



**GOVERNMENT OF SAINT LUCIA**

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**DISASTER VULNERABILITY REDUCTION PROJECT**

**TERMS OF REFERENCE**

**FOR CONSULTING SERVICES  
FOR AN INDIVIDUAL CONSULTANT  
CIVIL WORKS COORDINATOR**

June 2013 (v1)

September 2013 (v2)

Modified October 2013

**Modified April 2018**

# **Saint Lucia Disaster Vulnerability Reduction Project**

## **Terms of Reference**

### **Civil Works Coordinator**

#### ***I. Background***

Saint. Lucia is exposed to a range of natural hazards, particularly weather-related phenomena such as hurricanes, winds, storm surges, heavy rainfalls leading to flooding and landslides. In addition, climate change related impacts are expected including shifts in precipitation patterns, more intense storms, increased hurricane intensity and sea- level rise. These unavoidable adverse natural events and consequences of global warming are coupled with the fact that the majority of the island's population and main commercial activities are situated on, or near the coastline. Disasters caused by these hazards and the climate change phenomenon thus impose large costs on the country's fragile economy and exacerbate poverty levels.

The Government of Saint Lucia (GoSL) has requested assistance from the World Bank to develop a project to contribute to the reduction of vulnerability to natural hazards in Saint Lucia. The proposed project will be part of the regional Disaster Vulnerability Reduction Adaptable Program Lending (APL-DVRP) for the East Caribbean Region, along with Grenada, Dominica and Saint Vincent and the Grenadines (SVG).

The DVRP is funded by the Climate Investment Fund's (CIF) Pilot Program for Climate Resilience (PPCR), and an IDA Credit.

The Disaster Vulnerability Reduction Project (DVRP) aims to measurably reduce vulnerability to natural hazards and climate change impacts in Saint Lucia will include various activities related to institutional strengthening and training as well as the execution of various civil works to retrofit or protect national assets. More specifically, the project will consist of five components, namely: (i) prevention and adaptation investments (rehabilitation of existing infrastructure and new construction of disaster mitigation structures such as river defense walls, etc); (ii) technical assistance for hazards and risk evaluation and application, and hazard data management for improved decision-making; (iii) emergency response investment contingency fund mechanism; (iv) adaptation financing facility; and (v) project management and implementation support. The Department of Economic Development Transport and Civil Aviation is responsible for the implementation of the Project. It is anticipated that there are potential civil works activities that may cause environmental impacts which will require mitigating measures to ameliorate the impact.

To strengthen the capacity of the Department of Economic Development Transport and Civil Aviation in the preparation and review of designs and technical information. To this end the Department of Economic Development Transport and Civil Aviation seeks to engage a Civil Works Coordinator (CWC) with expertise in engineering to manage, coordinate with Agencies and monitor the implementation of all construction and civil works activities under the Project. The Civil Works Coordinator is expected to ensure the integration of disaster vulnerability reduction and climate resilience in the construction/reconstruction/ rehabilitation of the works

component. The civil works component (Prevention and Adaptation Investments) entails the following:

1. Carrying out of selected infrastructure investments, and related supporting studies, including: (a) identified Community infrastructure; (b) rehabilitation and construction of bridges; and (c) improving resilience to climate risks in water supply system, all through the provision of works, technical advisory services, operating costs and acquisition of goods.
2. Designing and retrofitting of selected public buildings to improve disaster resilience, and supporting studies, including: (a) rehabilitation of selected schools' buildings; and (b) rehabilitation of selected public accommodation for the elderly, all through the provision of works, technical advisory services, operating costs and acquisition of goods.

## **II. OBJECTIVE OF THE ASSIGNMENT**

The objective of the assignment is to engage a suitably qualified Civil Works Coordinator (CWC) to provide technical advisory services and leadership to the DEDTCA in the management, implementation and coordination of proposed works under the Prevention and Adaptation Investments Component of the Project.

Technical and managerial functions shall prioritize the quality control and contracts' compliance of consulting services for design and works supervision, or any other services by hired consultants, as well as the quality control and contracts' compliance of ongoing works.

As the DVRP project enters its last phase of completion, emphasis shall be given to the functions of cost-control and budget control of the remaining activities, while ensuring a tight control on the schedule and time for completion of planned projects.

The CWC shall have the authority to represent DEDTCA in undertaking the necessary actions to successfully implement the above objectives. His/her performance in providing the CWC consulting services shall be measured accordingly.

## **III. SCOPE OF SERVICES**

The consultant shall be responsible for the management, coordination and implementation of the proposed infrastructure related investments under the DVRP in order to ensure that the activities are implemented according to the approved designs, allocated budgets, and estimated time frames. Given the prevalence of slope stabilization/structural sub-projects identified under the DVRP, provide technical expertise in the area of Geotechnical/Structural Engineering. The Civil

Works Coordinator will be responsible for planning, design, management, construction supervision, and monitoring of all works contracts and activities which may include buildings, roads, bridges, river protection works and other infrastructure activities financed through the DVRP.

