

**Department for International Development - Nepal Health Sector Support Programme  
(DFID-NHSSP)**

**TERMS OF REFERENCE: SITE ENGINEER**

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**1. BACKGROUND**

The Ministry of Health and Population (MoHP) is currently implementing the Nepal Health System Strategy (NHSS) 2015-2020. Between March 2017 and December 2020, a consortium led by Options, with HERD International, OPM, and Miyamoto will be supporting the implementation of this strategy, through the Nepal Health System Support Programme 3, funded by DFID. The programme has two components. The first component is General Technical Assistance to increase the capacity of the MoHP to improve health policy-making and planning, procurement and financial management, health services and the use of evidence for planning and management. The second component aims to increase the MoHP's capacity to retrofit health infrastructure to withstand future earthquakes. Both components are integrated and provided by a team based in Kathmandu and "embedded" with the Government of Nepal.

**2. PURPOSE AND OBJECTIVES**

NHSSP is undertaking Retrofitting and Rehabilitation of two hospitals as per KPA3 of the NHSSP3 (RHITA component). For this activity, Western Regional Hospital (WRH) Pokhara, and, Bhaktapur Hospital have been selected using the selection criterion agreed between MoHP and DFID. Preliminary assessments of the buildings have been carried out to identify the required interventions for both the Hospitals. The planned action involves structural, non-structural and functional retrofitting interventions as required for different types of buildings within the hospital complex. NHSSP technical assistance supported DUDBC for the overall technical support for design and planning of all the interventions required. The planned interventions recommended by the NHSSP team have already been reviewed and agreed by all the stakeholders. As agreed between DFID and the government of Nepal, DUDBC is responsible for the overall implementation of the project adopting the government procurement procedure, technically supported by NHSSP in all the aspects of the implementation of the retrofitting project. DUDBC has now proceeded forward with the tendering procedure and the construction works will commence shortly. In this regard, a site engineer to support the overall supervision and regular monitoring of the retrofitting construction, has been proposed as per the RHITA technical proposal.

The Site Engineer will be stationed at the construction site. The Site Engineer reports to the Construction Manager and is responsible for the day-to-day supervision of work and site operations under the leadership of the NHSSP Health Infrastructure Lead Adviser. This includes supervision of work against work schedule, sequencing, quality, good health and safety practices, and human resource mobilization. The Site Engineer will closely coordinate with the DUDBC project team and contractor. The Site Engineer's activities are linked to deliverables across Key Performance Areas 1, 2 and 3 in the activity plan.

### 3. TASKS AND SPECIFIC RESPONSIBILITIES:

The Site Engineer will support DUDBC on the execution of the retrofitting works of WRH, Pokhara and Bhaktapur Hospitals on technical assistance for supervising, monitoring and reporting of the works at the site.

#### a. Following specific tasks and specific responsibilities are to be fulfilled by the Site Engineer.

- Supervise hospital retrofitting works as per the design and specifications.
- Ensure quality control processes on site are in line with prescribed quality standards and specifications.
- Ensure health and safety, and environmental aspects of on-site operations
- Use monitoring and evaluation tools to measure progress and output
- Oversee developments of the contractor's detailed critical path method schedule including sequential retrofitting construction work.
- Support to NHSSP and DUDBC team for liaising with the local Government, hospital management, relevant construction professionals, and contractors to ensure a clear understanding of requirements, work sequencing and location.
- Report any issues at site related to site operation, technical design and construction process to NHSSP and DUDBC and support to resolve them.
- Support DUDBC and contractors with on-site training as necessary.
- Supervise workmanship and materials quality testing, as required
- Carry out administrative duties as required, including the production of weekly progress reports, the status of labour and material at the site, expenditure report, and inputs into payment certificates.
- Participate actively in regular progress meetings, record minutes and prepare monthly reports.
- Ensure that the priority hospital retrofitting works are implemented in line with good practice such as the environment management plan, noise and dust control mechanism, rerouting plan, decanting strategy and patient-centred construction practice, as outlined in the bidding document.
- Support in the efficient planning and sequencing to minimise disruption and to ensure that infection prevention protocols are not interrupted due to the construction work.
- Ensure quality and consistency across construction packages and areas of work, against the overall project plan, project hand-over, and completion processes.

#### b. OTHER DUTIES AND REQUIREMENTS

- Maintain high standards of professional practice, ensuring quality assurance and compliance throughout the contract tenure.
- Participate as an active member of the NHSSP Health Infrastructure Team, contributing in operational planning, programming, and budgeting processes as required
- Produce reports, materials, and inputs for NHSSP deliverables (Payment Deliverables) as required for the effective performance of the programme
- Attend meetings, seminars, consultative events and workshops as a representative of NHSSP as required
- Be familiar with, and observe, Options and NHSSP requirements on staff behaviour and performance, grievance and disciplinary procedures, anti-corruption action and other relevant personnel conditions of employment.

**Note:** This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and may be subject to amendment in consultation with the job holder.

#### **4. PERSON SPECIFICATION AND QUALIFICATION CRITERIA**

##### **a. Qualifications and Experience**

- Bachelor in Civil Engineering/Architecture with a minimum of 7 years' experience in the relevant field and at least 3 years of professional experience in supervision and monitoring of civil works of significant size.
- Experience in health sector construction projects design and supervision
- Exposure to retrofitting works will be an added advantage

##### **b. Skills and attributes**

- Strong working knowledge of relevant national and international construction design codes, standards and practices
- Good communication and client and external liaison skills
- Good interpersonal skills and ability to work with people from diverse backgrounds
- Good organisational skills, with the ability to handle multiple tasks and activities with competing deadlines
- Good report writing and presentation skills

##### **c. Other requirements**

- Commitment to equal opportunities and social inclusion
- Good command of written and spoken English
- Experience in working in multi-disciplinary and multi-cultural teams