

Saint Vincent & the Grenadines
OECS REGIONAL TOURISM COMPETITIVENESS PROJECT

Terms of Reference

for

**Consultancy Services for Contract Management to Fort Charlotte, Fort
Murray, Fort Irene, Fort Rapid and Fort Hamilton**
SVGRTCP- C- IC - 5

**Ministry of Finance, Economic Planning and
Information Technology**
Saint Vincent and the Grenadines

Terms of Reference

Contract Management

Restoration of Fort Charlotte, Fort Murray, Fort Hamilton, Fort Irene and Fort Rapid and Associated Infrastructure Works

1. INTRODUCTION

The Government of Saint Vincent and the Grenadines (GoSVG) is part of the Organization of Eastern Caribbean States (OECS¹) Regional Tourism Competitiveness Project which seeks to drive the tourism sector in a sustainable manner with a view to creating employment opportunities and shared prosperity. The project is financed with resources from the World Bank and the Governments.

The OECS countries have a lower share of tourism arrivals and revenues than the rest of the Caribbean region, for three primary reasons: (a) connectivity challenges; (b) low quality and non-diversified tourism product; and, (c) weak tourism promotion. The OECS Regional Tourism Competitiveness Project addresses these three areas at both regional and national levels. Improving the tourism product is addressed with various sub-projects relevant to the individual islands. In the case of Saint Vincent and the Grenadines, one such sub-project, designed to improve the tourism product, is the development of historical forts.

As such, under this World Bank, OECS Regional Competitiveness Project, the Ministry of Tourism expects to upgrade the fort infrastructure and generally improve the visitor experience at Fort Charlotte (on mainland), Forts Murray, Irene and Rapid (all on Union Island) and Fort Hamilton (Bequia). While the military installations on Union Island and Bequia are referred to as “Forts”, they are in fact more accurately described as “Artillery Batteries”.

Fort Charlotte is located on the mainland overlooking the capital Kingstown. It was constructed by the British between 1763 and 1806. 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; mental 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. Fort Charlotte is one of the most visited tourist sites in Saint Vincent.

¹ The OECS is a ten-member grouping comprising the full Member States of Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, St Kitts and Nevis, Saint Lucia and St Vincent and the Grenadines, with the British Virgin Islands, Anguilla and Martinique as associate members of the OECS. The OECS was created in 1981, as an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance between countries and dependencies in the Lesser Antilles in the Eastern Caribbean. It also performs the role of spreading responsibility and liability in the event of natural disaster, such as a hurricane

The ruins of Fort Hamilton are located in Port Elizabeth on the island of Bequia at the northern end of Admiralty Bay. Essentially an artillery battery and look-out, the fort was constructed by the British in the 1700s.

The ruins of Fort Murray, Fort Irene and Fort Rapid are located on Union Island. Fort Murray is located on the crest of the hill above the Clifton Airport. It served both as an artillery battery and lookout point. Forts Irene and Fort Rapid are small artillery batteries overlooking Frigate Island and Chatham Bay respectively. See Appendix A for general locations of these military installations and Appendix B for individual pictures of the various sites.

The project is being implemented by the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture, with financial management, project management, procurement and safeguards support from the Public Sector Investment Project Management Unit (PSIPMU) within the Ministry of Finance, Economic Planning and Information Technology. To that end, the PSIPMU is desirous of hiring a Contract Management Consultant to join the team.

2.0 Objective

The overall objective of the assignment is to provide contract management expertise for the PSIPMU. The Contract Management Consultant shall to review the inception and other technical reports, architectural drawings, oversee physical works, archaeological and historical aspects of the work for Forts Charlotte, Hamilton, Murray, Irene and Rapid to ensure that the rehabilitative works recommended by the project consultant are consistent with the technical scope and the expectations of the GoSVG and the National Trust.² The Contract manager will report to the Director of Economic Planning.

3.0 Duration

The duration of the contract is twenty-two (22) months.

4.0 Restoration and Development of the Forts

Consulting firms will be hired to support the design of the restoration and development of (i) Fort Charlotte and (ii) Forts Hamilton, Murray, Rapid and Irene, respectively, and the supervision of the subsequent civil works. The works will be conducted under separate contracts for forts.

The restoration shall include, but not be limited to, the following main areas of interest at each site:

² Established in 1969, The National Trust is charged with the preservation of the national, historic, cultural and built heritage of Saint Vincent and The Grenadines on behalf of its people.

