

# REQUEST FOR EXPRESSIONS OF INTEREST

**SAINT LUCIA  
DISASTER VULNERABILITY REDUCTION PROJECT  
Credit No. Q8570-SLU**

**Assignment Title: Technical Support to Ministry of Infrastructure, Port Services and Transport (MIPST) –  
Civil Works Coordinator**

**Reference No.: SLU-IC-TSI-01-14**

The Government of Saint Lucia has received a Project Preparation Advance from the International Development Association (World Bank) toward the cost of the Disaster Vulnerability Reduction Project, and intends to apply part of the proceeds to hire a consultant to provide services as Civil Works Coordinator to the Ministry of Infrastructure, Port Services and Transport.

The Ministry of Finance, Economic Affairs, Planning and Social Security now invites eligible individual consultants to indicate their interest in providing the Services. Interested Individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services; (Curriculum Vitae, description of similar assignments, experience in similar conditions, clients' references etc).

A Consultant will be selected in accordance with the procedures for **Selection of Individual Consultants method** set out in the World Bank's Guidelines: Selection and Employment of Consultants Under IBRD Loans and IDA Credits and Grants by World Bank Borrowers (2011). The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* (2011) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

## **SERVICES REQUIRED**

Objectives of the Assignment

The objective of the assignment is to engage a suitably qualified engineer (the consultant) to provide technical advisory services and guidance to the staff of the MIPST in the coordination of the proposed works under the prevention and adaptation investments component of the project.

## **SPECIFIC DUTIES AND OUTPUTS**

The following are some of general responsibilities to be undertaken.

1. Prepare and update project procurement plans, work schedules and work programs in an effort to monitor implementation as well as agreed budgets;
2. Prepare quarterly allocation request and annual budgets with disbursements schedules for the proposed works in line with the Procurement Plan and Project Implementation Plan;
3. Assist the Project Coordination Unit, MOF with update of the procurement plan, the Operational Manual and Project Implementation Plan (PIP), as needed.
4. Review preliminary and final designs, studies, bill of quantities, bidding documents, plans and specifications for works and estimates of costs. Apply value analysis and comparison of technologies, and justify recommendations for approval in sufficient details as to allow the MIPST to consider and approve the suitability of such designs. Such designs, studies and drawings shall conform to standards published by the Council of Caribbean Engineering Organizations and to normally accepted building code of good practice
5. Identify any technical issues as it relates to the implementation of government policy and/or any organizational issues requiring the involvement of decisions made by the GOSL or the World Bank;
6. Review and verify the comprehensiveness, accuracy and compliance of the technical specifications and other technical information (bills of quantities, drawings) with the approved design. Review and verify the coherence of bidding conditions, evaluation criteria, and particular conditions to be included in the bidding documents for all civil works and goods contracts, as well as TORs for consultant services;
7. Review and verify the compliance of the technical documentation for request for proposals, technical evaluation reports, minutes of negotiations and draft contracts for all the procurement activities relating to the engagement of designing or supervising consultants;
8. Monitor on a day-to-day basis, the physical and financial progress on implementation of civil works related activities for all sub-projects. Follow up and ensure that required structural surveys and engineering evaluations on civil and structural engineering works are carried out to conform to quality control requirements and consistent with the approved technical specifications and agreed performance monitoring framework of such works;

9. Conduct weekly inspections of ongoing works covering, but not limited to the quality of executed works and the follow-up of the progress schedule, as per agreed specifications, contract dispositions, and applicable standards.
10. Following inspections, establish jobsite meeting reports also covering cost-control issues on the basis of updated surveys, projection of final costs, and foreseen variations. When necessary, prepare draft correspondence as required to all parties;
11. Review and approve supervision reports provided by contractors and consultants engaged in project design / supervision as needed;
12. Review and approve monthly Certificate for Payment after certification by supervisory staff or supervising consultant. Provide technical support to the Project Coordination Unit in the preparation of monthly progress reports based on information received from the MIPS&T, the engineering design, supervision consultants and civil work contractors
13. Conduct acceptance procedures
14. Coordinate and assist as directed, responsible line ministries with timely inspections and documentation of required contractor actions during the Defects Liability Period and jointly inspect and report contractor progress in addressing noted defects as a condition for final contract payment;
15. Provide technical assistance, as directed, to line agencies in the preparation of regular maintenance requirements and plans for works completed under the project.

## **DURATION**

The assignment is on a full time basis and is expected to start on September 1, 2014. It will cover a period of five years subject to an annual performance review with an intermediate performance evaluation after the first six months of services rendered.

## **QUALIFICATIONS**

**Academic:** (a) a Master's degree in Civil Engineering, Construction management or Project Management with a minimum of ten years' experience in the management and implementation of civil engineering projects..

(b) a Bachelor's degree or equivalent in Civil Engineering, Construction Management or Project Management with a minimum of fifteen years' experience in the management and implementation of civil engineering projects.

**Experience:**

**Specific experience with procurement procedures of multilateral lending agencies will be seen as an asset**

As the position involves dealing with a wide range of local stakeholders and organizations, it is also important that the Civil Works Coordinator have good knowledge of public service operations in Saint Lucia or similar environment.

To ensure impartiality, the Civil Works Coordinator (including her/his home office, if any) must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods or services to the project.

Interested eligible candidates must provide information indicating that they are qualified to perform the services and are invited to submit their CV (Curriculum Vitae), including employment records, description of similar assignments, experience in similar conditions, availability of appropriate skills, previous remunerations, etc.

Further information on the assignment is contained in the Terms of Reference which can be obtained from the Project Coordination Unit.

Expressions of interest, together with CV's and other documents, may be sent by mail, email or fax and must be delivered to the address below by August 4, 2014.

**Project Coordination Unit  
Attn: Cheryl Mathurin, Project Coordinator  
Disaster Vulnerability Reduction Project  
Department of Planning and National Development  
Ministry of Finance, Economic Affairs, Planning and Social Security  
5th Floor, Conway Business Centre  
Waterfront, Castries  
Saint Lucia  
Tel: 1-758-468-5816  
Fax Number: 1-758-453-0417  
Email: slupcu@gosl.gov.lc**