
TERMS OF REFERENCE (TOR)

SITE COORDINATOR - CONSTRUCTION OF ANATOMY BUILDING

UNIVERSITY OF SRI JAYEWARDENEPURA (USJ)

Accelerating Higher Education Expansion and Development (AHEAD) Operation

1. BACKGROUND

The development of the higher education sector is of central importance to enable Sri Lanka to make the transition from a Lower-Middle Income Country (LMIC) to an Upper Middle-Income Country (UMIC). Recognizing this, the Government of Sri Lanka (GoSL) and the World Bank have agreed to support the higher education sector through a Bank Funded Accelerating Higher Education Expansion and Development (AHEAD) operation. The fund allocated for the AHEAD Operation is USD 100 Mn.

2. THE OPERATION

The AHEAD operation is organized into two components. The first is a Program Component that supports the national Higher Education Development Program. The second is a systems strengthening, capacity building, and technical assistance component that will assist GoSL to strengthen the higher education sector and achieve the objectives of the AHEAD program component. This second will also cover monitoring and evaluation, policy analyses, program coordination, and communication.

The implementing agency is the Ministry of Higher Education and Highways (MHEH). The University Grants Commission (UGC) will coordinate the activities of the universities. There will be an Operations Monitoring and Support Team (OMST) which will coordinate and support all AHEAD activities between the MHEH, UGC, and the universities.

AHEAD has three Results Areas:

Results Area 1: Increasing Enrollment in Priority Disciplines for Economic Development

Results Area 2: Improving the Quality of Higher Education

Results Area 3: Promoting Research, Development, and Innovation

Under result area 1, an anatomy building is constructed at the cost of LKR 151.2 Mn. in USJ.

3. SCOPE OF SERVICES AND KEY TASKS

Subject to any specific directives given by the Vice-Chancellor of the University, the Program Director of the OMST, and the Director Operations Technical Secretariat (OTS) of the USJ, the main duties, and responsibilities of the Site Coordinator will be to:

- Overall coordination of the day-to-day site activities of the construction of Anatomy Building.
- Maintain daily Progress Report of site works.
- Collect the daily records (labor, equipment, material, tools, etc.)
- Update the daily progress chart.
- Keep the record of any special works or additional works related to the construction works.
- Prepare the weekly and monthly Progress Reports.
- Update and keep the records for progress review meetings fortnightly.
- Keep the record of work done measurement and provide the support to quantity survey to take the joint measurement.
- Keep the record and certification of daily work.
- Maintain and keep a record of the day-to-day activities checklist.
- Make arrangements with the contractor to update with site safety and neatness.
- Keep and update necessary test reports.
- Any other work relevant to the construction of Anatomy Building, instructed by the Engineer.

4. REPORTING REQUIREMENT

- i. Monthly progress report on duties assigned, to be submitted to the Engineer of the contract on or before 10th of the following month.
- ii. Working hours will be 08.00 a.m. to 05.00 p.m. Monday to Friday and half-day on Saturdays.
- iii. The Site Coordinator will be assigned special tasks at the work site after normal working hours.
- iv. Attendance should be recorded daily, at the OTS Office, AHEAD Operation at VC's Lodge at the University of Sri Jayewardenepura.

5. DURATION OF THE ASSIGNMENT

12 months

This is a full-time position. Initially, the Contract Appointment shall be for a period of six (06) months and may be extended up to one year based on performance.

6. PROCEDURE FOR REVIEWING OF TASKS

OTS Director reviews the task performed.

7. METHOD OF RECRUITMENT

Call for sealed quotations through websites of OMST of the AHEAD Operation, and the University of Sri Jayewardenepura. Shortlisted applicants will be called for an interview.

8. REQUIRED QUALIFICATIONS AND EXPERIENCE:

The required qualifications and experience are as follows:

- i) National Diploma in Technology (Civil) or equivalent qualifications and have at least four (04) years of experience in the relevant field after obtaining such qualifications.
Note: Period of in-plant training will not be counted for the four years of experience.
- ii) National Certificate in Technology (Civil) or equivalent qualifications and have at least ten (10) years of experience in the relevant field after obtaining such qualifications.

9. PROFESSIONAL COMPETENCIES REQUIRED

- Proficiency in written and spoken English.
- Computer literacy.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members.

10. REMUNERATION:

Will be negotiated based on the offered price and the available budget.