

Terms and Reference – Project Engineer

- Provincial project civil works supervision and delivery of all aspects including but not limited to procurement, safeguards, detailed engineering design, financial and social development for all outputs
- Develop strong working relationship with executing agency and provincial agencies, implementing agencies, civil society organizations and PIU staff, and ensure smooth coordination among them.
- Confirm commitments to implementation of civil works from all stakeholders.
- Coordinate and work with the Team Leader of Detailed Design and Supervision Consultant to develop detailed time bound implementation schedules.
- Assist PIU to comply with the relevant policies and guidelines of the government and ADB for implementation of civil works.
- Review and recommend the detailed designs, cost estimates, resettlement plan, EMP, GAP, and other contract documentations as necessary.
- Assist PIU staff and local consultants in the management of civil works and goods contracts and in the supervision of construction and subsequent commissioning of works.
- Assist in arranging for smooth handover of the project facilities to the agencies responsible for operation and maintenance including advice and assistance on the preparation of all documentation necessary (i.e. as-built drawings) to close out contracts.
- Monitor and review proper and timely submission of regular progress reports on civil works to executing agencies and PMU, particularly the progress against target indicators.
- Initiate actions in the event of any adverse, oblique and / or other variances against the original plan.
- Assist and review in ensuring all resettlement and environmental impact mitigation measures are fully implemented, ensure associated reporting is completed, and minimize adverse environmental impacts during construction
- Provide site management guidance to PIUs and local consultants in relation to the construction.
- Assist in project planning, scheduling, and reporting of sub-project activities of civil works.
- Assist in ensuring the quality of all of the infrastructure components.
- Assist the procurement officer in updating the procurement plan from time to time (at least annually).
- Assist in the detailed monitoring and evaluation surveys.
- Provide overall support for selection of contractors and suppliers, contract management, and quality control and inspection.
- Ensure implementation of gender and social development measures, covering GAP and community participation plan.
- Assisting in maintaining records, correspondence, and diaries; and provide the Client/Employer with complete records and reports within the area of responsibility;
- Ensuring efficient provision of on the job training to the staff members of PIUs in all relevant aspects of the efficient management and implementation of the Project procedures
- Undertaking any other project management activities, as necessary, and assigned by the Deputy Project Director.

Terms and Reference – Project Accountant

1. Make arrangements to obtain the necessary funds from the ADB impress account;
2. Establish and maintain impress and other accounts acceptable to the government and ADB;
3. Establish appropriate systems for financial control, checks, and balances for financial matters and expenditure items according to ADB guidelines;
4. Prepare recurrent and capital expenditure budgets for the project in line with approved funding arrangements;
5. Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services finance out of the loan proceeds and out of local funds;
6. Assist the Deputy Project Director in preparation of disbursement plans in accordance with the Project Administration Manual
7. Prepare quarterly financial forecasts and requests for advancement of funds
8. Prepare budget estimates for all project activities, trainings/workshops/seminar
9. Review, arrange payment, and record all the project expenditure's vouchers in accordance with financial regulations of ADB and the Government
10. In-coordination with PMU/PIU summarize project expenses and prepare periodic financial reports and statements as required by GOSL/ADB and for other relevant units, entities and authorities
11. File all financial documents and prepare necessary facilities and support to work with audit agencies (General audit, Internal audit and ADB audit) or financial inspection agencies as required. Attend periodical audit reviews arranged by the PMU.
12. Provide guidance and update project staff at the PIU on financial and accounting procedures, regulations, reporting and record keeping.
13. Work closely with the Project Finance Manager (PMU) and Project Internal Auditor (PMU) to facilitate implementing project related activities per GOSL/ADB rules, regulations, guidelines and procedures
14. Closely liaise with PMU and PIU staff regularly to facilitate in executing accounting functions
15. Any other duties and responsibilities assigned by the Project Director/Deputy Project Director