Fort Charlotte (Mainland)

- Car Park Design
- Rampart repair
- Token operated binoculars
- Toilet repair
- Exhibit design and installation
- Security Building
- Interpretive Signage
- Handrails
- Cannon carriage design and installation

Fort Hamilton (Bequia)

- Car park Design
- New Toilets
- Rampart repair
- New Look-Out platform
- Token operated binoculars
- Interpretive signage
- Canon carriage design and installation

Fort Murray (Union)

- New access road
- New information booth
- New toilets
- Gazebo repair
- Rampart repair
- Interpretive signage
- Token operated binoculars
- Cannon carriage design and installation
- Site fencing and gate

Fort Rapid (Union)

- Steps / Ramp to site
- Canon carriage design and installation
- Gazebo construction
- Rampart and floor repair
- Interpretive Signage

Fort Irene (Union)

- Trail improvement (100m)
- Rampart and floor repair
- Gazebo construction
- Interpretive Signage
- Repairs to Great House
- Rehabilitation of Basin Pond
- Canon carriage design and installation

5. SCOPE OF SERVICES

The scope of services of the consultant will include managing the activities associated with the restoration and development of the forts (see Section 4 above). The scope of works of the consultant at Fort Charlotte, Fort Murray, Fort Hamilton, Fort Rapid and Fort Irene will include technical review of all reports, designs, works drawings, signage drawings and respective specifications developed by the respective Consultant Firms hired under the project (see Section 4 above).

The services shall be carried out in accordance with generally accepted standards of professional practice, following recognized architectural and engineering restoration standards. The Consultant's scope of services is understood to cover all activities necessary to accomplish the stated objectives of these services, while adhering to the aforementioned principles and practices, whether stated in this ToR or not.

The Consultant will also carry out any additional services, which the Director of Economic Planning may reasonably require, relating to the project, including the application of the project Grievance Redress Mechanism to the sub project sites and reporting.

The Consultant will liaise closely with the PSIPMU Environmental and Social Safeguards Specialists in order to ensure that communities and other stakeholders are consulted, informed and forewarned of planned site activities in a timely manner.

Specific Services / Tasks

The Consultant is expected to carry out the following specific services or tasks in order to achieve the project objectives:

Phase 1- Design Review

Phase 2 – Construction Supervision and Handover

Phase 1 – Design Review

Task 1 Site Assessments

The services will include carrying out field reconnaissance, literature research, desktop studies on all three islands (Mainland Saint Vincent, Union and Bequia).

Visit to all the sites will be required. During these visits, the Consultant is expected to:

- Completely familiarize himself/herself with the forts, battery structure, perimeter defenses, water wells, ponds, buildings, any related trails, access roads and the physical surroundings, so as to be able to comment on the sufficiency of the scope and appropriateness of the designs.

The consultant will familiarize himself/herself with all project documents including the Environmental and Social Management Framework. The consultant should become familiar with the World Bank's environmental and social safeguards policies.

The consultant will meet with the relevant officials from various institutions to confirm expectations with respect to the various deliverables. In addition to these institutions, information from other sources shall also be identified and used by the consultant.

Task 2 Review of Reports produced by the Design Consultants

2.1 Inception Report

The consultant will review the Inception Report provided by the design firm (i) to identify and resolve (with the Project Coordinator) any data gaps regarding historical information and (ii) to assess the adequacy of the inception reports to ensure that the design firm delivers as per the requirements of their contract. The consultant will provide the Project Coordinator a report based on his/her review of the inception reports.

2.2 Preliminary Design Report

The consultant will review and provide written comments regarding the design and historical content submitted in the Preliminary Designs. He/she will also attend any stakeholder meetings associated with the project (at least three are anticipated).

Task 4

2.3 Final Design Report

The consultant will review and provide written comments regarding the design and historical content submitted in the Final Designs.

Phase 2 – Construction Supervision and Handover

Task 5 Supervision of the construction of Phase 1 activities.

The consultant shall work with the supervising firm for the successful implementation of the construction activities. The consultant, in performing the contract management responsibilities and handover of the works, would be expected to have performed the following specific activities:

5.1 Construction Supervision

- (a) Ensure that the design/supervision consultant firms provide the necessary supervision and project management services required under the firms' contract.
- (b) Attend monthly site meetings.

- (c) Provide technical advice on the validity of any architectural changes and/or restorative methods proposed by the contractor and or project consultant.
- (d) Monitor restorative works to ensure compliance with drawings and specifications

Task 6: Post contract services

- (a) Prepare a Project Completion Report on the contract.

The Consultant is expected to supplement these services, where in his/her own judgement it is necessary, in order to achieve the project objectives.

