



PROJECT IMPLEMENTATION UNIT
Sindh Secondary Education Improvement Project (SSEIP)
ADB Assisted (Loan No. 3845- PAK)
Government of Sindh
School Education and Literacy Department – SE&LD

ADB

Additional positions of PIU Individual Consultants

Terms of Reference -TOR

1. Assistant Engineer (01 Position)

(National, 24 Person-Months full time)

The candidate should have at least a bachelor's degree in civil engineering from HEC recognized institute, and registration with Pakistan Engineering Council, having at least 08-10 years' experience in civil engineering in building construction preferably school construction projects using both conventional as well as light gauge structures with knowledge of systems and construction techniques tailored for both technologies. Candidate should have professional expertise in MS Office, MS project and preferably Primavera, having excellent communication and analytical skills. Candidate should be available to visit project sites on regular basis and will work on SSEIP and SSEIP Additional financing under the guidance of the Project Director (PD) or the assigned staff to undertake following tasks;

1. Review project specifications and Engineering drawings to determine the suitability of light gauge / conventional construction methods for school building projects.
2. Work closely with Project/Civil Engineer, and stakeholders to develop design concepts and detailed plans for school buildings utilizing light gauge / conventional construction modes.
3. Ensure that all school building projects comply with relevant building codes, educational standards, and local & ADB regulations.
4. Conduct structural analysis and simulations to assess the performance of light gauge/ conventional components and systems in school buildings under various conditions.
5. Prepare comprehensive project reports & submit to the PIU/Civil Engineer including recommendations for improvements and cost-effective solutions.
6. Supervise and inspect construction sites to ensure that light gauge / conventional construction methods work on school buildings is executed accurately, safely, and in accordance with the approved plans and timelines.
7. Address and resolve any technical issues or challenges related to light gauge/ conventional mode construction specific to school buildings.
8. Provide training and guidance to sub- engineers, construction and field staff on best practices related to school building construction with light gauge / conventional structure materials.
9. Prepare Periodic Site visit report and Monthly progress report & submit PIU Engineer.
10. Conduct technical assessments, material checks, inspections and evaluations of ongoing school building projects using light gauge / conventional construction & report to PIU Senior Management.
11. Assist PIU /Civil Engineer in day-to-day activities & report accordingly.
12. Any other task assigned by the Project Director/Project Manager/ Project Engineer as and when required.
13. The initial Notice to Proceed (NTP) will be given for 12 months and the 2nd NTP will be subject to satisfactory performance during first 12 months.

2. Sub Engineer (02 Positions)

House No. D-62, Lane-6, Block-2, Clifton Karachi Pakistan
Ph. # +92-21-99332182– email: sseipkhipk@gmail.com



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The consultant should have at least a Diploma in civil engineering, with 08-10 years of experience in civil engineering building construction preferably in school construction project for both conventional as well as light gauge structure modes, with knowledge of systems and construction techniques tailored for both technologies. Candidate should have professional expertise in MS Office, MS project and related applications, having excellent communication and analytical skills. Candidate should have strong problem solving and communication skills. Candidate should be available to visit project sites on regular basis and will work on SSEIP and SSEIP Additional financing under the guidance of the Project Director (PD) or the assigned staff to undertake following tasks

1. Review project specifications and drawings in the light gauge / conventional mode structure implementation in school building projects.
2. Collaborate with design consultant, Contractor, and other stakeholders to develop the site visit plans for school buildings using light gauge / conventional structures.
3. Ensure during the field visit, that all school building projects employing light gauge / conventional structures comply with relevant building codes, educational standards, and local regulations.
4. Prepare site visit project reports, including recommendations issues for improvements as required.
5. Supervise and inspect construction sites to ensure that light gauge construction work in school buildings is carried out accurately, safely as per specification.
6. Troubleshoot and address any technical issues or challenges related to light gauge / conventional structure construction in school buildings & report immediately to supervisor on daily basis.
7. Provide guidance to construction team i: e skilled & unskilled labor and field staff on best practices in light gauge construction for school infrastructure.
8. Any other task assigned by the Project Director/Project Manager/ Project Engineer as and when required.
9. The initial Notice to Proceed (NTP) will be given for 12 months and the 2nd NTP will be subject to satisfactory performance during first 12 months.

3. Procurement Officer (02 Positions)
(National, 24 Person-Months full time)

The consultant should preferably has 16 years of education in engineering, IT, law, management, or other relevant disciplines with minimum of 2 years of relevant experience with professional training and/or certificate courses in procurement. Candidate must possess a strong command on Advanced MS Office and Advanced MS Excel with expertise of working on complex and voluminous quantum of data. The consultant will work on SSEIP and SSEIP Additional financing under the guidance of the Project Director (PD) or the assigned staff.



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1. Under the supervision of the Project Director or the assigned staff, the successful applicants will be responsible for all procurement/contracts related matters that support the efficient management of the procurement activities in compliance with the project procurement regulations (ADB) and its rules.
2. Assist in preparation and maintenance of a procurement checklist for effective procurement procedures and follow-up all kinds of procurement activities and maintain & update contract rosters on monthly basis.
3. Should have basic knowledge of procurement under SPPRA/ donor agencies.
4. Coordinate with the information Department for completing all the requirement pertaining to publication of advertisements along with relevant office section for hoisting on the website in timely manner.
5. Assist in technical and financial bid openings and prepare drafts of minutes.
6. Conduct and timely submit evaluations and comparative analysis of the received quotations/bids and proposal including submission of bid evaluation reports/ comparative statements.
7. Assist in coordination and dissemination of relevant information for effective completion of contractual activities among all stake holders, including contract status, compliance & modifications.
8. Assist in preparation and maintenance of contract records, files documentation, follow up on the bid and performance securities collection and return including communication with vendors and to deposit bid document and pay orders in relevant head of account.
9. Handling intake, scanning, verification, and storing documents of PIU.
10. Provide technical support in installation and networking of software and hardware, and to ensure smooth functioning of hardware and software on regular basis;
11. Collect and register all technical documents such as drawings and blueprints in line with bidding documents.
12. Collect and store overall project documentation for safety and timely retrieval.
13. Perform other related functions, duties and tasks as may be assigned by Project Director/ Project Manager/ Dy. Project Manager / Chief Procurement Specialist as and when required.
14. The initial Notice to Proceed (NTP) will be given for 12 months and the 2nd NTP will be subject to satisfactory performance during first 12 months.


5/7/24