Government of SaintVincent and the Grenadines

Ministry of Tourism, Sports and Culture

OECS REGIONAL TOURISM COMPETITIVENESS PROJECT

TERMS OF REFERENCE
FOR

CONSULTANCY TO DESIGN AND SUPERVISE IMPROVEMENTS TO FORT CHARLOTTE

November2020

TERMS OF REFERENCE

1. BACKGROUND

Saint Vincent and the Grenadines (SVG) along with Saint Lucia and Grenada comprise the participating countries in the Organization of Eastern Caribbean States (OECS) Regional Tourism Competitiveness Project (ORTCP), funded by a loan from the World Bank.

In the OECS, tourism is the main driver of economic growth. However, when compared with the rest of the Caribbean region, the OECS has a lower share of tourist arrivals and tourism revenues. Moreover, while tourism is the lead economic sector in the OECS, the region accounts for less than 0.2 percent of global tourist arrivals.

To address the challenge of low tourist arrivals and related low tourism receipts, Component 2 of the ORTCP focuses on investments in signature tourist attractions in all three participating countries. For Saint Vincent and the Grenadines, Fort Charlotte, a historical and cultural icon in the tourism landscape, was selected.

Fort Charlotte was constructed by the British between 1763 and 1806. It stands 600 feet above sea level and was the centrepiece of the military fortification that covered Kingstown and its harbour on all sides. Military use of the fort was discontinued in 1873, when the British Army withdrew from the island. The fort subsequently accommodated, at different times and at various locations: prisoners; mentally ill patients; paupers; lepers and early cases of tuberculosis. There is also a light house located on the ramparts, currently being used by the SVG Port Authority.

The Fort is popular among tourists and locals. It is easily accessible, by motor vehicle and by foot, from the Kingstown city centre. It is one of the most frequented sites by cruise ship visitors and forms part of packaged tours offered by tour operators and taxi drivers. The impetus for the continued preservation and upkeep of the fort is premised on three (3) main factors: 1) significant heritage value; 2) substantial educational and recreational worth and 3) tremendous economic potential as a tourist attraction.

During the period 2000 to 2004 and again in 2009, some restorative work was done on the Fort and its surroundings, but there are still areas which need attention in order to allow for continued and expanded use of the Fort.

The main focus of the proposed restorative work is the up-grading of the site while retaining in pristine condition the authentic features of the Fort so that it remains an interesting historical attraction in the overall cultural tourism product of Saint Vincent and the Grenadines.

To create a more vibrant and captivating historical attraction, it will be essential to restore, and where necessary, upgrade all the existing structures and create an interpretation centre, and a cafeteria. All the new facilities are to be built in the old colonial style to maintain aesthetic uniformity with the preserved historical structures. Details about the Fort and restorative works envisaged are provided in Appendix A.

2. OBJECTIVE OF CONSULTANCY

The objective of the proposed Consultancy is to provide technical support to the Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour (the Client), for the preparation and delivery of detailed design and work requirements to be used in the construction and bid documents for the restoration works at Fort Charlotte, as well as for construction supervision (see Section 5).

3. DURATION

It is expected that the consultancy will last a period of thirty (30) months to produce the deliverables listed in section 7. Phase 1 – Design - is estimated to be nine (9) months and phase 2 – Supervision- is estimated to be six (6) months (with three (3) months between phases 1 and 2 for the procurement process) and a defects liability period of twelve (12) months.

4. GENERAL REQUIREMENTS

The Client will be contractually responsible for the Consultant's assignment. The Consultant will be responsible for carrying out pre-construction services to provide approved construction drawings, Bill of Quantities, and technical specifications for all works in accordance with acceptable international design standards and engineering code of practices.

The Consultant will provide all the necessary technical and support staff to administer and manage all the field and office work that are essential to produce the deliverables. The Consultant will also carry out any additional services, which the Client may reasonably require, relating to the design of the project.

The Consultant will ensure that all World Bank environmental and social safeguards policy requirements are addressed in the deliverables to be produced. The consultancy will refer to and follow the guidelines established in the ORTCP's Environmental and Social Management Framework (ESMF) developed for the project by the GOSVG to manage the environmental and social impacts from various interventions. This will include, but is not limited to, the development of key environmental and social management instruments. The instruments to be developed during the different phases of the project will be in line with the applicable policies i.e. OP/BP 4.01 Environmental Assessment; OP 4.04 Natural Habitat; OP/BP 4.09 Pest Management; OP/BP4.11 Physical Cultural Resources and OP/BP 4.12 Involuntary Resettlement. In the context of COVID19, the distinct instruments, as relevant must also reflect recommendations of the World Bank ESF/Safeguards Interim Note: Covid-19 Considerations in Construction/Civil Works Projects.

The Consultant will liaise closely with the Client's Social and Environmental Specialists and Communications Specialist within the Public Sector Investment Programme Management Unit (PSIPMU), in order to ensure that communities are consulted, informed and forewarned of planned site activities in a timely manner. The communities are to be given opportunities to ask questions and be kept informed of the nature, timing/duration, extent of activities and likely

short, medium and long-term impacts on them. These consultations should be held together with the PSIPMU Social Development Specialists, documented and a log kept of all such communications. SVG National Trust must be an integral stakeholder in this project and is to be consulted and kept informed at every stage of project development and construction. In the context of COVID19, consultations will take into account the recommendations of the World Bank Technical Note: Public Consultations and Stakeholder Engagement in WB-supported operations when there are constraints on conducting public meetings March 20, 2020.

