

## Terms of Reference

### Green and Resilient Affordable Housing Sector Project

Position	: <b>Project Director</b>
Qualification	: Bachelor Degree in Civil Engineering (Mini.)
Employment Type	: Contract (Pay scale: 55,580-1390-83380)
Contract duration	: Three (3) Years. Extendable based on performance and requirement of the project
Experience	: 15 years with minimum three (3) years experiences in project management of civil and Infrastructure projects. Preference will be given to the candidate with prior experiences in implementing civil engineering projects funded by ADB and World Bank.
Reporting	: Chief Executive Officer

As per the Project Administration Manual (PAM), the Project Management Unit (PMU) will be led by a Project Director. The Project Director will serve as the focal contact with ADB. The PMU will be fully staffed and supported by an external consulting firm (Project Implementation Assistance Consultant (PIAC) and/or individual consultants.

Following are the roles and responsibilities of Project Director:

1. Prepares reports advising NHDCL and PSC;
2. Maintains project documents, and submits reports (quarterly progress reports and project completion report) in a timely manner;
3. Consolidates accounts and submits draft withdrawal applications for NHDCL to MOF
4. Prepare implementation plans, annual budgets, and disbursement projections;
5. Perform day-to-day management work during project preparation and implementation;
6. Establish project-specific grievance redress mechanism, and ensure its effective implementation
7. Coordinate with government agencies and other involved parties for project implementation;
8. Report and coordinate with ADB on project implementation progress and compliance monitoring;
9. Review and recommend for approval by NHDCL all planning, design, and contract documents associated with the project.
10. Lead implementation of the project by (a) procuring and evaluating services, works and goods; and (b) obtaining all necessary government approvals and right-of-way clearances from respective landowners;
11. Monitor compliance with environment and social safeguards,
12. Manage the PIAC and other TA consultants;

13. Prepare the project completion report;
14. Engage project management consulting services;
15. Prepare and submit bidding documents, lead the bidding process, prepare bid evaluation reports, prepare the contract documentation for award by NHDCL with the substantially responsive firms, and other necessary documentation for ADB no-objection;
16. Monitor and advise the activities of the subproject PIUs;
17. Establish and maintain a project performance management system for the project, including output and outcome levels as described in the project design and monitoring framework;
18. Prepare (a) reports to PSC and/or MOF for consideration and approval; (b) periodic progress reports on each investment activities; (c) disbursement projections; (d) requesting budgetary allocations for counterpart funds; (e) collecting supporting documents and preparing withdrawal applications; (f) audit reports; and (g) reports mandated under the loan, grant and project agreements;
19. Prepare, review draft withdrawal applications for NHDCL to MOF;
20. Submit required annual audit reports and financial statements of project accounts;
21. Identify and appraise subprojects and satisfy the subproject selection criteria for approval by NHDCL management, Board, PSC, and ADB;
22. Perform all tasks and responsibilities as indicated in safeguard documents such as environment assessment and review framework (EARF), resettlement framework, initial environmental examinations (IEEs), and resettlement plans;
23. Take responsibility for detailed architectural and infrastructure design;
24. Ensure due diligence and compliance with ADB safeguard policies and government requirements on behalf of NHDCL.