

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

## **Ministry of Urban Planning**

### **Terms of Reference**

#### **Project Engineer**

#### **Introduction**

The Government of Saint Vincent and the Grenadines through the Ministry Urban Development, Energy, Airports, Seaports, Grenadines Affairs and Local Government, intends to develop several major infrastructural projects.

To execute the various projects The Ministry of Urban Development etc will require a Project Engineer's services to assist the Project Coordinator in implementing activities under the various Projects. These projects include, but are not limited to The Modern Parliament Building, New Court House Complex, Arnos Vale Modern City, Renovation of Old Court House Building, Renovation of building for Temporary Court House, Temporary Parliament Building and Revitalization of Kingstown Project. A brief outline of each project and current status is provided in Appendix A.

#### **Scope of Services**

The position of Project Engineer is a contracted full-time position. Work will be performed on site at the Ministry of Urban Development etc as well as such site visits as are required for proper implementation and management of projects. The Project Engineer will report to the Permanent Secretary through the Project Coordinator and shall be responsible for managing the technical components of the infrastructure portfolio of the Ministry. The Engineer will work closely with the other relevant ministries to ensure that the technical components of the project activities are conducted according to the Government of SVG requirements.

#### **Duties and responsibilities**

The Project Engineer will be mainly responsible for providing support to the Ministry of Urban Development etc in all technical matters relating to planning, design, and implementation of the building and civil work activities under the infrastructural portfolio of the Ministry. 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 and building 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, attend site meetings, reviewing the quality of work, materials, laboratory results, and make recommendations to the Project Coordinator on the overall achievement of the project progress and quality of work.
- d. Advise the ministry on the overall performance of civil and building 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 and building 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.
- g. Provide support in preparing and reviewing procurement documents primarily for civil and building works (including works requirements, bill of quantities, and technical specifications) and related goods (including datasheet and delivery schedules), consistent with the standard procurement documents.
- h. 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.
- i. Make recommendations in certification of payments.
- j. Provide inputs and support in preparing the project implementation completion reports.
- k. Respond to other requests regarding implementing of other projects within the portfolio of projects within the Ministry of Urban Development etc as required.

## **Requirements**

Prospective candidates should have a minimum of the following qualifications:

- A bachelor's degree in civil engineering, construction management or a related subject

- A minimum of 7 **years** of suitable experience in the planning, design, construction management and supervision of buildings and civil engineering infrastructure.
- Demonstrated experience in the management of multiple projects at the same time
- Experience managing multiple consultants
- Experience in writing Terms of Reference and Design Briefs for consultants
- Some procurement experience for works and services
- Good knowledge of government administrative procedures and requirements
- Demonstrated experience in projects focused in the Eastern Caribbean would be an asset.
- Strong written and verbal communication skills
- 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 building and 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.

