

**IMPROVING RESPONSE AND RESILIENCE OF THE HEALTH SECTOR TO
COVID-19 PROJECT**

TERMS OF REFERENCE

**Consultancy Services for the Design and Supervision of
the Installation of Wash Stations and Upgrading of Four Port Health Facilities
SVG-COVID-19-CS-CQS-2**

1. BACKGROUND

1.01 The Government of St. Vincent and the Grenadines (GOSVG) has received financing from the Caribbean Development Bank (CDB) towards the cost of financing the Immediate Public Health Response to contain, control and mitigate the impact of Covid 19 and other infectious diseases on the delivery of health care and intends to apply a portion of the proceeds of this financing to eligible payments under contracts for Consultancy Services for the Design and Supervision of the Upgrading of the Port Health facilities at the Canouan and Union Island airports and seaports.

2. OBJECTIVE

2.01 The objective of the consultancy is to provide Design and Supervision Services for the upgrading of four Port Health facilities at the Canouan and Union Island airports and seaports and to install 15 wash stations at Health Facilities island-wide. The Consultant, in consultation with the Ministry of Health, Wellness and Environment (MOHWE) and the relevant Port and Airport Authorities, will finalise the scope of the works and tender documents. The scope includes the improvement of (a) containerised Port Health facilities for the seaports of Canouan and Union Island, inclusive of Mechanical, Electrical and Plumbing works, roofing improvements, inclusion of a shaded waiting area, and other goods and works improvements, (b) the flow and segregation of passengers at the Canouan and Union Island airports in order to make the facilities operational in accordance with International Health Regulations. and (c) for the installation of hand washing stations at 15 health facilities. The Consultant will be required to provide designs and estimates for works, assist with procurement, provide instructions to contractors, and to supervise the implementation of the works.

3. SCOPE OF SERVICES AND REPORTING REQUIREMENTS

Design Services

3.01 The Consultant, in consultation with the Project Coordinator and the MOHWE, shall provide the architectural, engineering and other services necessary for the preparation of the tender document/s for the goods and works, and estimates of cost thereof in sufficient detail to allow GOSVG to consider and approve the suitability of such designs for the purposes for which the Works are intended. Accordingly, the Consultant will be required to:

- (a) Finalise the scope of works for implementation

- (b) For the wash stations, the final designs shall be informed by the issues associated with the failure of the previous solutions.
- (c) Provide designs/ Bills of quantities for the works,
- (d) Provide a short list of contractors for the works in each case
- (e) Preparation of the tender documents and bills of quantities (BOQ)/Engineers estimates.
- (f) Preparation of the Environmental and Social Management Plan
- (g) Assist in the preparation of the Invitation to Bid (ITB) for the works contract after consultations with the Project Coordinator;
- (h) Modify the construction works if the engineering estimates of the construction cost, inclusive of an allowance for the contingencies (10%), value added tax, price increases and ancillaries, where applicable, exceed the Budget, so as to bring the estimated cost of construction works within, or as near as possible to, the allocated cost. Any such modification shall be included in the final design.
- (i) Attend **ALL** Pre-bid Meetings, Bid Openings, Contract Signings, Contractor Introduction Meetings and provide guidance on best practices to clients, i.e. Project Coordinator, the MOHWE and CDB.

Pre-Construction Services

3.02 The pre-construction services shall be guided by the Procurement Policy for Projects financed by CDB (November 2019) and Procurement Policy for Projects Financed by CDB (January 2021). The Consultant shall, in consultation with the Project Coordinator, furnish a Bid Evaluation Report in accordance with the CDB's Guidance note: Bid Evaluation for Goods, Works and Non-consulting Services (June 2021), within two weeks of tender opening.

4. SUPERVISION SERVICES (TECHNICAL INSPECTION OF CONSTRUCTION)

4.01 The Consultant shall provide the following professional services for the technical inspection/Supervision of construction Works:

- (a) advising the contractor on the interpretation of the drawings and technical specification
- (b) Review the contractor construction schedule and comment on the procedures, sequence and method .
- (c) Conduct technical inspection of the works to oversee the performance of the Works and inspection of all critical elements during the construction works and require that such performance be in accordance with the plans and specifications prepared by the Consultant. The Consultant shall investigate, report and advise on unusual circumstances which may arise during construction.
- (d) Revise designs to suit unforeseen conditions which may arise during construction.
- (e) Consult with and advise the GOSVG during the construction period.

- (f) Conduct progress meetings between the Consultant, Contractor and GOSVG stakeholders, prepare and issue minutes of said meetings.
- (g) Review and approve estimates and invoices submitted by the Construction Contractor for payment of work completed and prepare payment certificates; and ensure that advanced payments to the Construction Contractor are utilised for the intended purpose.
- (h) Where the Contractor has ceased to perform works as required by the terms of the Construction agreement, the Consultant must advise the Client/Employer and make relevant recommendations (including termination).
- (i) Review and approve request(s) for extension of time. The Consultant/Supervisor must present to the Client/Employer, the details of an extension of time request within two weeks of receiving a request for extension of time.
- (j) Liaise with the Project Coordinator and relevant authorities and offer assistance so as to expedite the acceptance and takeover of the Works.
- (k) Ensure good occupational health and safety practices (including the wearing of personal protective equipment) are followed on-site during construction.
- (l) Report and investigate any accidents
- (m) Monitor and report on the contractors compliance with the Environmental and Social Management plan
- (n) Make a final inspection of the completed Works, recommend the issuing or non-issuing of the completion certificate within 14 days of the Works Contractor request for issuance, and prepare a Completion Report, electronic copy in PDF format to the GOSVG and CDB, within 14 days of the end of work by the Construction Contractor.

5. QUALIFICATIONS AND EXPERIENCE

5.01 The Consultant shall have at least five years' experience in the design and construction supervision of buildings. The Consultant's team shall consist of persons with at least a bachelor's degree in architecture, civil engineering and construction supervision and have five years relevant experience. The Consultant's team shall also include person(s) with the qualifications necessary for preparation of the ESMP and monitoring of its implementation.

6. DURATION OF THE CONSULTING ASSIGNMENT

6.01 The assignment is expected to be carried out over a period of six (6) months.

7. DELIVERABLES

- (a) The design deliverables to be submitted shall include:
 - (i) The Consultant shall provide the Designs and Estimates, and Tender Document, inclusive of an ESMP, for the goods and works no later than thirty (30) calendar days after contract signature.
 - (ii) The Consultant shall prepare the Bid Evaluation Reports for the goods and works no later than fourteen (14) calendar days after receipt of bids from the Client.
- (b) Supervision Services Deliverables:

- (i) The Consultant shall prepare payment certificates and certify the works completed and goods supplied and installed
- (ii) The Consultant shall prepare an interim progress report if required.
- (iii) The Consultant shall prepare a Completion Report for the works inclusive of the Certificate of Completion of the Works.

8. TERMS OF PAYMENT

8.01 The payment schedule is as specified below and summarised in tables below:

Deliverable (s)	Percentage
Preparation of the Tender Document/s inclusive of estimates	20%
Submission of Bid Evaluation Report	10%
Submission of the Interim Reports	30%
Submission of the Completion Report	40%
GRAND TOTAL	100%