

# **GOVERNMENT OF ST. VINCENT AND THE GRENADINES**

## **Volcanic Eruption Emergency Project (VEEP)**

### **Terms of Reference**

#### **Project Engineer**

##### **Summary**

The Government of Saint Vincent and the Grenadines has received financing from the International Development Association (The World Bank) and the European Commission under the Caribbean Regional Resilience Building Facility Single-Donor Trust Fund, towards the Volcanic Eruption Emergency Project (VEEP).

The Project Development Objective of the VEEP is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the Government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the La Soufriere volcano eruptions. The VEEP comprises three components that seek to achieve the development objectives. A detailed description of the project components is provided in Annex 1. To execute the Project, the GoSVG is establishing an implementation unit which will require a Project Engineer's services to assist the Project Coordinator in implementing activities under the Project.

##### **Scope of Services**

The position of Project Engineer is a contracted full-time position. Work will be performed on site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division in the Ministry of Finance, Economic Planning and Information Technology (MoFEP) located in Saint Vincent and the Grenadines. The Project Engineer will report to the Director of Economic Planning through the Project Coordinator and shall be responsible for managing the infrastructure portfolio of the VEEP under the direct supervision of the Project Coordinator. The Engineer will work closely with the project implementation team within the PSIPMU and will liaise with the World Bank project team to ensure that the project activities are conducted according to the Government of SVG and World Bank requirements.

##### **Duties and responsibilities**

The Project Engineer will be mainly responsible for providing support to the Economic Planning Division in all technical matters relating to planning, design, and implementation of the civil work activities under the infrastructural aspects of the VEEP project. By providing support, the Project Engineer's assignment includes assessing the overall conditions of contract management and project implementation, recommending procedures or corrective actions, and eventually enforcing any approved recommendations or instructions from the Project Coordinator. Specifically, the Project Engineer's duties will be to:

- a. Provide support in the management of engineering design and supervision consultants engaged for the civil works.
- b. Preparation of the technical part of expressions of interest, terms of references, and request for proposals, including Environmental, Social, Health and Safety (ESHS) aspects.
- c. Make daily/weekly site visits with the client agencies, reviewing the quality of work, material, laboratory results and monthly progress reports, including ESHS aspects, and make recommendations to the Director of Economic Planning on the overall achievement of the project progress and quality of work.
- d. Advise client agencies on the overall performance of civil works contractors and supervision consultants and make recommendations to ensure successful execution of the works.
- e. Ensure that the contractors work in compliance with environmental best practice, the Environmental and Social Management Framework (ESMF) for the project, and the Environmental and Social Management Plans (ESMPs) for the various civil works.
- f. Provide support to client agencies in the planning and supervision of civil works, where there is no justification of engaging full-time engineering design and supervision consultants. Coordinate with the Environmental and Social, and other relevant project specialists to ensure that Environmental and Social Framework (ESF) requirements are considered during the planning and supervision of works.
- g. Make contributions to the technical aspects of the Project Procurement Strategy Document (PPSD) and the procurement plan, including advising on which infrastructure activities would require support from the local or international consultants and contractors.
- h. 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. Coordinate with the Environmental and Social, and other relevant project specialists to ensure that procurement documents duly incorporate the requirements of the Environmental and Social Framework (ESF).

- i. 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.
- j. Provide support in contract management, including preparing the quality assurance plans, participating in site meetings, sensitizing contractors on the provisions of the ESMF and ESMP, reviewing the quality of works, and making recommendations in certification of payments.
- k. Provide inputs and support in preparing the project implementation completion reports.
- l. Respond to other requests regarding implementing the portfolio of projects within the MoFEP as required.

## **Requirements**

Prospective candidates should have a minimum of the following qualifications:

- A master's degree or equivalent in a civil engineering discipline, construction management, or a related subject, together with a minimum of **3 years'** experience in the management and implementation of civil engineering projects; **OR**
- 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 roads, bridges, building and other civil engineering projects.
- Experience with programmes or project portfolios of multilateral or bilateral institutions (e.g. The World Bank, Caribbean Development Bank and the European Union)
- Strong interpersonal and organizational skills
- Demonstrated experience in projects focused in the Eastern Caribbean would be an asset.
- Demonstrated ability to read and understand construction drawings
- Strong written and verbal communication skills
- Analytical thinker with creative problem-solving skills and attention to detail
- Demonstrated proficiency in MS Office Suite
- Fluency in English

## **Reporting Obligations**

The Project Engineer will prepare technical reports highlighting physical and financial progress, cash flow requirements, work programme, and any other reports when required. The reports will include, but are not limited to:

- i. Monthly monitoring reports on the status and recommended solutions to move infrastructural activities and comply with ESMF and ESMPs.
- ii. A comprehensive annual report of works completed
- iii. A final comprehensive report of all the works completed
- iv. End of assignment report

## **Contract Duration**

The contract will be for twenty-four (24) months in the first instance and will be subject to renewal based on the consultant's satisfactory performance and work availability.

## **Remuneration**

Remuneration will be commensurate with qualifications and experience.

