

Government of the People's Republic of Bangladesh
Office of the Executive Engineer
Department of Public Health Engineering
Store Division, 9/A, Dr. Ibrahim Sarani, Segunbagicha, Dhaka

Memo No. : 189/DPHE /Store Div/ Dhaka

Date: 24/09/2013

Subject : Request for Expression of interest (EOI) for Field Monitoring & Documentation Officer under Comprehensive Disaster Management Program (CDMP-II)

The Office of the Executive Engineer, Store Division, Department of Public Health Engineering (DPHE) intends to proceed for procurement of services from national consultants for the post of Field Monitoring & Documentation officer under Comprehensive Disaster Management Program (CDMP-II).

The Field Monitoring & Documentation Officer will be responsible for field level monitoring, provide raw information to CDMP, drafting reports, and facilitate appropriate stakeholders and project knowledge management to achieve results within the agreed timeframe. This will also include working/supporting closely with local EE, AE & SAE of DPHE and senior managers to conduct visits document success stories: lead analysis of field experience to derive lessons learned; and share best practices.

The service includes but not limited to:

- Support & assist and train project staff in documenting process of implementation.
- Provide the point of contact for information from DPHE and other sources being disseminated to program staff to contribute towards and influence all phases of the project cycle.
- Monitor and facilitate program progress to ensure compliance with NEX rules and highlight areas of insufficient compliance to Senior Management.
- Conduct monitoring visits to field locations and provide capacity building and training for field staff on reporting and donor compliance issues.
- Organize and schedule all aspects of project management with TWG for reporting, internal checklists, evaluations & audits- in order to facilitate timely submission of proposals, Reports modifications and extension requests.
- Coordinate all internal reporting and responses for this project to other sections of DPHE including CDMP.
- Ensure efficient receipt and dissemination of information arriving into the program e.g from CDMP and actively seek information on relevant issues.
- Facilitate, participate in and document project reviews and evaluations and ensure learning is understood and disseminated to field and head office based stakeholders.
- Write regular updates/reports for CDMP as and when request.
- Write case studies and success stories from field project work.
- Ensure project visibility at different level.
- Active liaison with those forces on Disaster Management of union, upazila & district and feedback.

The qualifications and experiences required for the assignment are:

- a) Graduation or equivalent qualification in Sociology/Sanitary/Water Supply/Civil Engineer/MPH or other relevant subject.
- b) At least 5 years experience in reporting documentation/monitoring or similar activities with NGOs or Government project and have proven knowledge on Logical Framework.
- c) Proven ability to develop reports both qualitative and quantitative.
- d) Experience in conveying stories and case studies to external audiences in an appropriate and timely manner.
- e) Sector experience in WASH (water/sanitation/hygiene), disaster risk reduction, CCA and emergency response.

- f) Experience in project implementation followed by NEX manual.

The Skills/ Abilities for the assignment are:

- i. Excellent English language, written and verbal communication skills.
- ii. Excellent organizational capacity and drive to achieve result.
- iii. Skilled on Microsoft Word, Excel, Power Point and Outlook skills
- iv. Proven ability to be flexible in demanding situations.
- v. Problem solving skills, ability to learn quickly
- vi. Negotiation and representation skills.
- vii. Ability to lead and facilitate team
- viii. Strong interpersonal and team skills.

Department of Public Health Engineering (DPHE) now seeks applications from eligible Applicants to indicate their interest in providing the services. Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with detail information about employment history with duties and responsibilities, academic details, major publication (if any), contact address including telephone number and e-mail (if any). The Consultant will be selected using the Selection of Individual Consultants method in accordance with the UNDP Guidelines on "Recruitment of Human Resource and Management" and PPR. Only short-listed candidates will be contacted.

Interested Applicants may obtain the Terms of Reference (TOR) upon request from the address provided below either by e-mail or in person during the office hours (09-00 AM to 05-00 PM). The TOR is also available at the DPHE website (<http://www.dphe.gov.bd>).

Expression of Interest (EOI) must be submitted in **06 (six) copies including 01 (one) main copy** by the applicant on or before **October 10, 2013** within 12:00 PM in a sealed envelope delivered to the under signed and clearly marked "Expressions of Interest for Field Monitoring & Documentation Officer". EOIs received after the deadline of submission will not be considered for short listing.

Special instructions:

- (a) The authority reserves the right to accept or reject any or all of the EOIs or cancel the EOI Process at any stage without assigning any reason whatsoever and without incurring any liability to the affected applicant(s).
- (b) The employer will not be responsible for any cost or expenses incurred by the applicants in connection with the preparation or delivery of the EOI.
- (c) DPHE will not be responsible for any delay in submission including delay due to postal or any other reason.

For any clarification and background information, intending entities may contact DPHE at the given address.

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(Md. Abdul Monnaf)
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DPHE, Store Division, Dhaka.

TERMS OF REFERENCE (TOR)
for
Field Monitoring & Documentation officer
under Comprehensive Disaster Management Program (CDMP-II)

1.1 Responsibility of The Field Monitoring & Documentation Officer:

The Field Monitoring & Documentation Officer will be responsible for field level monitoring, provide raw information to CDMP, drafting reports, and facilitate appropriate stakeholders and project knowledge management to achieve results within the agreed timeframe. This will also include working/supporting closely with local EE, AE & SAE of DPHE and senior managers to conduct visits document success stories: lead analysis of field experience to derive lessons learned; and share best practices.

1.2 Scope of Work Field Monitoring & Documentation officer:

- Support & assist and train project staff in documenting process of implementation.
- Provide the point of contact for information from DPHE and other sources being disseminated to programme staff to contribute towards and influence all phases of the project cycle.
- Monitor and facilitate programme progress to ensure compliance with NEX rules and highlight areas of insufficient compliance to Senior Management.
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- Active liaison with those forces on Disaster Management of union, upazila & district and feedback.

1.3 Qualifications and Experiences:

- Graduation or equivalent qualification in Sociology/Sanitary/Water Supply/Civil Engineer/MPH or other relevant subject.
- At least 5 years experience in reporting documentation/monitoring or similar activities with NGOs or Government project and have proven knowledge on Logical Framework.
- Proven ability to develop reports both qualitative and quantitative.

- Experience in conveying stories and case studies to external audiences in an appropriate and timely manner.
- Sector experience in WASH (water/sanitation/hygiene), disaster risk reduction, CCA and emergency response.
- Experience in project implementation followed by NEX manual.

1.4 Skills/ Abilities

- Excellent English language, written and verbal communication skills.
- Excellent organizational capacity and drive to achieve result.
- Skilled on Microsoft Word, Excel, Power Point and Outlook skills
- Proven ability to be flexible in demanding situations.
- Problem solving skills, ability to learn quickly
- Negotiation and representation skills.
- Ability to lead and facilitate team
- Strong interpersonal and team skills.

1.5 Duration of the Assignment

The duration of the assignment will be of 09(Nine) months. But this will depend on performance of the individual in the position.

1.6 Remuneration

The Field Monitoring & Documentation Officer will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the Approving Authority.

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