

**ST. VINCENT AND THE GRENADINES**  
**HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT**

**Terms of Reference**

**SVG-HDSD-CS-INDV-87**

**SUPERVISION OF THE RETROFITTING AND UPGRADING OF TVET  
LABORATORIES IN SECONDARY SCHOOLS**

**INTRODUCTION**

1.1 The Government of St. Vincent and the Grenadines (GOSVG) has received funding from the World Bank (WB) toward the implementation of the Human Development Service Delivery (HDSD) Project. The project is designed to strengthen the quality-of-service delivery in education, improve the efficiency of social protection systems, and improve the effectiveness of labour market systems.

1.2 The project is implemented by the Ministry of Finance, Economic Planning, and Information Technology (MoFEP). The other participating ministries are the Ministry of Education, National Reconciliation (MoE); and the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Persons with Disabilities and Youth (MoNM); and the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MoA). The MoA houses the Department of Labour mandated to ensure an adequate supply of trained manpower in all branches of economic activity in St. Vincent and the Grenadines, to disseminate accurate and timely labour market information, and inform and maintain labour legislation. The MoNM is responsible for administering the social protection initiatives of the GoSVG.

1.3 The project is structured around the following four (4) components:

- Component 1 - Strengthening Pedagogy for Basic and Special Needs Education
- Component 2 - Building Responsive Social Protection Service Delivery Systems
- Component 3 - Strengthening Labour Market Systems and Improving Skills Training of Poor and Vulnerable Populations
- Component 4 - Project Implementation, Monitoring and Evaluation

1.4 The HDSD Project intends to apply a portion of the proceeds to fund the technical supervision of minor retrofitting and repairs to various TVET Laboratories within specified schools. The works to be done will include but may not be limited to repairing and/or replacement of windows and doors, installation of ironmongery, construction and/replacement of cupboards

and countertops, tiling of floors, minor repairs to roofs and ceilings. The following eleven (11) schools have been selected for retrofitting and refurbishment:

1. George Stephens Senior Secondary
2. North Union Secondary
3. Adelphi Secondary
4. St. Clair Dacon Secondary
5. St Joseph Convent at Kingstown
6. St Joseph Convent at Mesopotamia
7. Mountain View Adventist Academy
8. Buccament Bay Secondary
9. Troumaca Ontario Secondary
10. Petit Bordel Secondary
11. West St George Secondary

## 2. **OBJECTIVE**

2.1 The objective of the consultancy is to provide supervision construction services for minor retrofitting and repairs to TVET laboratories in eleven secondary schools. The scope of the works and tender document for the retrofitting and refurbishment to be executed was prepared by the Implementing Agency (IA). For the purposes of this assignment, the IA refers to the Focal Point (MoE) and the HDSD Project Team.

## 3. **SCOPE OF SERVICES AND REPORTING REQUIREMENTS**

### **3.1 Pre-Construction Services**

The pre-construction services shall be guided by the Procurement Regulations for IPF Borrowers (July 2016) and the Environmental and Social Management Framework (ESMF) for the HDSD Project. Pre-construction services shall include:

3.1.1 Advising the contractor(s) on the interpretation of technical specifications and issue supplementary details and instructions prior to the commencement of work. All communication to the contractor(s) should be approved by the IA.

3.1.2 Reviewing the contractor(s) construction schedule and workplan and comment on procedures, methods and sequence of the works.

3.1.3 Providing advice to the IA on the planning, scheduling, and budget for works to be conducted.

### **3.2 Supervision Services (Technical Inspection during Construction)**

The Consultant shall provide the following professional services for the technical inspection/Supervision of construction Works:

3.2.1 Conduct technical inspection of the works to oversee and record performance. The consultant shall inspect all critical elements during the construction works and require that such performance be in accordance with plans, work schedules, and technical specifications approved by the IA. The consultant shall investigate, report and advise on unusual circumstances which may arise during construction.

3.2.2 Revise designs/workplans to suit unforeseen conditions which may arise during construction. Revisions may only be executed upon consultation with and approval by the IA.

