for irrigation from storage ponds, in consultation with the beneficiary farmers, preference should be given to flexible water distribution solutions.
14. Prepare detailed cost estimates for the proposed measures using the programme’s online project preparation system. If required make the necessary changes in the type design included in the preparation system or add specific designs
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. Support the IE and SSO in data entry in the MIS. Conduct short term monitoring.
17. 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.
18. Other tasks as directed by the Irrigation Engineer and Social Safeguard Officer.