**Annex I: Terms of Reference**

**Position:** Trainee Engineer-Female only (Civil)

**Location:** Cluster offices with frequent travel to the field (maximum 50%-time field accompaniment). However, the place of posting can be changed as per project’s need.

**Reporting to:** Assigned Supervisor**/**Mentor/Coach

**Roles and Responsibilities:**

The roles and responsibilities given below are to be carried out under the instruction and supervision of assigned Supervisor/Mentor/Coach.

1. **Planning and budgeting:**
	1. Support the local governments in annual planning and budget preparation,
	2. Assist local governments for prioritization and preparation of list of schemes that can be taken up for detailed survey as per the selection and prioritization criteria,
	3. Ensure local governments select small irrigation schemes giving priority to disadvantaged groups by linking with agriculture services and inputs.
2. **Survey, design and cost estimate:**
	1. Co-work with S&D team during detailed surveys to collect relevant data at selected sites for scheme verification, including measurements of irrigation sources, location and type of the proposed infrastructure,
	2. Ensure that all relevant existing infrastructure and proposed command areas are identified, geo-referenced/tagged and that the condition of the existing infrastructure is properly recorded and enter these data in the automated PPR system.
	3. Support the IE in preparing the drawing and detailed cost estimates for the proposed measures using the program’s online project preparation system.
3. **Construction supervision and quality assurance:**
	1. Assist the IEs to perform construction supervision, quality control and post construction support to the WUA, including the formation of and training to WUAs,
	2. Ensure that approved design, specifications and norms are adhered to during the construction of the irrigation schemes.
	3. Ensure testing of the completed works, preparation of an operation and maintenance plan for the infrastructures built.
	4. Perform all the tasks related with and necessary for the payment of the completed works.
4. **Social safeguard:**
	1. In close collaboration with Social Safeguard Officers, support local governments in identifying disadvantaged groups (DAGs) for their participation in the programme,
	2. Ensure and monitor social inclusion and gender equity in Water Users’ Association (WUA) that have influence on decision making in the programme,
	3. Assist to ensure the social accountability activities (Public Hearing, Public Review and Public Audit at the community level) have been carried out following social guidelines.
	4. Social monitoring during the entire process: from the community agreement till the completion of the irrigation schemes as well as ensure the safety and welfare issues related to workers insurance, gender equity etc.