

Project Engineer
Terms of Reference
Saint Vincent and the Grenadines
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Saudi Development Funds Project

BACKGROUND

1. 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.

SCOPE OF SERVICES

The position of Project Engineer is a contracted full-time position. (S)He will work at the office of the Project Implementation Unit for the SFD, a part of Economic Planning Division and will support the technical functions of the PIU in managing the infrastructure related aspects of the project under the direct supervision of the Project Manager. The Project Engineer will support the Project Manager in collaboration with the Project Architect 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, (S)He will provide professional inputs, advice and assistance in producing appropriate and fit for purpose reports, engineering designs and cost estimates.

DUTIES AND RESPONSIBILITIES

- a. Provide support in the management of engineering design and supervision consultants engaged for the civil works.
- b. Make daily/weekly site visits with the client agencies, reviewing the quality of work, material, laboratory results and monthly progress reports, and make recommendations to the Project Manager on the overall achievement of the project progress and quality of work.
- c. Ensure that the contractors work in compliance with ALL best practice for the various civil works.
- d. Provide support in preparing and reviewing procurement documents primarily for civil works (including works requirements, bill of quantities, and technical specifications) and related goods (including datasheet and delivery schedules), consistent with the standard procurement documents.
- e. Provide support in the preparation of bid evaluation reports, participate in contract negotiations and make recommendations for contracts award to the most advantageous bidder as per the procurement procedures of the funding agencies.
- f. Provide support in contract management, including preparing the quality assurance plans, participating in site meetings and making recommendations in certification of payments.
- g. Provide inputs and support in preparing the project implementation completion reports.
- h. Any other similar duties assigned by the Project Manager that are in line with the Project Objectives.**

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.

- i. A bachelor's degree in civil engineering project management, construction management or a related subject, together with and a minimum of **5 years** of suitable experience in the planning, design, construction management and supervision of civil engineering projects
- ii. Demonstrated experience design engineering of civil infrastructures
- iii. Experience in supervising construction of infrastructure works.

KNOWLEDGE

- Sound knowledge and understanding of the building code for St. Vincent and the Grenadines and the OECS Building Code 2016.
- 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 DURATION

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 Engineer 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 Manager, one hard copy and an electronic copy (PDF format) of each report.