6. INPUT

The Client;

The client is responsible for the following:

- a. The provision of relevant documents, studies, reports, etc. relating to this project that the consultant identifies, that may already be in the client's possession. The client will not be responsible for documents not already in its possession or for data collection of any sort.
- b. Access to the project sites.
- c. The Economic Planning Division shall provide liaison with other ministries, departments and authorities, etc. in order to introduce the consultant. The consultant, however, shall be fully responsible for follow-up interaction and collecting data, information, etc. from these agencies.
- d. The Economic Planning Division 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 Consultant;

The consultant is responsible for the following:

- a. All activities required to undertake the various activities outlined at Section 5 of the TOR
- b. All materials, manpower, equipment and software required to carry out the assignment
- c. The acquisition of all additional information in excess of the client input above.

7. REPORTING REQUIREMENTS

Phase 1: Design Services

- a) **Inception Report Review:** Within one (1) week of receipt of the design firms' **Inception report**.
- b) **Preliminary Design Review:** Within two (2) weeks after receipt of the Preliminary Designs, the Consultant is required to submit a **Preliminary Design Review Report**.
- c) **Final Design Report:** Within two (2) weeks after receipt of the Final Designs, the Consultant is required to submit a Final **Design Review Report**.
- d) **Monthly Meetings:** The Consultant shall be present at all monthly site meetings.
- e) **Completion Report:** The Consultant shall provide a completion report, in accordance with the template in Appendix C, four (4) weeks following the end of the construction of the works.

