

## TERMS OF REFERENCE

### CONSULTING SERVICES FOR BENEFICIARY PROJECT ENGINEER

#### **1. BACKGROUND**

1.01 The public road network of St. Vincent is approximately 814 km. Among the main issues affecting the road network are (a) vulnerability to natural hazards and the effects of climate change; (b) limited funding for routine and periodic maintenance activities; and (c) limited institutional capacity in respect of road maintenance. In recent years, floods following the occurrence of hurricanes, storms and extreme rainfall events have caused substantial damage to roads, including drainage and slope stabilisation infrastructure, and consequential losses to the national economy, and social and economic dislocation to communities.

1.02 Rural communities, often serviced by unpaved roads that form the bulk of the road network, have been disproportionately impacted by these road sector challenges, with trafficability, and accordingly the mobility of rural communities, being severely hampered when sections of these roads are damaged. The livelihoods of farmers and farming communities therefore depend on improving the quality of the rural feeder roads. The capacity of the disaster management agencies to deliver relief is also reduced when road access to communities is disrupted.

1.03 In October 2018, the European Union (EU) and the Government of St. Vincent and the Grenadines (GOSVG) entered into a financing agreement for the Road Management and Rural Road Improvement Programme (the Project) in St. Vincent and the Grenadines. The agreement followed the decision by the European Commission in December 2017 to finance the Project from the 11th European Development Fund, with an allocated contribution of EUR5,980,000. The Project is being implemented through the Caribbean Development Bank (CDB).

1.04 The Ministry of Transport, Works, Urban Development and Local Government (MTW) is the lead agency within GOSVG for the planning, construction and operation of the road network. Maintenance of road infrastructure is the responsibility of the Roads, Buildings, and General Services Authority (BRAGSA), a statutory authority established and incorporated pursuant to the Roads Buildings and General Services Authority Act 2008 of the laws of St. Vincent and the Grenadines.

1.05 GOSVG intends to rehabilitate and/or upgrade of approximately 5 km of existing village/feeder roads, including features to enhance climate resilience of the infrastructure. GOSVG also intends to pilot labour intensive maintenance methods on selected rural roads. In addition, the Action will provide for strengthening the capacity of MTW and BRAGSA to undertake their functions with regard to road maintenance management and participation in the national Disaster Risk Management framework of St. Vincent and the Grenadines. A Road Asset Management System (RAMS) will be developed, including building of the Transport Infrastructure Inventory Database developed in 2013 by consultants engaged by GOSVG. Recommendations for reforms required for the sustainable operation of the RAMS will also be developed.

1.06 Among the gaps identified in the 2018 Roadmap to Strengthening Multi-Hazard Early Warning Systems for St. Vincent and the Grenadines, funded by European Union Civil Protection and Humanitarian Aid, was the absence of documented assessments of exposure vulnerabilities, capacities and risks for critical infrastructure, including infrastructure for which MTW and BRAGSA are responsible. It is also important that the capacity to undertake such assessments be developed within MTW and BRAGSA.

1.07 CDB, through the project management staff within MTW, will be responsible for managing the procurement activities. However, national ownership of the project will be critical to ensuring its successful implementation and the sustainability of its results. Accordingly, GOSVG will be supported in the implementation of the project through the engagement of two individual consultants to function as the GOSVG Project Coordinator (PC) and Project Engineer, respectively.

## **2. OBJECTIVE**

2.01 The overall objective of the consulting services is to contribute to timely and effective implementation of the project scope, by providing project management leadership and coordination throughout the implementation period.

## **3. SCOPE OF SERVICES**

3.01 The services are to be conducted in accordance with generally accepted international standards and professional practices acceptable to GOSVG. The scope of services is understood to cover all activities necessary to accomplish the objectives of the consultancy, whether or not a specific activity is cited in these Terms of Reference (TOR). A participatory and consultative approach is to be adopted in the conduct of the services.

3.02 The services to be provided include, but are not limited to, the following:

- (a) develop close working relationships with all key participants and stakeholders involved in works implementation (including the contractors, consultants, government departments, Local Government officials, residents) to assist in effective oversight of the works;
- (b) convening, at least monthly, meetings with the Contractor(s) and Engineering Consultant(s), for the purpose of assisting with coordination of works activities;
- (c) assist in the invitation and evaluation of bids including the preparation of bid reports and recommend the award of supply and construction contracts;
- (d) assist in management and administration of the procurement process;
- (e) provide cost control;
- (f) certify payments under labour-based contracts;
- (g) implement the monitoring and evaluation system for the labour-based pilot;
- (h) expedite the submission of claims for disbursement to CDB;
- (i) keep accounts on relevant project-related expenditures and disbursement activities;
- (j) prepare, and submit to PC, fortnightly reports on progress of the works;
- (k) participate and report on formal community participation in implementation of the Project;
- (l) prepare and submit to PC, Construction Completion Report within one month after the date of issue by consultants of a certificate of practical completion of each works contract; and

- (m) other related duties as may be assigned by PC.

## **QUALIFICATIONS AND EXPERIENCE**

14. The candidate must have:
- (a) excellent written and oral communication skills, and be fluent in English.
  - (b) a Bachelor's Degree in Civil Engineering; and
  - (c) a minimum of eight (8) years' experience in the design and construction of civil engineering works projects at least similar in scope and complexity to the subject project.
  - (d) Experience in contract management will be a requirement.
  - (e) Previous work experience on projects financed by multilateral development banks (MDBs), including with monitoring and evaluation of projects financed by MDBs, would be desirable, as would previous work experience in the Caribbean.

## **OUTPUTS/DELIVERABLES**

5.01 The consultant will present electronic copies of each report to GOSVG and CDB. The reports shall also be submitted in PDF as complete documents, as well as in Microsoft Word and Excel, AutoCAD, and/or other formats used in their creation. Electronic copies of all data used in the preparation of the reports shall also be submitted to CDB.

- (a) **Inception Report:** The report shall:
  - (i) state the extent to which the consultant has understood the assignment;
  - (i) include the consultant's initial work plan and methodology, along with the schedule and scope of all activities to be undertaken;
  - (ii) present an outline plan for the remainder of the consultancy assignment; and
  - (iii) include proposed outlines for further reports.
- (b) **Fortnightly Progress Reports:** Submit to PC, fortnightly progress reports on the scope of services within one week of the end of each calendar month.
- (c) **Monitoring and Evaluation Reports for Labour-Based Maintenance Pilot:** Monthly reports on the pilot, and upon completion, a report presenting lessons learned and including the indicators agreed for such monitoring.
- (d) **Contract Completion Reports:** For each goods, works and services contract, a project completion report shall be submitted within the four (4) weeks of practical completion.
- (e) **Completion Report:** Submit a Completion Report to CDB within four (4) weeks of completion of the services. This report will include details of the Project's performance on desired results as outlined in the results monitoring framework and lessons learned.

## **DURATION**

17. It is estimated that the assignment will be undertaken over a period of approximately 24 months.

**4. IMPLEMENTATION ARRANGEMENTS**

4.01 The Project Engineer will report to the Permanent Secretary, MTW or the official within MTW to whom supervision of the assignment is delegated by the Permanent Secretary.

4.02 MTW/BRAGSA will provide office accommodation required for the implementation of the Consultancy. The Consultant is required to provide his/her computer and the software necessary for the conduct of the services.