

## **TERMS OF REFERENCE**

### **Quantity Surveyor**

#### **1. Background**

The maintenance and upgrade of the road network in St. Vincent and the Grenadines is the responsibility of the Ministry of Transport, Works, Lands and Physical Planning (MTW). In keeping with its mission, the MTW continues to support the land transportation system and develop and maintain public networks. The policy of the MTW is that the road network must provide satisfactory physical and functional service to road users while minimizing the transport cost of goods and services throughout the country; supporting development in all sectors of the economy. The network is intended to facilitate improved vehicular travel and reduce travel time of goods and services between the various villages throughout St. Vincent and the Grenadines. The network must also provide access to the various recreational sites frequented by nationals and visitors.

The **National Roads Rehabilitation Project (NRRP)** intends to address the poor conditions of roads in primarily three (3) categories.

- Earthen Roads to be upgraded to Concrete
- Existing Concrete Roads to be rehabilitated
- Asphalt Roads to be rehabilitated

Implementation of the project will fall within the control of the Ministry of Transport, Works, Lands and Physical Planning. The supervision of works shall be carried out under a Project Management & Implementation Unit (PMIU) dedicated to this project. The PMIU shall be led by a Project Coordinator (PC) who shall be assigned exclusively to the Project and will be supported by a team of Engineers, Quantity Surveyors, Finance and Administrative personnel, public relations personnel and other supervisory staff.

The **Government of St. Vincent and the Grenadines (GOSVG)** has secured financing from the Republic of China on Taiwan (ROC) in an amount equivalent to US\$ 45,000,000.00 towards the cost of the NRRP and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. To support the NRRP activities, the GOSVG will hire a full-time **Quantity Surveyor** to support contracts management, administration and quality assurance under the project.

## 2. Quantity Surveyor

The position of Quantity Surveyor is a contracted fulltime position. The individual will work in the Project Management and Implementation Unit (PMIU) within the Ministry of Transport, Works, Lands and Physical Planning and will support the technical functions under the project and will be supervised by a Senior Quantity Surveyor.

### **DUTIES**

Duties shall include but are not limited to:

- a. Assist the SQS with timely and effective implementation of the Project through assistance and advise on all procurement matters, which includes amongst other the assistance to the PMIU with the preparation of prequalification documents, tender documents, request for proposals and request for quotation as may be required
- b. Support the PMIU during the implementation of contracts, assess any requests of change(s)/ variation orders and providing other technical input/advice as needed.
- c. Facilitate a process whereby Project goods, works and services are procured in a timely manner as per agreed procurement strategies, specifications and standard documentation and in compliance local procurement guidelines.
- d. Prepare the draft tender documents for the contract including the finalization of Requirements as defined in the Standard tender documents which should contain the Specification, the Drawings, BoQ and Supplementary information that describe the works to be procured.
- e. Prepare rates and prices for use in estimating
- f. Preparing preliminary estimates for budgeting purposes and carry out value engineering exercises
- g. Attending meetings and negotiations with construction professionals, such as site managers, project managers, site engineers, and other stakeholders
- h. Preparing Bills of Quantities for infrastructure works based on standard methods of measurements
- i. Prepare tender and contract documents based on standard templates
- j. Assist in tender evaluations and reporting
- k. Carry out site visits for the purpose of monitoring and evaluation of construction related projects
- l. Prepare valuation reports and interim payment certificates
- m. Administer contract conditions including managing and valuating contractor's claims and client changes
- n. Prepare final accounts and completion certificates
- o. Provide support in terms of data input etc.
- p. Respond to other requests regarding the implementation of the portfolio of projects within the MTW as required.
- q. In addition, any other tasks deemed necessary within skills and capabilities

### Essential

- a. A creative and innovative approach to problem solving
- b. Possess a willingness to continue professional development
- c. Ability to working both in teams and independently
- d. Knowledge of past and current civil and building construction technology, processes and materials
- e. Willingness to adhere to international codes of conduct and professional practices
- f. Excellent communication skills, both oral & written

- g. Good organizational skills and the ability to prioritize to meet deadlines

#### Key Tools

Experience in the use of:

- a. Microsoft Excel
- b. Microsoft Word
- c. CAD software
- d. Microsoft Projects

### **CONSULTANT'S REPORTING OBLIGATIONS**

Quarterly reports will need to be submitted to the Senior Quantity Surveyor on a timely basis. These reports are not to be considered exhaustive.

#### A. Performance Assessment

- i. A contract completion report within one month of the end of the period of performance of the contract containing achievement versus expectations, difficulties encountered, prospects for sustainability and recommendations on continued assistance and management of the project(s).

#### B. Project Progress

- i. The consultant will assist with project monitoring reports to the SQS & PC satisfaction.

