



Terms of Reference and Scope of Services

Development of Marginalized Communities in the West Bank (Area C Development Program Phase II) Funded by the SDC “Project Engineer”

Background on the preparation of the Action

This action is funded by the Swiss Agency for Development and Cooperation “SDC” to support the marginalized communities in Area C. The Municipal Development and Lending Fund (MDLF) has been designated for the implementation of basic infrastructure under this action.

A Steering Committee composed of the SDC, MOLG, and MDLF was formed as an organizational set-up of implementing this action. The Steering Committee is mandated to discuss and endorse the localities as well as the selected projects to be implemented.

The proposed projects are based on the statutory outline plans which were developed in a participatory manner by the targeted communities with support from private urban planning firms. The statutory outline plans and the detailed planning packages were submitted to the PA and to the Israeli Civil Administration (ICA). At the Israeli Civil Administration the plans were registered and processed through a complex and cumbersome authorization process.

Since 2015, the SDC contribution has targeted 21 localities through a series of packages. Under this new phase, it is proposed to target around 15 localities over the coming 3 years, of which (8-9 newly localities) will be targeted with new interventions and 6 previously targeted localities will be supported with complementary works.

The main objective of this action is to support the marginalized communities in Area C in the West Bank with basic services including “Community development projects, small scale infrastructure & social infrastructure projects”.

Basic services include: the “access to roads, the access to water networks, the building or rehabilitation of kindergartens and schools buildings, public space facilities, ...etc.)

Scope of Works:

The main responsibility of the project coordinator (Engineer) is to support MDLF in the day-to-day following up of the activities. The tasks are described below:

- Work with LGUs to improve projects’ documents, and communicate with them in this regard.
- Follow up all stages of the procurement process with LGUs and with the (LTC) in relation to the funded projects and do the regular update of the procurement plan.
- Cooperate with the LTC in providing the technical support to the LGUs to ensure the compliance with MDLF requirements in accordance to the MDLF operational arrangements.
- Coordinate with MDLF area engineers and supervisors to track the projects implementation and provide progress reports as needed.
- Coordinate with MOLG and other line ministries concerning the projects implementation.
- Coordinate the site visits/missions that may be requested by the SDC.



- Conduct any other activities may be requested by MDLF in relation to Area C development program and other projects or programs upon the request of MDLF.

Report	Submission Date
Twelve monthly progress reports to be submitted (in English) to MDLF. The reports should summarize the achievements of each month (activities progress), the main obstacles and difficulties faced, suggestions and recommendations.	At the end of each month

QUALIFICATIONS

- Bachelor degree in Civil engineering or relevant field;
- Master's Degree in a relevant field is a plus, such as Strategic Planning, Public Administration, Business Administration, or other related discipline.
- A minimum of 7 years of work experience, preferably in the implementation of donor-funded development projects.
- Experience in conducting infrastructure needs assessments.
- Experience in supervision and implementation of infrastructure projects especially schools and public buildings, water networks and roads.
- He/she should have experience in technical designs, supervision, implementation, quality control skills and environmental/ safety mitigation procedures.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team, accept responsibility, and be extremely discrete with sensitive information.
- Strong computer skills, Proficient in Microsoft Office package, especially Excel, Outlook, PowerPoint, and Word.
- Fluent in Arabic, excellent in English speaking and writing skills.