**Terms of Reference for Project Management Unit under BOC**

1. Background

In light of the overwhelming evidence of the benefit of sports, the BOC undertook a comprehensive situational analysis of the sports sector in 2009 and further, based on the first ever nationwide Bhutan Sports Baseline Survey 2010 (BSBS 2010) formulated a strategic Road Map for the development of organized sports in Bhutan.

A major challenge identified by the BOC was the lack of quality sports infrastructure, amongst others. Nearly 80 percent of all the existing sports facilities in the country are owned by schools and other institutions. Many of these facilities are either poorly maintained or are not accessible to the local communities.

Thus, the main thrust in the Eleventh Plan will be the establishment of a representative and organized sports sector that will be able to deliver sports and recreation to all, through the development of new sports infrastructure and upgrading existing ones.

However, given that the engineering staff in the Dzongkhags are already burdened with other construction works, a necessity was recognised to establish a Project Management Unit (PMU) within the BOC itself. This PMU will plan, coordinate, manage, evaluate and supervise all the construction activities of the BOC, so that the allocated budget is utilized, effectively and efficiently to develop quality sports infrastructure in the Dzongkhags, in accordance with the BOC’s vision and mandate.

2. Roles and Responsibility of PMU

The Project Management Unit, headed by a Project Manager, shall be established within the BOC with Secretary General, BOC as the Project Director. The PMU will guide, manage, supervise, evaluate and monitor the overall implementation of the projects to ensure that, quality sports infrastructure is developed as per the BOC’s plans and in accordance with the policies, guidelines and requirements of RGoB.

The primary roles and responsibilities of the PMU will include but not be limited to the following:

i. Liaise with the concerned stakeholders and obtain the required space for the construction of sports facilities in the Dzongkhags;

ii. Facilitate the designs of the facilities to be constructed and obtain necessary approval from the concerned authorities;

iii. Coordinate the procurement of the construction works in line with the existing government financial rules and regulations;

iv. Sign and award contract agreements and provide consolidated reports to the Project Director;

v. Prepare work plan and budget proposal in line with the contract document;

vi. Supervise, evaluate and monitor the implementation of workplans and work done on a monthly basis;

vii. Recruit necessary engineering staff to oversee the construction activities while at the same time ensuring the quality and timely completion of the works;

viii. Control and monitor the flow, use and reporting of project funds;

ix. Ensure that the funds are disbursed judiciously and timely in line with the system and practices acceptable to the government;

x. Monitor the physical progress and quality of works completed, vis-à-vis the implementation schedule with special attention on delays and problems, as the case may be, and seek approval from the Project Director, as may be appropriate;

xii. Coordinate and convene meeting among the stakeholders from time to time to appraise of progress and problems;

xiii. Mediate upon any serious problems/issues, conflict, that may arise between consultant, engineers, beneficiaries, or undue delays in payment to contractor etc, in carrying out specific activities during the project implementation. Further, it will act as the arbitrator for any unresolved issues, will expedite resolution and inform the parties concerned of the outcome.

3. Composition of PMU and line of reporting

The Project Management Unit shall comprise of the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Position | No. of persons | Terms | Remarks |
| 1 | Project Director ( Secretary General, BOC) |  | Full time | BOC |
| 2 | Project Manager | 1 | 48 months | Project |
| 3 | Site Engineer | 3 | 48 months | Project |
| 4 | Project Accountant | 1 | Full time | BOC |
| 5 | Support Staff | (as necessary) | Full time | BOC |

The Project Manager shall be the main focal point for the construction related activities and shall report to the Secretary General on all issues, problems and administrative approvals as may be required. However, the other professional engineers in the PMU shall report to the Project Manager for any guidance while the Project Accountant shall be guided by the Accountant Officer/Finance Officer within the organization.

4. Terms of Reference of PMU staff

**a. Project Manager**

Qualification and Experience

The candidates applying for the job must be University Graduate with a Civil Engineer/ Architect degree, having a minimum of at least Five (5) years working experience.

**In addition to the above roles and responsibilities of the PMU,** the other specific duties and responsibilities shall include, but will not be limited to the following:

* Carry out minor structural designs or changes of the physical facilities to be constructed in close consultation with the consultant/firm;

* Verify and review the designs submitted by the consultant/firm;

* Assist the PMU to prepare all necessary documents for procurement and disbursement, including the bidding document in accordance with existing RGoB rules and regulations;

* Conduct the tendering and contract award for the construction works;

* Supervise, Monitor and Evaluate the construction work quality and progress as well as oversee site supervision;

* Determine the cost estimate of the all projects;

* Verify the bills of the running account bill for making payment;

* Coordinate and manage the project activities with relevant agencies, especially the local governments;

* Produce and submit quarterly progress reports and other reports as necessary;

* Carry out any other tasks that may arise during the project period or as directed by the Project Director.

Reporting requirement

The Project Manager must compile and submit progress reports to the Project Director, every three months stating details of progress, physical progress and quality of works completed.

**b**. **Site Supervisor**

The specific roles and responsibilities of the Site Supervisors shall include but will not be limited to the following:

Job Description for Site Supervisor

The Site Supervisor is responsible to the Project Manager, BOC and will provide:

1. Support the PMU in implementation of the construction of all the sports facilities and projects in the capacity of site engineer-in-charge of works at site;

2. Verify all Running Account Bills for completed works under his/her jurisdiction;

3. Work proactively at the sites to ensure that all standards stipulated by the design and specifications are consistently met;

4. Conduct survey of works, prepare revised estimates and submit the same to the PMU for further scrutiny and approval;

5. Conduct mandatory field tests of building materials/components and arrange through outside agencies any other tests, which are beyond the scope of field tests deemed necessary in his/her opinion;

6. Conduct site meetings at key stages of construction, involving the engineer-in-charge of the Contractor;

7. Maintain the construction schedule at site and update it as and when it becomes necessary to do so;

8. Compile and submit monthly progress reports of the works under his/her jurisdiction to the Project Manager;

9. Record and maintain the measurement of works in accordance with the procurement guidelines of the Ministry of Finance;

10. Carry out any other responsibilities within his/her technical field of competence as and when required and as directed by the Project Manager and Project Director;

Qualification and Experience

The candidates applying for the job must have a Diploma have a minimum of at least Three (3) years of working experience in a similar profession.

Reporting requirement

The Site Supervisor must compile and send the monthly progress report, every three months to the PMU, stating details of progress as on the reporting date and plan for the next three months.