## **ANNEX 1 – PROJECT DESCRIPTION**

The VEEP has three components through which the Project Development Objective will be achieved:

**Component 1:** Early recovery income support (US\$7.5 million):

*Subcomponent 1.1:* Temporary cash transfers and social support services program (US\$4.3 million);

*Subcomponent 1.2:* Labour intensive temporary employment (LITE) program (US\$3 million);

*Subcomponent 1.3:* Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.2 million);

**Component 2:** Restoration and “Build Back Better” of critical services, and strengthening of emergency preparedness and response capacity (US\$31 million);

*Subcomponent 2.1:* Support to reconstruction planning that incorporates climate change considerations;

*Subcomponent 2.2:* The restoration and reconstruction of critical infrastructure services;

*Subcomponent 2.3:* Strengthening of emergency preparation and response.

**Component 3:** Project Management (US\$ 3 million)

### **Component 1 – Early Recovery Income Support**

**Early recovery income support (US\$7.5 million).**

The objective of this component will be to provide temporary cash transfers to selected poor and vulnerable populations affected by the volcanic eruptions of La Soufrière and other climate-related events. The activities under Component 1 are embedded within the Government’s broader social protection strategy, which focuses on shock-responsive social assistance. This component comprises three subcomponents:

1.1: Temporary cash transfers and social support services program

1.2: Labour-intensive temporary employment program (LITE)

1.3 Strengthening of institutional capacity to administer and monitor the income support programs

#### **Sub-component 1.1 – Temporary Cash Transfers and Social Support Services Program**

**Temporary cash transfers and social support services program (US\$4.3 million).**

The objective of this subcomponent is to support the continuation, expansion, and strengthening of the ongoing temporary cash transfers and complimentary social support services. This sub-component will finance goods (material and equipment) and consulting services (life skills

facilitators) required for delivery of the family education program which will provide follow-up psycho-social support to beneficiaries.

### **Sub-component 1.2 – Labour-Intensive Temporary Employment (LITE)**

#### **LITE Program (US\$3 million)**

The subcomponent will support, on an as-needed basis, the implementation of a LITE Program to provide income support and short-term employment to mitigate economic impacts after the occurrence of climate-related disasters (including risks associated with heavy rains mobilizing ashfall and volcanic debris. It will also support the longer-term resilient recovery of community infrastructure.

The LITE Program will build on the existing experience of the Roads, Buildings, and General Services Authority (BRAGSA) in implementing the Road Clean-Up Program, which is a cash for work seasonal program aimed at basic public infrastructure maintenance and the creation of short-term employment benefiting unemployed working-age people.

The program will be facilitated by direct payments to BRAGSA which will target unemployed individuals over 18 years of age from the target communities. Thus, the only procurement under this subcomponent is for goods (tools and safety gear for workers/beneficiaries) of the LITE Program and consultant services to improve BRAGSA's capacity to plan, prepare and supervise the execution of the subprojects for the LITE Program.

### **Sub-component 1.3 – Institutional Strengthening - MoNM**

**Subcomponent 1.3. Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.5 million).** This subcomponent will aim to strengthen the capacity of the MoNM to administer and monitor the existing income support programs and will include (i) a payment mechanism to deliver cash transfers to beneficiaries and (ii) expansion of the current information system to administer and monitor the income support programs.

Contracts to be procured under this sub-component will be for goods and consulting services required for institutional strengthening to monitor and administer the program and expansion of the MoNM's information system. The MoNM proposes to

## **Component 2 – Restoration and “Building Back Better” of Critical Services, and Strengthening of Emergency Preparedness and Response Capacity**

**Restoration of critical services, resilient reconstruction, and strengthening emergency preparedness and response capacity (US\$ 31 million - indicative)**

Component 2 will support the rapid restoration and resilient reconstruction of critical infrastructure damaged by the volcano eruption and subsequent debris flows and lahars while strengthening Government's emergency preparedness and response capacity. Investments under this component will focus on three main areas: (i) support for reconstruction planning; (ii) investments in rapid restoration and resilient reconstruction of priority infrastructure; and (iii) strengthen emergency preparedness and response systems and capacity. Candidate activities for the first 18 months across sectors are summarized below.

### **Component 3 – Project Management**

#### **Component 3: Project Management (US\$3 million)**

This component will support the administrative management of the Project by the PSIPMU and implementing partners through, but not limited to the following individual consultants, (a) a project coordinator; (b) financial management (FM) and procurement specialists to carry out the fiduciary aspects of the Project; (c) monitoring and evaluation (M&E) specialists; (d) technical experts needed for environmental management and social protection specialists); and (e) technical focal points in the MoA, CWSA, MoNM and MoTW/BRAGSA. The PSIPMU will coordinate the provision of training and workshops<sup>1</sup> and manage the financing of necessary goods, equipment, and operating costs, including costs associated with convening and reporting to the Project Steering Committee (PSC).

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<sup>1</sup> Workshops will include technical discussions and capacity-building activities around the utilization of climate and disaster risk information and the prioritization of reconstruction and rehabilitation activities to strengthen climate and disaster resilience.