Specifically, the CWC will:

### **Pre-Construction Phases and Recurrent Consulting Services**

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, DECDTCA with update of the procurement plan, the Operational Manual and Project Implementation Plan (PIP), as needed.
4. Review and provide feedback on all reports for consulting services relating to studies, assessments, field investigations
5. Prepare preliminary designs
6. 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 DEDTCA 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
7. 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;
8. 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;
9. 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;

10. Participate as a member of the Evaluation Committee for any procurement process relating to the awards of contracts for works, and for the consulting services of design and supervision of works.
11. Ensure gender sensitivities of all projects that are included in the design consideration of all works projects under the DVRP/PPCR;
12. Draw upon lessons learnt and best practices at the national level during implementation and promptly submit proposals aimed at building technical and institutional capacity which could also include environmental and social management plans;
13. Provide technical support in the review of the design standards, code of practices and technical specifications and coordinate with other government agencies and stakeholders in process of review these design standards and make recommendations to ensure that the revised design standards are consistent with the climate and natural disaster resilient design principles;
14. Under the direction of the Permanent Secretary of DEDTCA, represent the Government of Saint Lucia, (GOSL)) in all dealings with review and acceptance of engineering designs, architectural plans, work drawings and other technical documents;
15. Ensure that supervisory personnel (that of Consultants) are recording and filing all relevant and accurate data with regard to progress, activities, workforce, materials, equipment, site and weather conditions consistent with contract requirements;

## **During Construction Phase**

### ***Construction Management Functions***

16. 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;
17. 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.
18. 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;

19. Review and approve supervision reports provided by contractors and consultants engaged in project design / supervision as needed;
20. 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 the engineering design, supervision consultants and civil work contractors;
21. While monitoring the performance of assignments and works being carried out by the consultants and works contractors, make recommendations for improvement of quality of works and other deliverables.

#### ***Process of Variation Orders***

22. Consider and/or review requests for any variation in the agreed scope of work. If considered beneficial to the project, technically feasible, and economically efficient, collect all relevant drawings, bills of quantities, and accurate estimates, and submit a detailed justification with a recommendation for approval by the Permanent Secretary of DEDTCA. Record and file all approved variations orders on specific signed contracts, including working drawings and the agreed scope of works;
23. Review draft written instructions for approval as and when necessary in accordance with Conditions of Contract on a timely manner, to ensure that design changes are accurately communicated to the contractor;

#### ***Acceptance Procedure***

24. On the basis of a request by the Contractor after the completion of the work, conduct a detailed inspection in order to proceed with the certification of the substantial completion of the work completed as per contract and approved variation orders. Jointly with supervisory staff conduct final acceptance inspections, review and prepare contractor discrepancy reports (punch list/snag list), if any, and assist with the final inspection after completion of any corrective work. Ensure acknowledgement and concurrence by beneficiary user's institution if applicable;
25. Ensure that “as-built” drawings are accurately filed after the completion of works contracts.
26. After satisfactory completion of the work, formally report to GOSL on the recommendation for a provisional acceptance of the work.
27. Ensure timely issuance of a Certificate of Substantial Completion attesting of provisional acceptance, and transmit to the Contractor for contract close out and preparation of final statement of account.

28. Review and approve the final Certificate for Payment. Provide support to the Project Coordination Unit in preparing the final progress report and Contract Completion Reports for all sub-projects within three months after issuance of the Certificate of Substantial Completion for all sub-projects;

### **Post Construction Phase**

29. 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;
30. Provide technical assistance, as directed, to line agencies in the preparation of regular maintenance requirements and plans for works completed under the project.
31. For works where the Defects Liability period extends beyond the Bank's project closing date, prepare an inspection plan noting key inspection activities and timing, for submission to the PCU

The CWC will, in general be accountable to the Government of Saint Lucia, through the Permanent Secretary of DETCAT or other duly authorized officers for the efficient and effective implementation of all the contractual activities under the project. The CWC shall carry out his duties in accordance with the relevant laws and regulations of the Government of Saint Lucia and the applicable guidelines and procedures of the World Bank, as agreed in the Financing Agreement. These services shall be executed to the best ability and in accordance to approved and recognized international code and ethics of the profession and cooperate fully with relevant Government Agencies and Departments.

### **WORK OUTPUT AND DELIVERABLES**

The CWC will submit to the office of the Permanent Secretary a Monthly Progress Report on the status of design, construction supervision, monitoring of civil works and structural engineering sub-projects relating to buildings, roads, bridges, river protection works and other infrastructure activities financed under the DVRP. The CWC will deliver his services in a skilled and professional manner using his diplomatic capabilities in dealing with multiple clients such as the various ministries in Saint Lucia, private sector entities, OECS representatives as well as the World Bank.

### **REPORTING REQUIREMENTS**

The CWC will report to the Permanent Secretary of DETCA and work directly with all technical officers assigned by the DETCA and the various Implementing Agencies to the Project and with Contractors and Consultants employed under the Project.

### **DURATION OF THE ASSIGNMENT**

The assignment is on a full-time basis and is expected to start on May 1, 2018.

## **EMPLOYER'S RESPONSIBILITY**

The employer, DETCA, will provide the CWC with office space, access to secretarial services, office equipment including computers, printers and all necessary software required for discharge of duties, communication equipment, and access to vehicle (4-wheel drive) for use on official field trips and business engagement. The Employer will initiate the consultation and co-operation of other agencies required to provide support to the CWC for the implementation of the relevant aspects of the assignment.

## **QUALIFICATIONS**

- Graduate degree in Construction Management, Project management, or Civil Engineering;
- Professional experience of at least fifteen (15) years, with at least ten (10) years in the field of project/construction management at the executive level of a public sector contracting authority or of a major general contracting firm engaged in public works projects.
- International experience with procurement and contract management procedures of multilateral lending agencies will be seen as an asset.
- Excellent verbal and written communication skills in English;
- Ability to establish and maintain effective working relationships with focal points, Project Steering Committee, the Department of Finance and World Bank staff, vendors, private operators and the public;

In order to ensure avoiding any possible situation of conflict of interest, the CWC (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.

Deadline for submission of applications is April 30, 2018 and should be sent to;

Project Coordinator  
Project Coordination Unit  
Department of Economic Development Transport and Civil Aviation  
Finance Administrative Building  
Pointe Seraphine  
CASTRIES  
Saint Lucia  
E-mail Address: slupcu@gosl.gov.lc