5. SCOPE OF WORK/ SERVICES

The scope of services for this contract is to provide design services associated with fort restoration and development and construction supervision, complying with the safeguards requirements that are outlined in section 4.

A design brief describing the design requirements is contained in Appendix A. The scope of services shall include, but are not limited to, the following main activities:

Phase 1

Task 1: Data Collection and Site Assessment (including environmental and social assessment).

- Carry out both desk research and field reconnaissance activities
- Literature research
- Identify data gaps

At the end of this task**, an Inception report and a data collection/analysis report** will be the deliverable. The Inception report will include a detailed scope of work plan with timelines for achieving the deliverables, resource allocation, teams and plan to achieve the milestones.

Task 2: Preliminary Designs and Environmental and Social Impact Assessment*:*

Based on the activities under Task 1, Task 2 will comprise those activities required to present a preliminary design. This will be presented in a Preliminary Design Report. The Report is expected to contain preliminary design drawings, cost estimates (see section 7 for details) and the Environmental and Social Impact Assessment (ESIA – See Appendix B).

Preliminary Designs

- Production of designs, works drawings, display drawings and specifications for:
    - the clean-up and removal of vegetation and the restoration of the walls of various sections of the Fort's structure and satellite buildings;
    - the rehabilitation and improvement of the car park; upgrade of the washrooms; septic tank disposal system; and other miscellaneous works including but not limited to: access for the physically challenged where necessary; upgrade of the cafeteria and kitchenette; new ticket/security/office

booth; reactivation of the drawbridge; gun carriage restoration, gates and safety rails at the Fort

- electrical works associated with the power and lighting requirements for the entire Fort compound including all displays
- design of all exhibits and interpretive signage
- design of all interpretive and interactive displays

- Conceptualize and design an activity/feature dedicated to children (twelve years old and under) within the Fort;

Environmental and Social Impact Assessment

An integral part of the design process, will be an Environmental and Social Impact Assessment related to the proposed construction work. The ESIA shall solicit and include comments from the public regarding the design for the renovation of the fort and the operational requirements as viewed by the stakeholder users. The Consultant will carry out the ESIA in accordance with the ESMF, including the development of specific instruments such as a resettlement action plan. The ESMF can be viewed at:

https://documents.worldbank.org/en/publication/documents-reports/documentdetail/933591468292211254/organization-of-eastern-caribbean-states-regional-tourism-competitiveness-project-environmental-and-social-management-framework

The Consultant shall, specifically, undertake the following:

i. Conduct initial environmental screening to identify potential environmental impacts due to the proposed alternatives and measures to mitigate negative impacts.
ii. Conduct initial social screening to determine the needs of potential users, who will be affected positively or negatively by the proposed restoration project. The consultant should ensure a wide cross section of stakeholders are engaged in terms of gender, age groups and employment status.
iii. Apply qualitative and quantitative techniques, identify and prioritize any potential social issues or impacts of the proposed alternatives for the project during implementation and operation and the estimated costs of recommended mitigation measures both during implementation and in the long term. The Consultant should liaise closely with the PSIPMU Social Development Team in the assessment of social risks and impacts and in the recommendation of mitigation measures.

The Consultant prepare a Draft ESIA with mitigation measures for public comment to be published by the Client pursuant to the World Bank's safeguard policy and national requirements. Following the delivery of the draft ESIA with mitigation measures, the Consultant will have a three (3) week period to garner public feedback on the document. During this three (3) week period, the Consultant shall advertise and conduct one (1) to two (2) public meetings

with stakeholders where he/she shall present the findings of the ESIA and solicit comments. A record of these meetings shall be kept and comments received shall be documented and incorporated into the final documents. At the conclusion of the three (3) week public consultation period, the Consultant shall have two (2) weeks to incorporate comments received and shall deliver the Final reports to the Client.

At the end of this task**, a Preliminary Design Report (inclusive of ESIA and mitigation measures)** will be the deliverables. The Consultant shall also present the main findings/points of the reports to the Client and is required to do this via the use of a PowerPoint presentation.

Task 3: Detailed Engineering Design.

Following the evaluation of preliminary designs and selection of the final option by the Client, the Consultant shall proceed to final detailed engineering documents. This will include, but not be limited to, the following specific tasks:

(a) Prepare final designs for the preferred alternative inclusive of, but not limited to, detailed construction drawings

(b) Prepare Bills of Quantities, priced using local rates (VAT inclusive)

(c) Engineering design/technical specifications and overall project design should conform to acceptable national/international building codes. In addition, special attention should be given to the following:

drafting of specifications for:

- token operated binoculars
- a pedestrian counter
- interpretive and directional signage
- interpretive and interactive displays
- exhibits and interpretive signage
- the drawbridge, period furniture, rails, gates, kitchen cabinetry and gun carriages
- audio/visual equipment

(d) Prepare a site specific Environmental and Social Management Plan (ESMP – Appendix C), Physical Cultural Resources Management Plan (PCRMP - See Appendix D). The PCRMP has to be prepared in coordination with the National Trust and other relevant agencies. These will be included in the bid documents to address the environmental and social impacts, preliminarily identified in Task 2, which are likely to occur during construction and operation. The ESMP shall include recommended mitigation measures to be adopted during implementation and in the long term, as well as cost estimates for the recommended measures. The ESMP should mention other stand-alone environmental and social safeguards instruments to be produced, even if these are to be produced by other entities, including the Government of SVG.

