



GOVERNMENT OF SAINT VINCENT AND THE GRENADINES

MINISTRY OF TRANSPORT, INFRASTRUCTURE & PHYSICAL PLANNING

CANOUAN AIRPORT REHABILITATION PROJECT

CONSULTANCY SERVICES FOR PROJECT COORDINATOR

REQUEST FOR EXPRESSIONS OF INTEREST

The **Government of Saint Vincent and the Grenadines (GOSVG)** has received financing from the Caribbean Development Bank (CDB) towards the cost of Canouan Airport Rehabilitation Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of GOSVG and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOSVG shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Ministry of Transport, Infrastructure and Physical Planning (MTIPP), the Executing Agency, now wishes to procure consultancy services for a Project Coordinator (PC).

The objective of the consultancy is to provide project coordination services to ensure effective implementation of the project. The duration of the assignment is expected to be for a period of twenty-four (24) consecutive months.

MTIPP now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB. Consultants are advised to review the detailed eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the *Procurement Procedures for Projects Financed by CDB (January, 2021)*, as published on CDB's website.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments.

All information must be submitted in **English**. Further information, including a Draft Terms of Reference, may be requested, via email or telephone, from **Address 1** below between 8:00 and 16:00 hours Monday to Friday.

Expressions of Interest must be submitted **electronically** to the first two email addresses under **Address 1** no later than 14:00 hours (2pm local time) on Wednesday, March 4, 2026 and copied simultaneously to CDB at the email address under **Address 2**. The submission should include the name and address of the applicant and shall be clearly marked **“Expression of Interest – Consultancy Services for Project Coordinator – Canouan Airport Rehabilitation Project.”**

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. GOSVG reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

<p>Address 1</p> <p>Office of the Chief Engineer Ministry of Transport, Infrastructure and Physical Planning Halifax Street Kingstown St. Vincent & the Grenadines Tel: 1-784-456-1111 Ext 3955 Email: office.mtwh@mail.gov.vc chiefengineersvg23@gmail.com</p>	<p>Address 2</p> <p>Procurement Officer Procurement Policy Unit Caribbean Development Bank P. O. Box 408, Willey St. Michael Barbados Tel: +246-539-1600 Email: procurement@caribank.org</p>
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GOVERNMENT OF ST. VINCENT AND THE GRENADINES

CANOUAN AIRPORT REHABILITATION PROJECT

DRAFT TERMS OF REFERENCE

PROJECT COORDINATOR

1. BACKGROUND

1.01 The Government of St Vincent and the Grenadines (GOSVG) has applied for financing from the Caribbean Development Bank (CDB), towards the cost of Canouan Airport Rehabilitation Project (the Project).

1.02 The Project will be overseen by the Project Steering Committee (PSC). The Project will be implemented by the Ministry of Transport, Infrastructure and Physical Planning (MTIPP).

2. OBJECTIVE

2.01 The objective of the consultancy is to provide project coordination services to ensure effective implementation of the Project.

3. SCOPE OF SERVICES

3.01 The Project Coordinator (PC) will be responsible for coordinating and monitoring all aspects of the implementation of the project. Administrative, technical and clerical support will be provided by the MTIPP. PC's duties will include, but will not be limited to:

- (a) Preparation and submission to GOSVG and CDB of quarterly work plans for the Project;
- (b) Providing direction to, and supervision of, the day-to-day operations of the Project, guided by the project documents and the quarterly work plans;
- (c) Monitoring and evaluation of the project, in a manner consistent with the Project's Monitoring & Evaluation Framework;
- (d) Supervision of all components, including ensuring that activities and procurement schedules are carefully planned and executed;
- (e) Developing close working relationships with all project participants and stakeholders (including NGOs, government departments, private sector, and Local Government officials) to achieve a shared vision of the Project and its objectives;
- (f) Representation of GOSVG and MTIPP in its dealings with consultants, suppliers, contractors and other stakeholders;
- (g) Convening, at least monthly, meetings with the contractor(s) and engineering consultants, and with other consultants and/or supplier as required, for the purpose of coordinating activities;
- (h) Liaising with CDB on all relevant technical, financial and administrative aspects of the Project;

