

Architect

Terms of Reference

Saint Vincent and the Grenadines

Construction and Rehabilitation Programme Unit -Saudi Fund for Development Project

BACKGROUND

The Government of St. Vincent and the Grenadines has received financing from the Saudi Fund for Development (SFD) and intends to apply part of the proceeds for the payment of goods, works, related services and consultancy services to be procured under the project. The project is implemented by the Ministry of Finance, Economic Planning, and Information Technology.

The Project Implementation Unit

The Government of SVG (GoSVG) is establishing a Project Implementation Unit (PIU) at the Ministry of Finance, Economic Planning and Information Technology, Economic Planning Division (EPD) responsible for implementing the project activities and coordinating with relevant ministries. The PIU will have the following positions: Project Manager, Architect Financial Management Officer, Procurement Officer, Environmental Specialist, Social Safeguards Specialist, Project Engineer, Quantity Surveyor, Project Officer, and administrative support.

The PIU will be a fully integrated part of the EPD structure, relying on EPD resources to deliver Project activities, including project planning, financial management, procurement, administrative support, environmental and social safeguards, and reporting in accordance with both Government and SFD requirements.

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SCOPE OF SERVICES

The position of Project Architect is a contracted full-time assignment. (S)He will work at the office of the Project Implementation Unit for the SFD within the Ministry of Finance, Economic Planning in Saint Vincent and the Grenadines and will support the technical functions managing the infrastructure related aspects of the project.

The Project Architect will support the Project Manager of the PIU in collaboration with the Project Engineer in the implementation of the project, including technical reviews, recommendations for technical decisions to make cost-effective choices posed by the Design Consultants and the Construction Firm. Additionally, the Project Architect will provide professional inputs, advice and

assistance in the implementation of the project by producing appropriate and fit for purpose reports, designs and /or cost estimates.

DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the Project Architect are:

- 1) Review designs, support construction management and inspection in accordance with the construction drawings and architectural specifications.
- 2) The Architects' supervision duties include services necessary to assess and make recommendations on the price and/or contract cost adjustments for reasonableness, value for money and relativity to market prices.
- 3) Provide technical support in the preparation of any variations in architectural designs.
- 4) Provide support in contract management including participation in the progress site meetings, review quality of works and make recommendations in certification of payments and time extension requests.
- 5) Conduct regular field visits and provide input in monthly, quarterly and year end reports on project architectural progress and quality.
- 6) **Any other similar duties assigned by the Project Coordinator.**

QUALIFICATIONS AND EXPERIENCE

The selected consultant is required to possess the minimum competency requirements listed hereunder and should describe in detail in the CV, experience in the successful completion of similar engagements, relevant to the scope of the consultancy.

A BA or BSc in Architecture or a related field and at least (5) years general architectural experience

- i. Demonstrated experience designing health care facilities or buildings of comparable size and complexity.
- ii. Experience in supervising construction of infrastructure works.

KNOWLEDGE

- Sound knowledge and understanding of the building code for St. Vincent and the Grenadines.

- Proficiency in use of basic computer applications such as MS Excel, Word, Power point, Architect applications such as AutoCAD, etc.

SKILLS

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Excellent time management skills
- Excellent organizational skills

ABILITIES

- Ability to work with minimal supervision at times.
- Ability to exercise integrity in the execution of his/her duties

CONTRACT DUTRATION

The contract will be a full-time position for a period of twelve (24) months based on satisfactory performance.

RENUMERATION

Remuneration will be commensurate with qualifications and experience.

REPORTING OBLIGATIONS

The Project Architect will submit monthly reports highlighting duties performed during the month for which the report covers including sites visited, issues and grievances encountered, and how such issues were resolved. The consultant will submit to the Project Coordinator, one hard copy and an electronic copy (PDF format) of each report.