

Terms of Reference (ToR) for Civil Engineer for 90MW Hydro Power Project, Jomori Jomotshangkha

1. **Position Title:** Civil Engineer
Employment Type: Contract
Qualification: Minimum Bachelor's degree in Civil Engineering or equivalent
Experience: 3-5 years

2. **Introduction**

The Civil Engineer will be responsible for overseeing and managing all civil aspects of the 90MW Jomori Hydro Power Project. The role involves ensuring the timely, efficient, and safe execution of civil works related to the project. The Civil Engineer will coordinate with other engineering teams, contractors, and project stakeholders to ensure that all civil structures and systems are implemented as per the approved plans, specifications, and standards.

3. **Scope of Work**

The Civil Engineer shall attend, but not be limited to, the following responsibilities:

A. Civil Design and Implementation

- Review and interpret civil construction drawings and contract documents, ensuring alignment with project specifications and applicable standards.
- Support the development and implementation of civil works, including foundations, roads, drainage systems, and retaining structures.
- Ensure all civil designs and installations are in compliance with the project's requirements and industry standards.

B. Execution and Monitoring

- Responsible for the timely completion of all civil works, ensuring tasks are executed on schedule and in accordance with quality standards.
- Oversee the construction of civil structures and ensure that work is conducted as per approved designs and safety regulations.
- Continuously monitor civil works and ensure that they are progressing as planned, identifying any deviations from the schedule and recommending corrective actions.
- Work closely with the Project Engineer/Manager to support the achievement of construction-related goals and targets for civil works.

C. Cost Estimation and Procurement

- Assist in the preparation of estimates and Bills of Quantities (BoQ) for civil works as required.
- Ensure procurement schedules for civil materials and equipment are adhered to, avoiding delays in the project's progress.

D. Quality Assurance and Safety

- Ensure all civil works are carried out in accordance with approved construction drawings, contract documents, and all relevant standards.
- Enforce safety standards for all civil works and ensure compliance with health, safety, sanitary, and environmental regulations at the worksite.
- Monitor the quality of materials used for civil works and ensure they meet the project's quality criteria.

E. Coordination and Communication

- Liaise with clients, consultants, and regulatory agencies for site inspections, instructions, and approvals, ensuring all aspects of civil works meet regulatory requirements.
- Collaborate with mechanical, electrical, and other engineering teams to ensure the smooth integration of civil structures within the overall project.
- Provide technical support and guidance to the construction teams to solve any on-site challenges related to civil works.

F. Project Monitoring & Reporting

- Provide regular progress reports on civil works to the Project Manager and other stakeholders, highlighting achievements, challenges, and corrective actions.
- Support the preparation of technical documentation, including inspection reports, progress reports, and technical queries.

G. Additional Responsibilities

- Analyse and appraise detailed civil estimates and bills of quantities prepared by external estimators and engineers.
- Assist in the preparation of contractual claims for variations, deviations, and any defaults related to civil works.
- Handle any additional tasks or responsibilities as required by management from time to time.

4. Skills

- Strong proficiency in civil design software (e.g., AutoCAD, Civil 3D) and the ability to interpret complex civil drawings.
- Sound knowledge of civil systems and technologies, including concrete structures, foundations, road works, drainage systems, and retaining walls.
- Excellent communication skills (both verbal and written) for effective coordination with all project stakeholders.
- Strong problem-solving skills, with attention to detail and an ability to ensure all work meets project quality and safety standards.
- Ability to multi-task, work under pressure, and meet deadlines while maintaining high standards.
- A high level of professionalism, integrity, and honesty.