The Environmental and Social Management Plan should specifically address, but not necessarily be limited to, the following: traffic management; waste disposal; management of construction materials (transportation, storage and waste disposal); surface water drainage; mitigation of dust and noise nuisance; and community relations, code of conduct. The ESMP should also analyse potential social risks and impacts including, but not limited to, land acquisition/resettlement and/or economic displacement, and recommended mitigation measures should reflect the principles and guidelines laid out in the Resettlement Policy Framework for the project.

(e) Finalise the Least Cost Analysis for the preferred alternative, including sensitivity analyses, which should also address the various climate change scenarios.

(f) Conduct all other requisite additional engineering, geological, geo-technical and topographical investigations and studies necessary to design the proposed works, including identification and assessment of potential sources of materials for the works, if required.

(g) Prepare a detailed Draft Maintenance Plan for the proposed infrastructure, including the standards, procedures, frequency, budget estimates, equipment and personnel qualifications and experience requirements for effective performance of maintenance operations.

(h) Other Designs and Works***:*** Investigation of and possible detection of tunnels.

The client will be responsible for the assembly of the bid document and procurement process.

Task 4: Bid documentation and Procurement.

The Client shall prepare the bid documents. The Consultant, however will:

(a) Provide to the Client, the Construction Drawings, Final unpriced Bills of Quantities and Technical Specifications, ESMP and PCRMP requirements

(b) Conduct pre bid site meeting, accompany the Client on site visits with potential contractors, provide clarification to the bidding documents if raised by potential bidders and prepare minutes of the pre bid site meetings.

(c) Provide advice to the Client during the procurement process, including bid invitation wording, clarifications on all technical queries received from the bidders, attend the bid opening, collaborate with the Client in the preparation of the bid evaluation report and recommendation for contract award in accordance with the World Bank's procurement guidelines.

Task 5: **Construction Supervision Phase**

General Supervision duties

(a) The Consultant would be responsible for the Supervision of all civil works including:

- all rehabilitative and architectural works
- installation of the electrical works associated with the power and lighting requirements for the entire Fort compound including all displays
- installation of interpretive and directional signage
- installation of interpretive and interactive displays
- installation of exhibits and interpretive signage
- Implementation of the environmental and social requirements by the contractor (see Appendix E for further details)

(b) Advise the contractor on the interpretation of the engineering drawings and technical specifications and issue supplementary details and instruction during the construction period, as required.

(c) Review the contractor's work plan including construction schedule and comment on the procedures, methods and sequence of the work.

(d) Review engineering drawings and prepare amendments if necessary, with the prior approval by the Client.

(e) Consider and advise on alternative methods, equipment and materials proposed by the contractor and provide clearance to the contractor with the prior approval of the Client. Such alternatives must be in keeping with and be sensitive to and in conformation with the principles of historic building restoration practices.

(f) Provide advice on the validity of any changes proposed by the contractor for additions or deletions to the contract and advice on the issue of variation orders to the contractor.

(g) Process contractor's progress and final requisitions and issue progress certificates for the Client's acceptance.

(h) Maintain records related to the contracts.

(i) Arrange and prepare minutes of the monthly site meetings and distribute to all concerned

(j) Review the contractor's monthly construction progress reports, make comments and recommend any appropriate action as required.

(k) Provide technical advice to the Client and recommend appropriate actions, if needed, during the construction Phase on planning and scheduling,

(l) Budgeting, estimating, and cost and quality control.

(m) Submit monthly progress reports to the Client which will include:

- Planned and actual progress of works
- Status of incomplete works
- Material, labour, plant availability
- Revised schedules
- Design changes and variations
- Financial particulars
- Progress photographs
- Environmental and Social safeguards monitoring, including on the Grievance Redress Mechanism and on COVID19 related measures
- Factors adversely affecting progress of project
- Decisions yet to be taken
- Weather conditions in particular as has affected work schedule
- Accidents on site and any other relevant details.

(n) Quarterly Financial Report

- Contract particulars
- Contractor's claims
- Projected final costs of projects (Revised Bills of Quantity)
- Projected net variances
- Expenditure to date
- Cash- flow projections.

(o) Project Management Information System: The Consultant will propose the setting up of a new computer based Project Management Information System (PMIS) which will keep an up to date record of the design reports, procurement process for the award of work contracts, signed contract, bills of quantities, quality control management system, environmental and social management system, progress reports, minutes of the meeting, certification of contractor's invoices, completion reports and any other project related information on a web-based share point information system which can be used by all the three parties Consultants, Employer and the funding agencies. However, the Client will

decide a list of authorized users to whom a password would be given for making use of PMIS.

(p) Carry out inspections and instruct and supervise any necessary remedial works before the issuance of the Provisional and Final Acceptance Certificates.

It is expected that the Consultant considers stakeholder engagement and citizen engagement as an on-going process with requirements for information disclosure, consultation and engagement throughout all study phases, from the data collection stage, to the identification of alternatives and final design stage. Meaningful consultation should be undertaken about the project's environmental and socio-economic aspects, related to climate change, with relevant stakeholders, including the most vulnerable -the poor, youth at risk, single female headed households etc. in order to incorporate their views into the project design. The extent and degree of the engagement required by the consultation process should be commensurate with the project's risks and adverse impacts, and with concerns raised by stakeholders. The Consultant is also expected to document the public participation. The Consultant should liaise closely with the Social Development Team within the PSIPMU to undertake public and stakeholder consultation, to ensure that the guidelines established in the project's Resettlement Policy Framework are followed.