### **QUALIFICATIONS (INDICATIVE)**

Prospective candidates should have a minimum of the following qualifications:

- Graduate of an accredited college or university obtaining a Bachelor of Science degree in Quantity Surveying or other related field. A minimum overall experience of five (5) years; Specific experience in procurement and implementation of civil works

### **CONTRACT DURATION AND CONDITIONS**

- The contract will be for an initial period of two years. The contract may be extended subject to satisfactory performance.
- Performance will initially be reviewed at six months, and thereafter to annual reviews.
- This is a full-time position based in St. Vincent and the Grenadines and involves travel to project sites.

**Language proficiency:** Excellent writing and communication skills.

**Other skills:** Proficiency in Microsoft Office Suite

**Remuneration:** Remuneration will be commensurate with qualifications and experience.

### **3. CODE OF CONDUCT – applicable to all staff**

#### **GENERAL CODE OF CONDUCT**

##### **SAMPLE DOCUMENT- APPLICANT TO REVIEW AND SIGN ACKNOWLEDGING THAT HE/SHE HAS READ AND UNDERSTOOD THE DOCUMENT**

I have signed a contract with [*enter name of Client*] for [*enter description of the Services*]. These Services will be carried out at [*enter the Site and other locations as appropriate*]. Our contract requires us to implement measures to address environmental and social risks related to the Services, including the risks of sexual exploitation, sexual abuse and sexual harassment.

This Code of Conduct is part of our measures to deal with environmental and social risks related to the Services. It applies to all Experts at the Site or other places where the Services are being carried out.

This Code of Conduct identifies the behavior that required of all Applicants.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

#### **REQUIRED CONDUCT**

The Consultant shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Experts and any other person;
3. maintain a safe working environment including by:
  - a. ensuring that workplaces, equipment and processes under each person's control are safe and without risk to health;
  - b. wearing required personal protective equipment; and
  - c. following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
6. not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Experts, Contractor's Personnel or Client's Personnel;
7. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another ;

8. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
10. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH);
11. report violations of this Code of Conduct; and
12. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Client, or who makes use of grievance mechanism for Consultant or the project's Grievance Redress Mechanism.

## **RAISING CONCERNS**

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of the Ministry/Entity social expert with relevant experience in handling sexual exploitation, sexual abuse and sexual harassment cases, or if such person is not required under the Contract, another individual designated by the Consultant to handle these matters*] in writing at this address [ ] or by telephone at [ ] or in person at [ ]; or
2. Call [ ] to reach the Employer's hotline (*if any*) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

## **CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT**

Any violation of this Code of Conduct by consultant may result in serious consequences, up to and including termination and possible referral to legal authorities.

**FOR CONSULTANT:**

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact the Chief Engineer or his designate with relevant experience] requesting an explanation.

Name of Consultant: [insert name]

Signature: \_\_\_\_\_

Date: (day month year): \_\_\_\_\_

Countersignature of authorized representative of the Employer:

Signature: \_\_\_\_\_

Date: (day month year): \_\_\_\_\_

**ATTACHMENT 1: Behaviors constituting Sexual Exploitation and Abuse (SEA) and behaviors constituting Sexual Harassment (SH)**

## **ATTACHMENT 1 TO THE CODE OF CONDUCT FORM**

### **BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)**

The following non-exhaustive list is intended to illustrate types of prohibited behaviors:

**(1) Examples of sexual exploitation and abuse** include, but are not limited to:

- A Consultant tells a member of the community that he/she can get the member jobs related to the work site (e.g. cooking and cleaning) in exchange for sex.
- A Consultant that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex.
- A Consultant rapes, or otherwise sexually assaults a member of the community.
- A Consultant denies a person access to the Site unless he/she performs a sexual favor.
- A Consultant tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

**(2) Examples of sexual harassment in a work context**

- A Consultant comment on the appearance of another Consultant (either positive or negative) and sexual desirability.
- When an Consultant complains about comments made by another Consultant on his/her appearance, the other Consultant comments that he/she is “asking for it” because of how he/she dresses.
- Unwelcome touching of a Consultant or Employer’s Personnel by another Consultant.
- A Consultant tells another Consultant that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

**SEXUAL EXPLOITATION AND ABUSE (SEA) AND/OR SEXUAL HARASSMENT (SH) PERFORMANCE  
DECLARATION**

<b>SEA and/or SH Declaration</b>
<p>I, the applicant:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> (a) have not been subject to disqualification by the any entity for non-compliance with SEA/SH obligations</li><li><input type="checkbox"/> (b) are subject to disqualification by the an entity (<i>insert name</i>) for non-compliance with SEA/SH obligations</li><li><input type="checkbox"/> (c) have been subject to disqualification by the an entity for non-compliance with SEA/SH obligations. An arbitral award on the disqualification case has been made in our favor.</li></ul>
<p><b><i>[If (c) above is applicable, attach evidence of an arbitral award reversing the findings on the issues underlying the disqualification.]</i></b></p>