3.2.3 Conduct periodic and routine progress meetings between the consultant, contractor and the IA.

3.2.4 Prepare and maintain a record of all meetings taken during the execution of this contract. The meeting minutes shall include a summary of meeting activities and discussions including issues addressed and agreed actions, assignment of agreed responsibilities and timelines, list of attendees, affiliations, and contact information. Minutes shall be issued to the IA and contractor(s) no later than two (2) days after meeting conclusion.

3.2.4 Review and recommend approval of estimates and invoices submitted by the contractor for payment of work completed, prepare payment certificates, and ensure that advanced payments to the contractors are utilised for the intended purpose.

3.2.5 Where the contractor has ceased to perform works as required by the terms of the construction agreement, the consultant must advise the IA and make relevant recommendations for further action (including termination).

3.2.6 Review and approve request for Extension of Time. The consultant must present to the IA the details of an Extension of Time request within one (1) week of receiving a request.

3.2.7 Liaise with the Focal Point (MoE) and relevant authorities, and offer assistance so as to expedite the acceptance and takeover of the works.

3.2.8 Ensure all works are conducted in accordance with the HDSD Project's EMSF and that good occupational health and safety practices (including the wearing of personal protective equipment) are followed on-site during construction.

3.2.9 Make a final inspection of the completed works, recommend the issuing or non-issuing of the completion certificate within 14 days of the Contractor's request for issuance, and prepare a Completion Report. The report shall be submitted to the IA within 14 days of the end of work by the contractor.

#### **4. CHARATERISTICS OF THE CONSULTANT**

Type of Consultancy:	Individual Consultant
Procurement Method:	Individual Consultant Selection
Length and Duration:	Three (3) months commencing April 2023
Place of work:	St. Vincent and the Grenadines
Qualifications and experience:	<p>The Consultant should have the following qualifications and experience:</p> <ul style="list-style-type: none"><li>• A BSc degree from an accredited university programme in Quantity Surveying, Civil/Structural Engineering, Architecture, or equivalent</li><li>• Five (5) years relevant experience in the areas of architecture, civil engineering and construction supervision.</li><li>• Two (2) years' accumulated experience supporting similar infrastructure projects/activities similar to those detailed within these terms of reference, within the last five (5) years.</li><li>• Excellent coordination, communication, presentation, and report writing skills; and</li><li>• Working knowledge of the geography of Saint Vincent and the Grenadines</li></ul>
Assets:	<ul style="list-style-type: none"><li>• Excellent planning and time management skills.</li><li>• Ability to work under pressure and meet tight deadlines.</li><li>• Ability to work with Microsoft Office.</li><li>• Fluency in written and oral English (read, write, speak) is required.</li></ul>

#### **5. DELIVERABLES**

5.1 Submission of Inception Report and Work Plan for the construction activities and outline determine priorities/targets and performance measurements.

5.2 Mid-Term Progress Report to present summary of activity and progress, issues encountered and recommended solutions, expected activities to be executed.

5.3 A comprehensive Completion Report summarising findings and recommendations developed during contract execution. The report should also include challenges, lessons learnt, and recommendations for future interventions.

## **6. INPUTS BY THE CLIENT**

6.1 The IA will provide the consultant with all relevant documentation and resources to facilitate the completion of the consultancy, as well as facilitate access to relevant members of staff and management as well as any other stakeholders that may be identified.

6.2 MoE will provide office space to the consultant to carry out the tasks if necessary.

## **7. REPORTING/ SUPERVISION**

7.1 The Consultant will report to the Permanent Secretary of MoE who the senior accountable officer of the MoE

7.2 All reports will be submitted to the MoE's Focal Point for initial review prior to submission to the Permanent Secretary MoNM for acceptance.

7.3 All reports must be approved by the HDSD Project Coordinator.

## **8. TERMS OF PAYMENT**

The payment schedule is as specified below:

<b>Deliverable</b>	<b>Payment Schedule</b>
Inception Report and Work Plan	10% of Total Fee
Mid-Term Progress Report	30% of Total Fee
Submission of the Completion Report	60% of Total Fee

## **9. CONFIDENTIALITY**

9.1 The consultant shall maintain full confidentiality of all documentation and discretion in the dissemination of results. The consultant may not utilise the information for presentations or studies related to this consultancy without prior approval.

9.2 All materials and deliverables produced under this consultancy shall remain the sole property of the MoE and the MoFEP.