Task 6: Project Closeout

The Consultant shall prepare a **Final Report** which shall include (without being limited to) the following:

1. Project Description (purpose, scope and dimensions),
2. Project Data (historical data on Contract, financial sources, etc.),
3. Monthly Certificates,
4. Safety record,
5. Environmental and Social safeguards compliance
6. Manpower utilisation,
7. Equipment utilisation,
8. Claims, Variation Orders and Addenda,
9. Project Organization
10. List of Minutes of Site Meetings,
11. Quality and Time Evaluation,
12. Major problems arisen and measures taken,
13. Construction Photographs,
14. List of As-Built Drawings provided by the Contractors,
15. The Final account

At the end of the defects liability period, the Consultant shall undertake the following activities in conjunction with the closure of the works contract:

a) Carry out inspections and verify that any necessary remedial works has been carried out before the issuance of final acceptance certificate.

b) Verify and certify the final statement of account issued by the contractor.

The Consultant shall prepare a **Completion Report** which shall include (without being limited to) the following:

1. Provide an appropriate update to the Final Report to take into account any event and contractors' activities which took place during the Defect Liability Period. It shall also include the final project accounts.

6. DELIVERABLES AND SCHEDULE OF DELIVERABLES

Name of report	Content	Time of submission
Design - Phase 1		
Inception report and a data collection/analysis Report including detailed scope of work plan with timeline for achieving the deliverables, resource allocation, teams and plan to achieve the milestones	• Task 1	Within **1 month** of the start of the assignment
Preliminary Designs Report including ESIA	• Task 2	Within **3 months of** the submission of the Inception report
Detailed Engineering Design with ESIA, ESMP, PCRMP and any other instrument	• Task 3	Within **3 months of** the submission of the Preliminary Design report
Bid documentation	• Task 4	Within **1 month of** the acceptance of the Detailed Engineering Designs
Supervision - Phase 2		
Monthly Progress Report (during supervision)	• Task 5	No later than **2 weeks** after the end of each month of implementation.

Quarterly Progress Report (Interim Report)	• Task 5 *Every three months the monthly report shall be replaced by the Quarterly Progress Report (Interim Report)*	No later than **2 weeks** after the end of each 3-month implementation period.
Final Project Report	• **Task 6**	No later than **30 days** after Completion Acceptance.
Project Completion Report	• **Task 6**	Within **30 days** of issuing the Defects Liability Certificate.

7. Roles and Responsibilities under this Consultancy

The Client;

- The procurement of all materials for displays, equipment and works/contractors
- All procurement activities, which will include, but may not be limited to, materials for displays, signage, equipment and the procurement of the contractor to complete the works. The Consultant will supply the Client with all the necessary documentation for bidding purposes
- The Ministry of Finance, Economic Planning, etc. (MoFEP), will be contractually responsible for the Consultant's assignment. The Consultant will work closely with the Ministry of Tourism, Sports and Culture (MoTSC) and the Ministry of Transport and Works (MoTW)
- All available plans, pictures, reports, topographical and bathymetric surveys, etc. of the proposed works that might be necessary, applicable and already in the Client's possession for the execution of the work required under these TOR. The Client will not be responsible for data collection of any type
- Access to the project site
- The Client shall liaise with other ministries, departments, and authorities, etc. in order to introduce the Consultant. The Consultant however shall be fully responsible for collecting data, information, permits, etc. from these agencies,
- The Client will assist the Consultant in obtaining visas, work permits, driving licenses, car registration, etc. and any other formalities found necessary for the Consultant's personnel entering or leaving SVG for the purpose of carrying out the services.
- The Client would make available its laboratory facilities and staff for use by the Consultant in performing tests both in the laboratory and in the field to the extent that they are capable of, or have the necessary equipment to undertake such tests. These tests are very limited and consist of density testing, sieve analysis and DCP tests.

The Consultant

The GoSVG is seeking an adequately qualified Consulting Firm to undertake the various activities outlined in Section 5 of this TOR.

The Consultant will provide the office space, manpower, transportation, equipment and software required to carry out the assignment and be responsible for obtaining all additional information for the execution of the services necessary for the project.

8. Qualification and Experience Requirements and Selection Criteria:

Consulting firms must have the following experience:

1. Working within the Caribbean region;
2. Designing museum displays
3. Designing and/or restoring historic buildings, with at least two (2) similar assignments successfully completed within the past ten (10) years.