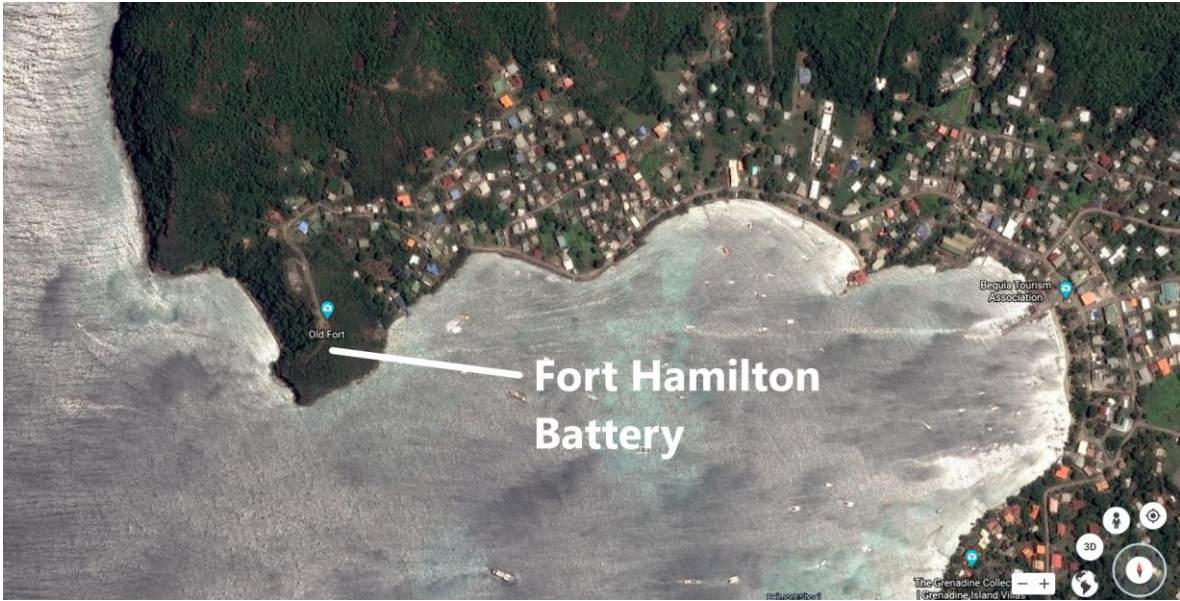
8.0 Qualifications

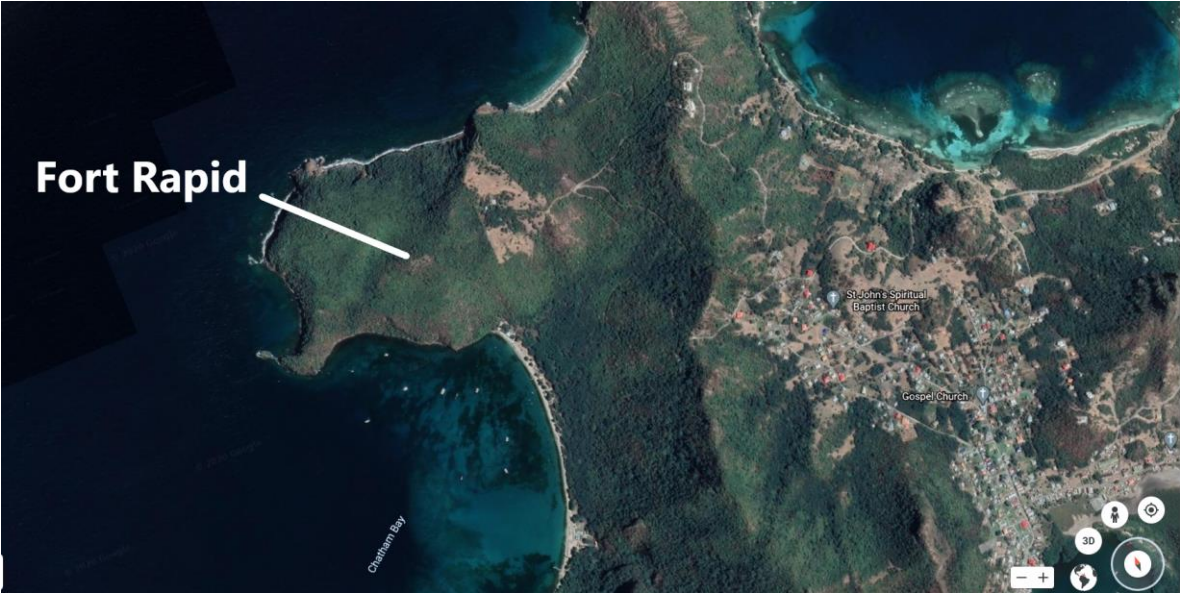
Minimum Educational and Experience Requirements

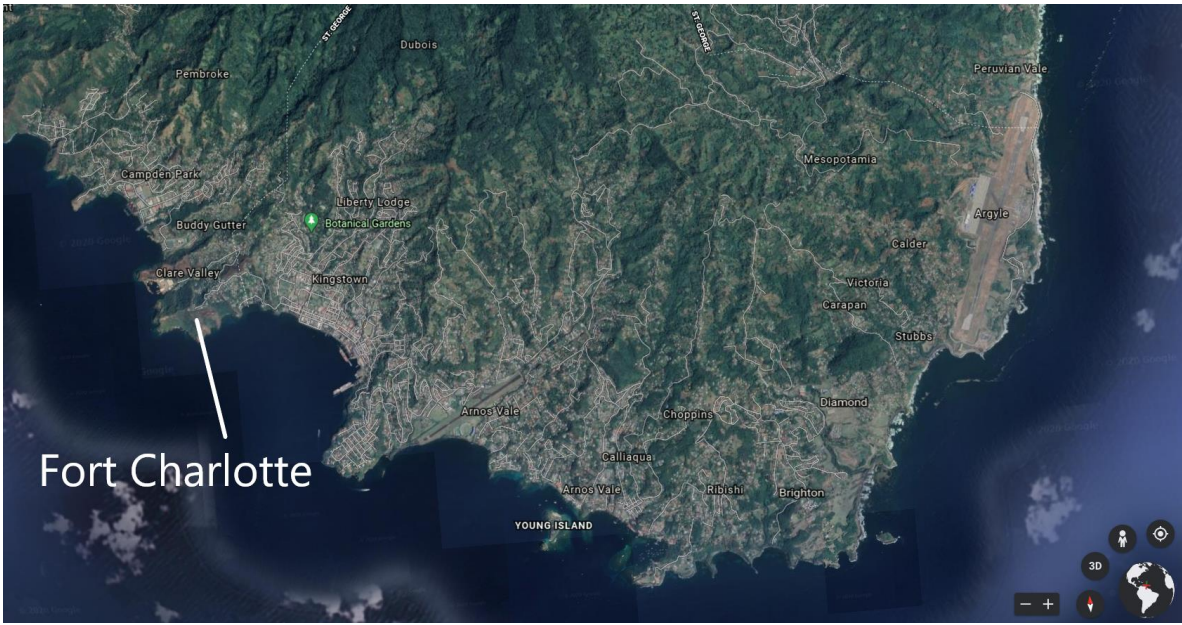
- A Bachelor's degree in Architecture, or other related fields;
- A Minimum of ten (10) years general experience, with specific experience in historic building restoration and significant knowledge of local history;
- Experience with donor programmes and knowledge of procurement procedures used by multilateral or bilateral donors (e.g., The World Bank, Caribbean Development Bank and the European Union) will be an asset.

APPENDIX A

Fort Locations







APPENDIX B

Fort Hamilton



Fort Murray



Fort Rapid



Fort Irene



Fort Charlotte



APPENDIX C

Completion Report Template

The Consultant is free to format the completion report to his normal presentation, but the report shall contain the following minimum content:

- **Title Page**
- **Table of Contents**
- **Acknowledgements**
- **Executive Summary**
- **Background**
- **Aims and Objectives**
- **Implementation**
- **Final Designs/ As built drawings**

- **Outcomes**
- **Conclusions**
- **Recommendations**
- **Lessons learned**
- **References**
- **Appendices**