

**GOVERNMENT OF ST. VINCENT AND THE GRENADINES**  
**Caribbean Development Bank Schools Improvement Program**

**Terms of Reference for**

**PROJECT ENGINEER**

**Background**

The Government of St. Vincent and the Grenadines (GOSVG) has applied for financing from the Caribbean Development Bank (CDB towards the cost of the School Improvement Project – Phase One (SIP), which includes the reconstruction and rehabilitation of primary and secondary schools. The GOSVG intends to apply a portion of the proceeds of this financing to eligible payments under a contract to which this ToR refers.

**Scope**

The position of Project Engineer is a contracted fulltime position. (S)He will work in the Ministry of Education (MoE) and will support the technical functions of the office of the Project Manager in managing this project. The Project Manager reports to the MoE Project Coordinator

**Tasks**

The Engineer will be mainly responsible for providing support to the Project Manager in all technical matters relating to supervision and management of the civil and building work activities under the infrastructural aspects of the CDB SIP portfolio. Construction supervision and contract management services will be provided by a consulting firm responsible for the designs.

The Project Engineer shall provide oversight services for the construction activities on the various schools under this SIP program. The schools include:

- Saint Vincent Girls High School
- Bequia Community High School
- Saint Vincent Grammar School
- St Clair Dacon Secondary
- Sandy Bay Secondary
- Thomas Saunders Secondary
- Barrouallie Anglican Primary School
- Kingstown Anglican School
- Barrouallie Government School

The Engineer's technical and managerial functions shall comprise of the following duties:

- (a) Make daily site visits (as far as travel time will allow) to review the quality of work, material, test results, as well as report to the Project Manager on the overall achievement of the projects' progress and quality of work;
- (b) Review engineering drawings and recommend amendments if necessary to the consultant through the MoE Project Manager.
- (c) Monitor the implementation of the Environmental Health and Safety Plan
- (d) Consider and advise on alternative methods, equipment and materials proposed by the contractor and provide recommendations to the consultant through the MoE Project Manager.
- (e) 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.
- (f) Assist in the review of contractor's Interim and Final payment certificates
- (g) Attend all site meetings
- (h) Review the contractors monthly progress reports, make comments and recommend any appropriate action as required.
- (i) Provide technical advice to the Project Manager and recommend appropriate actions if needed.
- (j) Respond to other requests regarding the implementation of the portfolio of projects within the SIP as required; and
- (k) Any other duties assigned by the Project Coordinator.

## **Reporting**

Prepare monthly technical reports highlighting physical progress of civil and building works being implemented, and any issues affecting progress and quality of the works. The reports will include, but are not limited to the following information on each site:

- i. Adherence to Quality Assurance and Quality Control standards on the various sites.
- ii. Standard and progress of contractors work
- iii. Accuracy, completeness and currency of Clerk of Works site records
- iv. Payment measurement issues if any
- v. Actual or potential variation works
- vi. Actual or potential delays to project completion
- vii. Accuracy and completeness of contractors monthly report
- viii. Performance of the contractor with regards to implementation of Environmental, Health and Safety Management Plan

### **Minimum Requirements**

- A Bachelor's Degree in Civil Engineering.
- A minimum of five years' experience in the design and construction of civil engineering works projects at least similar in scope and complexity to the subject project.
- Experience in contract management.

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

### **Contract Duration**

The duration of this consultancy is twenty-four (24) months.

### **Remuneration**

Remuneration will be commensurate with qualifications and experience.

## **Annex B**

### **Reporting Obligations**

The consultant will prepare monthly technical reports highlighting physical progress of civil and building works being implemented. The reports will include, but are not limited to the following information on each site:

- (i) Adherence to Quality Assurance and Quality Control standards on the various sites.
- (ii) Standard and progress of contractors work
- (iii) Accuracy, completeness and currency of Clerk of Works site records
- (iv) Payment measurement issues if any
- (v) Actual or potential variation works
- (vi) Actual or potential delays to project completion
- (vii) Accuracy and completeness of contractors monthly report
- (viii) Performance of the contractor with regards to implementation of Environmental, Health and Safety Management Plan