KEY EXPERTS MINIMUM REQUIREMENTS		
Position	**Qualifications**	**Experience**
Team Leader (Conservationist)	BSc Degree in Architecture or MSc in Building Conservation	Minimum fifteen (15) years general experience, with experience in historic building restoration and/or museum design in the last seven (7) years.
Exhibit Designer	BSc. Degree in Graphic Design, Architecture, Fine Arts or related subject matter	Minimum of fifteen (15) years' experience in the design of museum and interpretation centre displays, with in the Caribbean.
Environmental Specialist	BSc. degree in Environmental Engineering / Natural Sciences	Minimum of ten (10) years' experience including historic building restoration projects
Social Specialist	BSc. in Social Sciences or related field	Minimum of seven (7) years of managing social risk, community engagement or related experience.
Electrical Engineer	BSc in Electrical Engineering	Minimum ten (10) years general experience
Mechanical/Plumbing	BSc in Mechanical Engineering	Minimum ten (10) years

Engineer		general experience
Research Historian	MSc in History	Minimum ten (10) years general experience

APPENDIX A
FORT CHARLOTTE DESIGN BRIEF

SITE DESCRIPTION

Location

The site is located on Berkshire Hill, a hilltop some 600 feet above sea level North West of Kingstown. (13^0 9’ 28.44” N and 61^0 14’ 32.12” W). The location is a ten-minute drive from the capital Kingstown, in a middle to low income residential suburb.

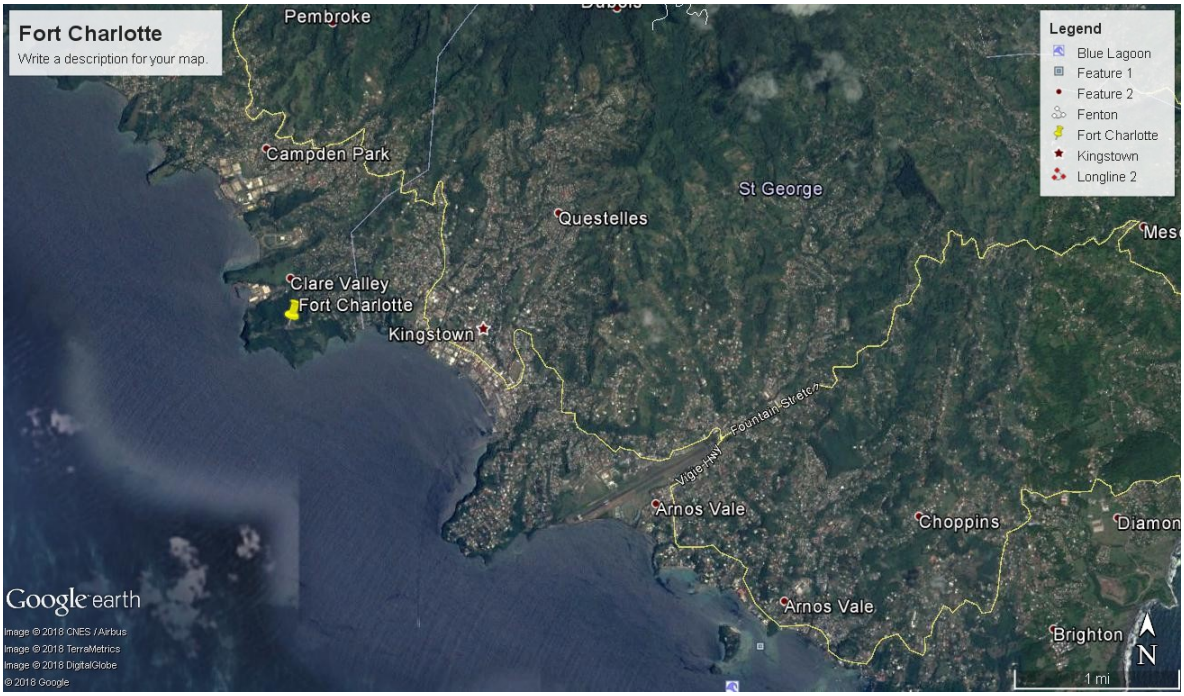

Figure 1 Fort Charlotte Location North West of Kingstown

Area

The approximate area of the inner citadel where this phase of the project will be concentrated is 34,000 sq. ft. This includes the parade ground. The picture below shows the overall layout. The Regimental Barracks, Officers Quarters, Gallows, Hospital building and perimeter defences are NOT included in this project, but are shown for context only.

