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Royal Government of Bhutan
Ministry of Education & Skills Development
Department of School Education
School Liaison and Coordination Division



PROJECT ENGINEER TERMS OF REFERENCE

1. Background

The Ministry of Education and Skills Development (MoESD), in collaboration with the Ministry of Infrastructure and Transport (MoIT), is implementing the "Strengthening Central School" initiative as part of the 13th Five-Year Plan (2025-2030), with financial support from the Government of India (GoI). The technical services associated with this initiative will be overseen by MoIT, while the financial assistance will be managed by MoESD, as the budget is allocated to the education ministry. The development of school infrastructure across the 20 Dzongkhags and Thromdes will be executed in phases, aligned with the four core mandates of MoESD: equitable access and inclusivity, enrollment patterns, a cluster approach, and seamless learning pathways.

As the nation strives to enhance the quality standards of school infrastructure with high standard design specifications, the MoESD and MoIT have cooperatively decided to recruit Project Engineers (PE) on a time-bound contract basis. These engineers will be stationed at the respective sites in Dzongkhag and Thromde administrations to address the technical capacity shortfall and ensure timely project completion. The PE will be professionally competent in various areas, including site monitoring, supervision, bill payment, cost estimation, design and drawings, quality testing, and periodic updates on physical and financial progress. Additionally, the PE will serve as a vital link between the Dzongkhag, MoESD, and MoIT regarding infrastructure development and related matters.

2. Objectives:

The primary objectives of the Project Engineer are to:

- Oversee and manage construction activities on-site.
- Ensure compliance with design specifications, safety standards, and quality control measures.
- Coordinate with various stakeholders, including contractors, relevant officials of MoIT, MoESD, Dzongkhags, and Thromdes.
- Monitor projects and update the physical and financial progress to relevant authorities of MoESD and MoIT.
- Facilitate the technical manpower support to the Dzongkhags and Thromdes
- Work under the direct supervision of Project Manager, SLCD, MoESD

3. Qualification:

- Bachelor's degree (P3A/P4A) or Diploma or Diploma in Construction Supervision (S1A/S2A) in civil engineering from recognized university



4. Experience:

- Five years or more of experience in construction project management or civil engineering for the Bachelor's Degree (P3A) and one to two years of experience in construction project management or civil engineering for the Bachelor's Degree (P4A).
- Five years or more of experience in construction project management for the Diploma in Civil Engineering or Diploma in Construction Supervision (S1A), and one to two years of experience for the Diploma in Civil Engineering or Diploma in Construction Supervision (S2A).
- Experience in overseeing educational or public infrastructure projects is preferred

5. Key roles & responsibilities of the Project Engineer (PE):

1. Support the MoLT, Dzongkhag, Thromde, and MoESD in the implementation of school construction projects, serving as the project focal on-site.
2. Monitor the progress of work within his/her jurisdiction, ensuring adherence to the approved work plan and timely completion of projects.
3. Estimate and prepare Bills of Quantities for new designs of building as they are developed, including planning for road blacktopping, site sewerage, and water supply requirements.
4. Verify Running Account of Bills for completed works within his/her jurisdiction.
5. Conduct surveys of works as needed, prepare revised estimates, and submit them to the head office for further scrutiny and approval.
6. Conduct mandatory field tests of building material, components, and arrange for additional tests through external agencies as deemed necessary.
7. Organize site meetings at key stages of construction to ensure effective communication and coordination.
8. Maintain and update the construction schedule on-site as necessary.
9. Compile and submit monthly progress reports on the works under his/her jurisdiction to the Project Manager.
10. Record and maintain measurements of works in accordance with the procurement guidelines of the Ministry of Finance.
11. Prepare and submit work certificates and financial statements for the works under his/her responsibility.
12. Maintain up-to-date records of project finances and expenditures on a monthly basis.
13. Report any constraints, problems, or bottlenecks that may impede project progress to MoLT and MoESD.



14. Liasise effectively with MoESD and MoLT on issues related to the projects under his/her jurisdiction.
15. Assist Dzongkhags and Thromdes in monitoring school construction projects executed under the Government of India (GoI) when support is required.
16. Carry out any additional responsibilities within his/her technical field of competence as needed.
17. Strict compliance with site orders, visitor book, and hindrance books to refrain from future allegations at the site.
18. Undertake any other assignments as directed by the MoESD and MoLT.
19. Liable for the annual auditing and accountability of administrative correspondence.
20. All the issued electronic equipment and others shall be accorded in GEMS. Accordingly appropriate handing over shall be made with the MoESD after completion of contract term.

6. Project Location:

The sites are spread all over the country and candidates who are selected will be expected to go to any site in the merit ranking depending upon the need of the organization.

7. Contract duration and remuneration benefits:

- Selected PE will be placed at a position level of **P3A/P4A** with a starting basic pay of Nu. 28315/25,220 with a 30% contract allowance for the Bachelor's Degree.
- Selected PE will be placed at a position level of **S1A/S2A** with a starting basic pay of Nu. 19970/18,095 with a 30% contract allowance for the diploma.
- Other entitlements remain as per the pay structure reform of 2023/Bhutan Civil Service Rules & Regulations 2023. The duration of the contract shall be for an initial period of two (02) years from the date of appointment, and the contract may be extended based on the performance and project timeline.

8. Accountability and Dispute Resolution:

Both parties shall be accountable for their respective roles. Any disputes arising from the implementation of this ToR shall be resolved amicably through discussions.

9. Acceptance and Agreement:

This ToR is considered firmly agreed upon, and both parties will abide by it.



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10. Table 1. Project locations and slot for project engineers:

Sr	School	Dzongkhag	Slot	Remark
1.	Jakar HSS and Wangdicholing LSS	Bumthang	01	Placement in
2.	Drukjegang CS and Pangan PS	Dagana	01	Merit ranking
3.	Bjishong CS	Gasa	01	
4.	Gongzim Ugyen Dorji School	Haa	01	
5.	Nangkor CS and Shumar PS	Pemagatshel	01	
6.	Punakha CS and Khuruthang MSS	Punakha	01	
7.	Orong CS and Orong PS	Samdrup Jongkhar	01	
8.	Norbuling CS	Sarpang	01	
9.	Yangchengatshel HSS	Thimphu	01	
10.	Jigme Sherubling HSS, Khaling LSS, and Muenselling Institute	Trashigang	01	
11.	Tsenkharla CS	Trashiyangtse	01	
12.	Sherubling CS and Trongsa PS	Trongsa	01	
13.	Damphu CS and Damphu MSS	Tsirang	01	
14	Zhemgang CS and Zhemgang PS	Zhemgang	01	
	Total		14	