

GOVERNMENT OF ST. VINCENT AND THE GRENADINES

Terms of Reference for

PROJECT MANAGER

Background

The Kingstown Fish Market and Bus Terminal was constructed in 1987 to improve the public transportation sector. It is located on the sea front and consist of comfort facilities and small retail shops. As urbanization and vehicular traffic have increased over the last 35 years, the Terminal needs to be upgraded to better service users.

The Kingstown Bus Terminal is the primary transportation hub in St. Vincent and the Grenadines. Over 500 minibuses use the terminal daily, serving more than 15% (over 2000 persons daily) of the island's population. The terminal is frequented by workers, students, tourist, and shoppers.

The shops and physical infrastructure are dilapidated and structurally unsound. Additionally, the design of the Terminal is no longer able to accommodate the volume of people and vehicles accessing the facility. The security and conveniences are also insufficient, making the Terminal unsafe and unsanitary. Its proximity to the country's main fish market has affected the ability of the fish market to be used to export fish in accordance with the necessary phytosanitary regulations.

Objective

The objective of the consultancy is the effective and timely achievement of the project outputs and outcomes, thorough efficient management of the project implementation.

Scope

The position of Project Manager is a contracted full-time position. He/She will work from the office of the Ministry of Urban Development, Energy, Seaports, Local Government and Grenadines Affairs and will support the technical functions of the office of the Permanent Secretary (or her designate) in managing this project. The Project Engineer reports to the Project Manager who in turn reports to the Permanent Secretary of the Ministry of Urban Development etc. (or her designate).

Duties and Responsibilities

The Project Manager will be mainly responsible for providing support to the Permanent Secretary (or her designate) in all technical, contractual and project management matters relating to supervision and management of the civil and building work activities. Construction supervision and construction contract management services will be provided by the agency responsible for the designs (Ministry of Transport, Works, Lands and Physical Planning Department). The Project Manager will provide overview and monitoring services for the Permanent Secretary (or her designate) of the Ministry of Urban Development.

The Project Manager technical and managerial functions shall comprise of the following duties:

- (a) maintaining records and carrying out the day-to-day coordination and supervision of the project, including the preparation of regular monthly reports;
- (b) making site visits as required to observe the quality of work and progress;
- (c) advise the permanent secretary of contract deviations by the Ministry of Transport, Works, Lands and Physical Planning along with recommendations for compliance;
- (d) review the project engineer's recommendations on engineering and architectural drawings and recommend amendments if necessary to the consultant through the permanent secretary;
- (e) ensure compliance with the environmental health and safety plan;
- (f) consider and advise on alternative methods, equipment and materials proposed by the project engineer and provide recommendations to the permanent secretary (or her designate);
- (g) provide advice on the validity of any changes proposed by the consultant for additions or deletions to the contract and advise on the issue of variation orders to the contractor;
- (h) review and approve contractor's interim and final payment certificates;
- (i) attend site meetings as required;
- (j) review the project engineer and contractors monthly progress reports, make comments and recommend any appropriate action as required;
- (k) provide monthly progress report within two weeks of the end of the month;
- (l) respond to other requests regarding the implementation of the project;
- (m) keeping the Project Steering Committee (PSC) timely informed of implementation problems that could jeopardize the project objectives and recommending how those objectives can be safeguard;
- (n) attending and chairing PSC meetings;
- (o) participating and reporting on formal community participation including discussions at public meetings arranged as part of the requirement of the consultancy;
- (p) represent the GOSVG in all dealings with suppliers and contractors;

(q) any other duties assigned by the Permanent Secretary (or her designate).

Qualifications and Experience

Education: BSc. Construction Management, Engineering, or a related field.

Experience:

- A minimum of Seven (7) years of suitable experience in the planning, design, construction management and supervision of buildings and civil engineering infrastructure.
- Demonstrated experience in the management of multiple projects at the same time.
- Experience in writing Terms of Reference and Design Briefs for consultants
- Good knowledge of government administrative procedures and requirements
- Demonstrated experience in projects focused in the Eastern Caribbean would be an asset

Knowledge in the following areas:

- Project life cycle
- Procurement Management
- Construction management

Reporting

The Project manager will prepare technical reports highlighting physical and financial progress, cashflow requirements, work programme, and any other reports when required. They will include, but are not limited to:

- i. Monthly monitoring reports on the status and recommended solutions to move building and infrastructural activities
 - Planned and actual progress of works
 - Status of incomplete works
 - Material, labour, plant availability
 - Revised schedules
 - Design changes and variations
 - Financial particulars including (a)projected final costs (b) net variances (c) Expenditure to date (i.e.) cash flow projections
 - Progress photographs
 - Environmental, Health and Safety Management Plan
 - Factors adversely affecting progress of project
 - Decisions to be taken
 - Weather conditions

- Accidents on site and any other relevant details.
 - Such other information that the Project Coordinator may require
- ii. A comprehensive annual report of works completed
 - iii. A final comprehensive report of all the works completed
 - iv. End of assignment report

Contract Duration:

The contract will be for twenty-four (24) months in the first instance and will be subject to renewal based on the consultant's satisfactory performance and work availability.

Remuneration

Remuneration will be commensurate with qualifications and experience.