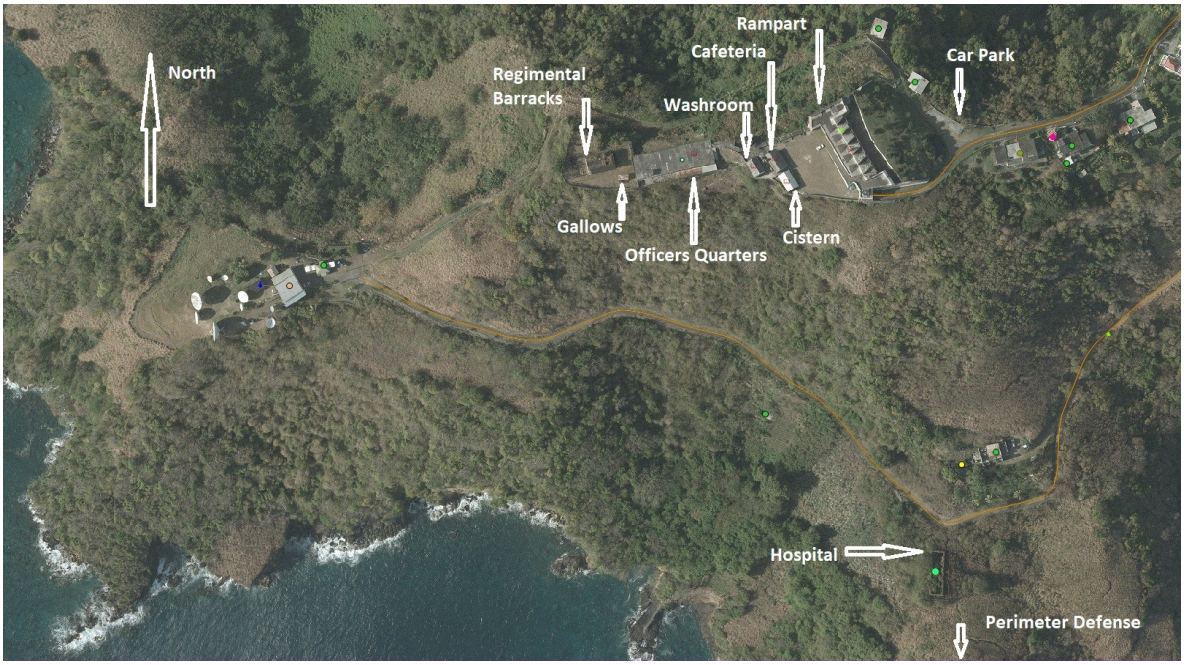

Figure 2 General Fort Layout

Access and Traffic

There is an asphalt paved road from Kingstown leading to the main site. The road crosses a single lane multi span stone arch bridge about 420m from the fort, which once contained a drawbridge on the fort side, that formed the first defense to the fort.

There exists a small car park (66ft x 16ft) below the fort ramparts. It is about 60m from the fort entrance tunnel.

The actual entrance through the fort ramparts is fairly narrow (8 ft wide) preventing large buses from entering the parade ground.

USER REQUIREMENTS

The current visitor attendance at the fort is estimated to be approximately six thousand (6000) persons per year. The number one tourist site in Saint Vincent (The Botanic Gardens) averages fifteen thousand (15,000) persons annually. The Ministry of Tourism expects to increase the Fort Charlotte visits to match this figure at a minimum. Additionally, the rehabilitated fort will be used to host cultural and social events. It is expected that the participation in these events would not exceed one thousand (1000) persons per event.

The user requirements for the various locations at the fort are as follows:

Parade Ground

The Parade Ground is approximately 9000 square feet in area. The parade ground will contain at least two of the coin operated binoculars on the southern perimeter. It is anticipated that the

ground will also be rented for various social and cultural events. As indicated above, these events would not exceed one thousand (1000) persons.

Cistern

The cistern is in much the same condition as originally built. There is a small 3ft x 3ft porthole on the northern face that one can look through into the empty tank. The works required on the cistern will include:

(i) Interpretive signage

(ii) Internal lights to improve visibility and interest

(iii) Removal of accumulated light debris within chamber

(iv) Such other effects that the firm envisages that would add to the value of the cistern as an attraction e.g. an echo chamber for kids

Cafeteria

The Cafeteria building will be restored both internally and externally. It is expected to be a revenue center. The internal renovation will require the recreation of the room to that of an officers' mess. It is proposed that souvenirs will be made available for sale. The building will also require interpretive signage outlining the history of this building which has had multiple uses over its lifespan.

Southern Chamber

The walking tour will start at this Chamber, which was used as the adjutant's office during the operational period of the Fort. The tour through the chamber will provide a history of the fort and the military significance of the various fortification design elements, its relationship with the other forts on the island and the military and naval history of Saint Vincent. The presentation should be placed on the walls to allow the room to function also as a multipurpose area.

Dry Moat or Ditch

This location should be used as a kid's activity area (ages twelve and under). The firm will be required to conceptualise and implement an exercise related activity that will attract children participation and is consistent with fort / military activity. The activity must not obstruct the free flow of visitors through the area. One idea floated so far is a horizontal rock-climbing wall to the right of the ditch See Figure 6 below.

Chamber 1

The proposed room content is the geology and volcanology map of Saint Vincent and the Grenadines (SVG). Nature and strength of the original materials used to construct the fort with emphasis on the indigenous materials and construction techniques. Wall maps, rock samples, photos and associated narrative about the geological formation of SVG.

Chamber 2

Replica British and Kalinago weaponry (1806 to 1873) including swords, muskets, bayonets, musket balls, cannon balls, gun powder barrels, pistols, bows and arrows, spears etc along with relevant signage and labelling, all contained within museum display cabinets (acrylic panels and plinth). Efforts should be made to obtain / retrieve original weaponry whether whole or in part.

Chamber 3

Three (3) replica full outfit, British military uniforms (1806 to 1873) on 3-D mannequins, representing ranks that would have been present at the fort. Itemised typical infantry kit of the day. One (1) mannequin dressed in typical French military infantry uniform of the day. One Kalinago model dressed for war. All displays in a mannequin display case(s) (acrylic panels and plinth).

Chamber 4

Re-creation of officers' room which would have occupied this chamber. Officer (mannequin) would be in typical civilian clothes of the day. Period furniture, personal effects etc. to be included.

Chamber 5

Re-creation of prisoners' cell. Three prisoners (mannequins) in typical prison garb.

Signage

The following are the minimum quantities of signage required. This is subject to the final designs.:

- Car Park
- Front Entrance
- Parade Ground (South Side)
- Parade Ground (North side)
- Ramparts
- Cistern
- Ammunitions Building
- Cafeteria

Tunnels

The tunnel investigation through the use of GPR equipment is intended to locate any tunnels that exist at the fort. There are some crawl spaces currently visible which need to be further explored and anecdotal information on tunnels beneath the parade ground and ramparts which need to be corroborated.

