

Terms of Reference
FOR
SUPPORT ENGINEER

UNDER THE GREATER COLOMBO WASTEWATER MANAGEMENT PROJECT

Expertise : Document Control and Management in Construction related projects

Expertise Group :Engineering

Source :National

Contract No :

Scope of the Project: Rehabilitation and new construction of sewerage pump stations;
Laying of sewer pipes using open cut and trenchless technologies;
Rehabilitation of sewer systems using open cut and trenchless technology.

Brief Description of the Project:

The Greater Colombo Wastewater Management Project is a Project funded by the government through a loan obtained from the Asian Development Bank to rehabilitate 100 years old city sewerage system. The Project is executed by the Ministry of Provincial Councils and Local Government and implemented by Colombo Municipal Council. The Project commenced in year 2011. Bulk of the work has been completed and two civil work contracts are under implementation and one civil contract is under the bidding stage. Out of the two contracts under implementation, the contract for rehabilitation of wastewater pumping stations is a Design and Built type contract whilst the other contract under implementation, sewer pipe line rehabilitation combined with carrying out a condition assessment of existing sewers is an add-measurement type contract. The contract under bidding is an add-measurement type contract. The Design and Built Contract is based on the Conditions of Contract of Engineering Advancement Association of Japan (ENAA) and the add-measurement Contract is based on the Conditions of Contract of FIDIC 2010 MDB version.

The locations of project sites are within Colombo Municipal Council area. The consultants' office is located at No. 86, Ananda Kumaraswamy Mw., Colombo 7.

Scope of work including but not limited to:

1. Under the direction of the Technical Team Leader, assist the Project Director, Engineer, Project Manager, and Resident Engineers in work related to construction contract management including maintenance of the Submittal and Review Database
2. Maintaining of the Registers related Guaranties and securities, Incoming and outgoing correspondence, Material Submission register and drawing register.
3. Liaise with Contractor, Consultant and Engineer's/Project Manager's Staff on timely review of Submittals
4. Data collection from other utility agencies
5. Organizing meetings with relevant stakeholders in the Submittal Review Process
6. Assist Technical Team Leader and the Project Director in any other work related to construction contracts, design work, contract administration, and other technical inputs related to GCWMP
7. Any other work related to the overall project as requested by the Employer or his representative, Project Manager/Engineer Technical Team Leader

Minimum Qualification Requirements

Minimum Educational Qualifications :B.Sc. Engineering

Minimum General Experience :2years in Civil engineering

Minimum Specific Experience (relevant to assignment) : At least one year experience in document controlling, contract administration and database handling

Other Specific Experience (relevant to assignment) :None

Work Arrangements: Support Engineer shall report to the **Project Director** of the Greater Colombo Wastewater Management Project or an officer assigned by him to carry out the work coming under this assignment.

Deliverables: As directed by the Employer or his representative, Project Manager/Engineer and the Technical Team Leader.

Office & Facilities

- 1) Office space and necessary facilities will be provided by the Employer
 - 2) Field (office – field – office) transport provided by the Employer
- 1) If requested by the Employer or his representative, Project Manager/Engineer the Consultants is required to attend meetings and field visits in weekends and holidays

Assignment period: From the recruitment date up to 31st March 2019 on fulltime basis

Termination of the agreement: One (01) month notice shall be served by either party

Payment Terms: Engineer may work during weekends and public holidays with the approval of the Employer. Work carried out on weekends and public holidays with the approval of the Employer is considered in counting the working days. Engineer shall submit a monthly time sheet giving the details of work carried out by him/her in each working day to the Project Director for payments.

Salary: LKR 125,240.00