- (i) Submitting to CDB the required Project reports outlined in the Reporting Requirements section of CDB's Appraisal Report in the time and manner prescribed;

Social and Environmental

- (j) Participation in, and reporting on, formal community engagement including discussions at public meetings;
- (k) Oversight of the integration of the social, gender and environmental elements of the Project, including incorporating and monitoring the social and gender aspects of the Project at strategic points during implementation;
- (l) Ensuring that the mechanisms incorporated to meet CDB's Environmental and Social Safeguards are implemented;
- (m) Ensuring the timely development and delivery of the socially inclusive and gender responsive communication plan in a culturally appropriate, and context-specific manner
- (n) Promoting the economic empowerment of vulnerable populations in construction, including women, youth and persons with disabilities (PWDs), ensuring current gender stereotypes are not perpetuated.

Time Management

- (o) Establishing and updating on a monthly basis, a project implementation schedule (in Gantt chart format) showing progress against the baseline;

Financial Management

- (p) Controlling the budget and introducing safeguards acceptable to CDB to prevent funds and assets misuse;
- (q) Keeping accounts on project-related expenditure and disbursement activities;
- (r) Expediting of the preparation and submission to CDB of claims for disbursement or reimbursement with regard to all components financed from the Financing;
- (s) Submitting the required financial reports outlined in the Reporting Requirements section of CDB's Appraisal Report in the time and manner prescribed;

Procurement

- (t) Managing the procurement (invitation, selection and engagement) processes for the various consultants, contractors and suppliers;
- (u) Ensuring that there is adherence to CDB's procurement policy and procedures;

Contract Management

- (v) Management and administration of the implementation of the Project's contracts; and
- (w) Ensuring that all contractual obligations as well as Environmental, Social, Health and Safety (ESHS) requirements are adhered to and make all necessary arrangements to ensure implementation meets projected targets.

4. REPORTING REQUIREMENTS

4.01 The PC will report to the Programme Manager, PIMU of MTIPP and will also interact with CDB's Project Supervisor.

4.02 The PC's reporting requirements are outlined in the Reporting Requirements section of CDB's Appraisal Report. Templates to guide the reporting requirements, including content and format, will be provided by CDB.

5. QUALIFICATIONS AND EXPERIENCE

5.01 The PC is required to have the following minimum qualifications and experience:

- (a) A post-graduate degree in a relevant discipline (e.g. Civil Engineering and or Construction/Project Management) with a minimum of 8 years' experience in project management, contract management, contract administration or logistics, and 5 years' experience in managing projects of comparable complexity and budgetary value as this Project; or
- (b) A first degree in a relevant discipline (e.g. Civil Engineering and or Construction/Project Management) with a minimum of 12 years' experience in project management, contract management, contract administration and logistics, including experience in managing projects of comparable complexity and budgetary value to this Project.

5.02 A professional designation from a recognised international body such as Project Management Institute and Royal Institution of Chartered Surveyors, and experience working in the region, in the sector and with multi-lateral agencies would be assets.

6. DURATION

6.01 The assignment is expected to be conducted full-time over a period of approximately 24 consecutive months, commencing April 2026.

7. INSTITUTIONAL/ORGANISATIONAL ARRANGEMENTS

7.01 The Project is being implemented by MTIPP which will engage a Project Coordinator (PC), a Monitoring and Evaluation Specialist (MES), a Construction Supervision Consultant (CSC), and a Community Liaison Officer (CLO).

7.02 The PC will be a full-time position, and is expected to work between MTIPP and the construction site in Canouan.

7.03 Administrative, technical and clerical support will be provided by the Project Implementation and Management Unit (PIMU) of MTIPP,

7.04 The PC will be rostered with a vehicle on Canouan (shared with the CLO), and will be provided with a laptop, mobile phone and phone service plan.