

**Terms of References
For
Service contract for the technical topographical survey of canals and drawings**

1. About ActionAid and CBARD-ALL Project:

ActionAid is a non-governmental & non-profit international organization working towards achieving a world without poverty and injustice in more than 40 countries in Africa, Asia, Europe, and the Americas. ActionAid started its activities in Afghanistan in 2002 and was registered in Ministry of Economy of Afghanistan as non-governmental international organization “INGO”. ActionAid-Afghanistan committed itself a long-term work with poor and excluded sections of the society through the Human Rights Based Development Approach, WASH, and Livelihood Programs in multiple provinces of Afghanistan.

Currently, implement the Community Based Agriculture and Rural Development (CBARD – ALL) project in 12 districts which consist of Sherzad, Khogyni, Sarkhrood, Chaparhar, Rodat, Mohmandar, Lalpora, Achin, Dare Noor and Kot in Nangarhar province as well as in Mehtarlam and Qarghai, districts of Laghman province respectively.

Currently, AAA wants to rehabilitate the existing and damaged community canals in targeted districts to support irrigations facility systems to increase income and livelihoods through increasing agricultural productivity of small households and farmers. Note that the CBRAD-ALL project will also rehabilitate the damaged existing greenhouses for the selected households with UNDP collaborations.

As per the plan, the project will rehabilitate to a maximum of 12.22. km (upon completion of participatory technical assessment engaging local communities). The certain labor engagement, daily rates, number of labor engagements per site and repair length per person etc. will be determined as per the project plan.

2. Objective of the assignment:

To ensure the quality of canal rehabilitation and repair work, the project is seeking assistance from the qualified and experienced external engineer’s support for a short-term to assist the project engineer.

This support work also includes the development of technical topographical survey, collection of data by total site stations and GPS mapping. He will support in plotting services including site plan, prepare lang sections google map for the canal reconstructions of CBARD-ALL project. The required instruments or tools used for the survey will be provided by the expert and that will be used the technical topographical survey both in Laghman and Nangarhar provinces in selected areas under guidance of the CBARD-ALL project engineer of Action Aid.

The assignment also includes the feasibility & technical site surveys, preparing the bill of quantities (BoQs), technical designs etc. He will ensure that the budgeted costs for goods, works, and services are reasonable (reflect market rates), covered by the project’s budget and that all costs have been accounted as value for money. Before finalizing the sites plan, also required community consultation for its post maintenance and cost recovery (where necessary) establishing a “Operation & maintenance Committee” within the community.

3. Engineering:

In order to do technical survey of selected canals, the consultant or technical surveyor engineer will comprise technical survey, prepare lang profile, cross section, site plan contour maps, google maps and technical terminologies. The number of sites will depend based on primary assessment selecting maximum of 12.22. km canals to be rehabilitated.

4. Expected outcomes:

- Develop the technical photographic survey of selected canals, data collection and making CVS files for every selected canal site for further process with the approval from UNDP regional technical teams.
- Assist to prepare the technical draft drawings (site plan, google maps, contour maps, lang profile and cross sections of selected canals and share both soft and hard copies for further process.
- Response necessary queries from project engineer and/or regional UNDP engineer and revise the submitted drawings incorporating the comments and recommendations as appropriate for getting the final consent from them.
- Support in green house rehabilitation works as and when required

5. Working Area:

The consultant or technical engineer has to work primarily at CBRAD-ALL project office and pay visits to the canal sites for technical photographic survey of selected canals under the CBARD-ALL project areas in Nangarhar and Laghman province. The technical drawings and other paper works may be done from his own office or home in consultation with contact person.

6. Scope of work:

Using the own instruments (tools and equipment) of survey, the technical photographic survey of the canals, data collections and technical drawings would be completed as mentioned in section 3 and 4.

7. Deliverables:

- CVS files for each canal based on the technical photographic survey
- The technical drawings (site plan, google maps, contour maps, lang profile and cross sections of each canal
- The submission will be both in soft and hard version
- BoQs for each canal
- Support to the ongoing GH rehabilitation works (as required)

8. Methodology of work:

During the initial phase of the work, the consultant will join a meeting with the project engineer and project's technical teams in Nangarhar and/or Laghman to understand about the project, assignment, deliverables, methodology, deadlines etc. The expert/consultant will pay visits to each canal sites for technical assessment with necessary equipment/instruments, take measurement as necessary to develop the technical drawings for the approval for the rehabilitation work. Prepare the draft drawing to present/share and finalize the same with recommendations/comments. Prepare the BoQs and cost estimation to start the rehabilitation works. The expert/consultant should NOT be sub-contracted of the assignment and must maintain the confidentiality of the work, assignment and deliverables.

9. Time frame:

The consultant to be ready to commence work immediately upon contract signing the contract. The total assignment duration will be **three months**' work from the start to complete the 12.22 KM of canal survey (maximum).

10. Payment Schedule:

The consultant/expert fees will be paid on a monthly basis on the performance of the canals survey works with required technical documents submitted for the specific month upon successful submission of deliverables. The time sheets and specific deliverable should be recommended and endorsed by the project management to process the payment. The payment will be made through the bank and the applicable taxes will be deducted as per Govt rules and policy. No other benefits will be provided rather than the monthly remuneration.

11. General:

The profile of the individual consultants needs to meet the qualifications, skills and requirements as below:

- Post graduation or graduation degree on civil engineering from a recognized university with at least five years of relevant experience in civil and canal reconstruction works.
- Individual consultant or expert to connect and apply.
- The individuals have expertise on technical survey and technical drawings of canals with projects and organizations
- Good knowledge on technical affairs, inter linkages of engineering works and its sustainable eco systems, estimation, drawing, proposal writing, design and survey.
- Extensive experience engineering development projects in constructions, rehabilitation and repair
- Has access and dependent on required engineering equipment and instruments for technical survey, designing, drawing, presentation and documentation for approval
- Good negotiation skills to motivate the stakeholders, donor and line departments
- Experience in working with international and development organizations.
- Excellent attention to detail and evidence of quality outputs from previous assignments.
- Fluent in English, Pashto, and Dari.
- Good reporting, presentation, communication and facilitation skills
- Punctuality and availability to complete the work on time.
- Confidentiality of all the information will be always assured.

12. Application Process:

- The individual consultant will send the application with the technical proposal (2-3 pages in English) and financial proposal should not be more than 138,000 AFN for three months period (one page with rates in Afghani)
- Along with the application the consultant will also submit the copy of NID/Tazkira, and details CV
- The application would be submitted through email to Procurement.Kabul@actonaid.org
- The application deadline is **6th July, 2024**