Electrical Works

Minor electrical upgrades will be required to ensure proper functioning of the lighting and A/V equipment.

Ticket Booth

A ticket booth / office needs to be developed in the same location as the current booth in the picture below. The proposed booth shall be 15ft x 10ft. It is proposed that the booth also contain a small office, that will run the fort operations. The booth shall blend in with the existing fort structure.

Safety Rails

Safety rails are to be provided at critical locations around the fort

APPENDIX B

Table of Contents of an Environmental and Social Impact Assessment

The objectives the Environmental and Social Impact Assessment are to:

- Establish the baseline conditions of the study area through a combination of desk review, consultations and site visits taking account of any committed development projects that could change the baseline in the future.
- Identify environmental and social constraints and opportunities associated with the study area.
- Identify and assess any environmental and social impacts (both positive and negative) that could result from the proposed sub-project.
- Identify and incorporate into sub-project design and operation, features, and measures to avoid or mitigate adverse impacts and enhance beneficial impacts.
- Assess the level of significance of all residual effects (direct and indirect, adverse and beneficial, short-term and long-term, permanent and temporary) taking into account of the proposed mitigation measures.

The ESIA should encompass the following:

Legal and regulatory framework: This section will analyze the legal and institutional framework for the applicable to the works for which the environmental and social assessment is carried out. Identifies relevant international environmental agreements to which the country is a party.

Project Description: Concisely describes the project and its geographic, ecological, social, and temporal

context, including any offsite investments that may be required (e.g., access roads). Indicates the need for any resettlement plan. It should include map and photos showing the project site.

Baseline data: Identifies baseline data that are relevant for the project design, operation, or mitigation measures. Based on current information, it should assess the scope of the area to be studied and describe relevant physical, biological, and socioeconomic conditions, including any changes anticipated before the sub-project commences.

Summary of social -economic survey: This will summarize the findings of the socio-economic survey.

Environmental and social impacts: This will describe potential impacts. It should include positive and negative environmental and social outcomes.

Analysis of Alternatives: Systematically compares feasible design alternatives including the "without project" situation in terms of their potential environmental and social impacts; the feasibility of mitigating these impacts; their suitability under local conditions; and any other requirements.

Mitigation measures: This will describe measures that will be taken to mitigate negative impacts. It should summarize all anticipated adverse environmental and social impacts and describe the mitigation measures. It should also estimate any potential environmental and social impacts of these measures. Differentiated measures should be identified so that adverse impacts do not fall disproportionately on the disadvantaged or vulnerable.

Monitoring: It should identify the monitoring objectives and specify the type of monitoring, with linkages to the impacts assessed and the mitigation measures described.

Consultation: This section outlines the consultations undertaken during the ESIA. It should include dates of consultations.

Annexes

- List of EA report preparers -individuals and organizations.
- References - written materials both published and unpublished, used in study preparation.
- Record of interagency and consultation meetings, including consultations for obtaining the informed views of the affected people and local nongovernmental organizations (NGOs). The record specifies any means other than consultations (e.g., surveys) that were used to obtain the views of affected groups and local NGOs.
- Socio-economic survey
- Tables presenting the relevant data referred to or summarized in the main text.

APPENDIX C

Table of Contents of ESMP

Objectives of the EMP

Project Description: This summarizes the purpose of the sub-project, the rational for the project, project activities and objectives and provides maps of sufficient detail, showing the area where the activities will take place.

Legal Requirement: Summary of applicable national laws and regulations and their requirement as relevant to the project

Mitigation Measures: This will describe measures that will be taken to mitigate negative impacts. It should identify and summarize all anticipated adverse environmental and social impacts and describe in detail each mitigation measure, including the type of impact to which it relates and the conditions under which it is required (e.g., continuously or in the event of contingencies), together with designs, equipment descriptions, and operating procedures, as appropriate. It should also estimate any potential environmental and social impacts of these measures. Differentiated measures should be identified so that adverse impacts do not fall disproportionately on the disadvantaged or vulnerable. Emergency Plan in the case of natural hazards should be described.

Monitoring Plan: This should identify the monitoring objectives and specify the type of monitoring, with linkages to the impacts and the mitigation measures described. This is meant to provide (a) a specific description, and technical details, of monitoring measures, including the parameters to be measured, methods to be used and definition of thresholds that will signal the need for corrective actions; and (b) monitoring and reporting procedures to (i) ensure early detection of conditions that necessitate particular mitigation measures, and (ii) furnish information on the progress and results of mitigation.

Capacity Development and Trainings: All trainings to be given be detailed with a timeline preferably. It should also specify trainings by whom, to whom, frequency and duration.

Reporting, Implementation arrangements and Cost Estimates: This should provide a description of institutional arrangements, identifying which party is responsible for carrying out the mitigation and monitoring measures. Reporting requirements and arrangements should be given (including a graphic showing reporting structure). For all three aspects (mitigation, monitoring, and capacity development), the EMP should include (a) an implementation schedule for measures that must be carried out and (b) the capital and recurrent cost estimates and sources of funds for implementing the EMP.

