

ARAB REPUBLIC OF EGYPT
Ministry of Agriculture and Land Reclamation
On-Farm Irrigation Development in Old-Lands Project (OFIDO-II)
Irrigation System Improvement in the Project's Command Areas in
Six Governorates in Middle and Upper Egypt

Senior Contracts Management Officer

TERMS OF REFERENCE

I. BACKGROUND

1. The Government of Egypt has obtained financing from the **International Fund for Agricultural Development - (IFAD)** towards financing the cost of the activities to be developed under **(OFIDO)** in selected command areas in Lower and Upper Egypt regions. The **(OFIDO)** is being implemented by the National Project Coordination Unit **(NPCU)** as part of the established overarching entity: the Projects Management Unit **(PMU)** of the Ministry of Agriculture and Land Reclamation **(MALR)**.
2. The overall objective of the **OFIDO's** Irrigation and Water Management **(IWM)** component is to improve water availability and reliability in order to increase agriculture production and farm incomes of the target farmer groups. The component is sub-divided into two main sub-components: (i) Rehabilitation and Development of the On-farm Irrigation Systems which is mainly a hardware type; and (ii) Institutional Development and Capacity Building.
3. The Project aims at introducing efficient and modern irrigation networks in the old lands by pumping Nile river waters from irrigation branch canals through underground UPVC pipes serving as Mesqa's and Marwa's connected to individual farmers plots. OFIDO aims to install such pumped irrigation water networks in (23,000) feddans of old lands in six Upper Egypt Governorates (Qena, Minya, Assiut, Luxor, Beni Sueif and Sohag).

II. OBJECTIVE AND SCOPE OF SERVICES

A. Objective of the Consultancy

OFIDO now seeks to recruit **one Senior Contracts Management Officer** at its Headquarters in Cairo in order to administer the contracts of the Engineering Supervision Firms employed by OFIDO as well as the contracts of construction awarded to local contractors and any other contracts or sub-contracts delegated to him/her for administration. **The Senior Contract Officer** will report to the Executive Director of OFIDO Project in Cairo and will supervise the work of six Contracts Officers stationed in Upper Egypt Governorates.

He/she will work six days per week.

B. Scope of Services

He/She will specifically perform the following tasks:

1. Undertake supervision of the work and data collection activities made by the Field Contracts Officers under his/her supervision and report his/her assessment of progress conditions, obstacles hindering implementation and/or evolving issues that could impact progress to his/her supervisor at NPCU.
2. Direct the Field Contract Officers to assist the Supervision Firms and the Contractors in solving evolving issues with respect to relations with local authorities, farmers and stakeholders.
3. Attend local meetings (in the UE Governorates) related to the Project, where necessary, on behalf of the NPCU.
4. Review of Supervision Firms' reports and communications to the NPCU for regularity, comprehensiveness, accuracy and compliance with the provisions of their contracts with the NPCU.
5. Review of contractors' monthly statements (including correct application of Price Adjustment formulas and use of relevant indices) and the Supervision Firms' monthly invoices for regularity, comprehensiveness and accuracy and compliance with the provisions of their respective contracts with the NPCU and forward for decision or action or authorization of payment by his supervisor.
6. Act upon early warning information submitted to him/her from the Field Contract Officers with respect to progress delays, cost and quality of construction or supervision, potential variation orders and/or claims and recommend appropriate timely action by his supervisor at NPCU.
7. Maintain up-to-date tracking - and filing system on the Status of Progress of each contract under his/her supervision with respect to time, cost/percentage payments and quality parameters.
8. Any other related tasks as may be delegated to him/her by his supervisor at the NPCU.

C. Experience and Qualification Requirements

Interested applicants must possess the following qualifications:

- A) University degree in Engineering or Construction management,
- B) 8-10 years of experience in engineering supervision or construction or design, preferably in the water or irrigation sectors or in contract/construction management.
- C) Good ability to communicate in English.

D) Good Knowledge & skills in the use of PC software for Word Processing and Excel.

Job Location: NPCU office at MALR in Cairo with frequent travel to Middle Egypt Governorates of Minya & Beni-Sueif and Upper Egypt Governorates of Assuit, Sohag, Qena & Luxor.

D. Deadline for Receipt of Applications:

(15 days) from date of Advertisement

E. Address for submission of applications:

Interested candidates please send resume to:

Prof. Dr. M. Samir M. Abo Soliman

National Project Coordinator

Projects Management Unit (PMU)

On-Farm Irrigation Development Project in the Old lands (OFIDO)

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