Annexes as needed including contractor clauses

APPENDIX D

Physical Cultural Resource Management Plan: This section is specific to the preservation of the Fort. It will include:

- Legal framework - National laws/regulations as related to the management of cultural resources, international standards applicable including World Bank policies
- Agencies and archeological experts consulted
- Summary of potential impacts to the Fort structure and how they will be mitigated during construction
- Chance Find Procedures
- Roles and responsibilities – details the responsible entities and their roles during construction and operation to ensure the cultural resource is preserved and maintained, responsibilities of the contractor
- Training, reporting and monitoring – describes who will provide training related to cultural resource management to the contractor workers and all involved, the reporting structure on Chance Find Procedures, how will archaeological monitoring take place.

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APPENDIX E: Details of Environmental and Social Supervision

Environmental and Social Supervision should be a continuous process during the construction of the Project. The Contractor has the responsibility to comply with the Environmental and Social Management Plan (ESMP) and Physical Cultural Resource Management Plan (PCRMP) of the Project and contractual requirements while undertaking the works. This is overseen by the Supervision Consultant.

The general services to be provided by the Supervision Engineer/Consultant are:

- Inspect, monitor and audit construction activities[1] to ensure that Environmental and Social measures laid out in the ESMP and PCRMP are complied;
- Ensure that Contractors comply with the laws and regulations of the country and the contractual requirements;
- Ensure that the negative impacts are minimized;
- Provide training to all actors involved in the construction activities.

1The term ‘construction activities’ pertains to all aspects related to the construction phase of the Project, including but not limited to, all construction sites, permanent and temporary camps, off-site activities (disposal sites, borrow pits), all associated facilities (crushing plants), traffic and disturbances (dust, noise) in local roads, and areas of impact away from the project site.

Environmental and Social Training: The Supervision Consultant shall design and execute a training program for all the Contractor's workers, client and all staff involved on the environmental, social and archaeological requirements of the project, and how they will be supervised, monitored and audited, giving particular attention to:

- **ESMP and PCRMP:** The requirements of the ESMP, PCRMP and other specifications will be explained. Particular attention will be paid to the specific provisions in the contract's technical specifications indicating how the ESMP and PCRMP is to be complied with.
- **Health and Safety:** The health and safety requirements of the project shall be clearly identified and communicated including COVID-19 protocols.
- **Laws and regulations:** explanation of the relevant environmental requirements as stipulated in the environmental legislation, standards and regulations of the GoSVG and the contract specifications.
- **Code of Conduct:** All construction workers will be educated on the following issues but not limited to them: traffic regulations, non-disturbance of communities, waste management, erosion control, all prohibited activities, the Code of Conduct requirements and disciplinary procedures and establishment of penalties for those who violate the rules.

The training programs shall be carried out before the start of the construction activities and every time new workers are hired to inform them of the problems identified and to indicate how to improve environmental and Social performance and compliance.

At the conclusion of the training, all attendees shall sign a statement acknowledging their understanding of the environmental regulations, the ESMP, PCRMP, the health and safety obligations and the Code of Conduct. The Supervision Consultant shall sign a similar statement confirming their understanding of the supervision responsibilities.

The Supervision Consultant shall:

- Review, and inspect in an independent, objective and professional manner in all aspects of the implementation of the ESMP and PCRMP and contractor management plans;
- Review the site specific plans construction plans prepared by the contractor such as Health and Safety Plan, Waste Management Plan, traffic management plan etc;
- Carry out monitoring checks, and review records prepared by the contractor;
- Conduct regular site inspections;
- Review the status of implementation of environmental and social protection measures against the ESMP and contract documents;
- Review the effectiveness of environmental and social mitigation measures;
- As needed, review the environmental acceptability of the construction methodology (both temporary and permanent works), relevant design plans and submissions. Where necessary, the Supervision Consultant shall seek and recommend the least environmental and social impact alternative in consultation with the designer, the contractor, and the client;
- Verify the investigation results of any non-compliance of the environmental and social quality performance and the effectiveness of corrective measures;

- Provide regular feedback audit results to the client according to the procedures of non-compliance in the ESMP;
- Instruct the Contractor to take remedial actions within a specified timeframe, and carry out additional monitoring, if required, according to the contractual requirements and procedures in the event of non-compliances or complaints;
- Instruct the Contractor to take actions to reduce impacts and follow the required ESMP procedures in case of non-compliance / discrepancies identified;
- Instruct the Contractor to stop activities which generate adverse impacts, and/or when the Contractor fails to implement the ESMP requirements/remedial actions;
- The Supervision Consultant shall also regularly review the contractor's records to ensure that they are up to date, factual and meet the ESMP reporting requirements (*e.g.* environmental and social complaint monitoring records).

Complaints: Complaints could be received by the Contractor's Site Office from local residents with regard to environmental infractions such as noise, dust, traffic safety, etc. The Contractor's Environmental Officer shall be responsible for processing, addressing or reaching solutions for complaints brought to them. The Supervision Consultant shall be provided with a copy of these complaints and shall confirm that they are properly addressed by the Contractor in the same manner as incidents identified during site inspections.

Unforeseen Impacts: In the event that an incident arises which was not foreseen in the ESMP or PCRMP, the Supervision Consultant shall work closely with Contractors and the client to reach a satisfactory resolution to the incident. This shall be recorded appropriately.

Equipment: The Supervision Consultant will have their own monitoring equipment such as hand held and portable monitoring equipment, cameras, motor vehicles and other resources necessary to carry out supervision of the Project. The Supervision Consultant shall also have office equipment such as computers, fax, scanners, etc.