



**GOVERNMENT OF SAINT LUCIA**

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**DEPARTMENT OF ECONOMIC DEVELOPMENT**

**DISASTER VULNERABILITY REDUCTION PROJECT**

**TERMS OF REFERENCE**

**FOR**

**ENGINEERING ASSISTANT**

March 11, 2022 (v1)

**Saint Lucia Disaster Vulnerability Reduction Project**  
**Terms of Reference**  
**Civil Works Assistant**

**1. Background**

The Government of Saint Lucia (GOSL) has secured financing from the World Bank towards the implementation of the Disaster Vulnerability Reduction Project (DVRP Project No. 127226, IDA Credit 5493-LC SCF PPCR Loan #TF017101 SCF PPCR Grant #TF017143. The Disaster Vulnerability Reduction Project (DVRP) aims to measurably reduce vulnerability to natural hazards and climate change impacts in Saint Lucia and includes various activities related to institutional strengthening and training as well as the execution of various civil works to retrofit or protect national assets.

To support the implementation and execution of the Project in particular Component 1 the Department of Economic Development (DED) seeks to engage an Engineering Assistant – Civil Works to monitor construction progress and manage and update contract management records including data bases and software for all civil works activities. The civil works activities are included in Appendix 1.

**2. Objective of the Assignment**

The objective of the assignment is to engage a suitably qualified Engineer (Engineering Assistant – Civil Works) to provide construction management and technical assistance and support to the Civil Works Manager by monitoring construction progress and management of contract management records including data bases and software for all civil works activities thereby enhancing the capabilities of the PCU.

**3. Duties and Responsibilities**

**General**

The Consultant (Engineering Assistant – Civil Works) shall carry out duties associated with project management, construction management and contract administration of civil works activities. This position is a full-time contract staff position and will be performed on site in Saint Lucia.

**Project Management**

1. Use the project management and contract monitoring tools, workplans agreed to for the Project to manage, track and monitor the respective works contracts to allow for follow up and audits including technical audits as it relates to quality, scope, time and cost.
2. Grant Consultants permissions for accessing and managing construction activities under respective contracts on the ProcCore Construction Management Tool
3. Serve as Administrator for use of the Procore Software by providing access as approved, ensuring the uploading of contractual information onto the platform, monitoring of exchanges onto the platform to ensure timely responses by all parties and ensuring that the operating procedures for use of the software are followed by all parties to whom access has been provided

4. Updating of the ProcCore Construction Management Tool to allow for effective use
5. Flag and follow up on all pending actions in ProCore
6. Provide orientation and sensitization of contractors and consultants on the Contract Management Manual and Procore Software
7. Ensure that the Contractor and Consultant has a copy of the Contract Management Manual

### **Contract Administration, Management, Reporting and Monitoring**

1. Manage, monitor and update contract management records
2. Assist the Monitoring and Evaluation Officer with updating of indicators for updating of the results framework by collecting data information on physical, biological and socio-cultural environmental elements related to civil works activities and as requested;
3. Arrange for site meetings to be held virtually and for the “live streaming” of works as and when is required and complete and update the form for virtual site meetings;
4. Review all files periodically to ensure that supervisory personnel (that of Consultants, DED PCU) are recording and filing all relevant and accurate data in regard to progress, activities, workforce, materials, equipment, environmental practice, adherence to Environmental Management Plan (EMP), site and weather conditions consistent with contract requirements;
5. Attend technical meetings and ensure that Technicians assigned prepare minutes of meetings;
6. Attend and participate in project team meetings, meetings with Donor Agencies and Implementing Agencies to discuss project status;
7. Undertake regular site visits at least weekly to monitor the progress of the works, determine status of the works;
8. Conduct periodic inspections of ongoing works to ensure quality of executed works and the follow-up on the works schedule, as per agreed specifications, contract dispositions, and applicable standards.
9. Following inspections, prepare jobsite meeting reports also covering cost-control issues on the basis of updated surveys, projection of final costs, and foreseen variations. Where necessary, prepare reports for review by the Civil Works Manager.
10. Prepare updates on progress of works for reporting to the Civil Works Manager; such report to include the progress of works and contractor’ performance and quality of works; highlight problems and make recommendation for corrective actions

11. Review and provide feedback on site diaries, reports submitted by contractors and consultants
12. Review and provide feedback on reports prepared by Technicians assigned to the site
13. Review and sign off on interim certificates for works contracts including review of review of requisition orders to ensure timely payment
14. Send alerts to project team on a monthly basis on critical contract data (active contracts, due dates for submission of deliverables by consultants 'contract expiration dates, validity of securities and performance securities); work with the Monitoring and Evaluation Officer to ensure necessary action/s are taken
15. Prepare amendment for works contractors including variation orders based on approved change orders
16. Participate in and contribute to Post Procurement Audits and annual financial audit as requested

#### **Other**

1. Undertake other specific tasks, within the competence of the incumbent, as may be required under the projects
2. Take responsibility for professional development by attending webinars, online and on the job training
3. Update and maintain a work plan on assigned duties and provide regular feedback to the Project Coordinator

The Consultant is also expected to perform any other related duties as assigned should such need arise and upon direction of the PCU.

#### **4. Outputs and Deliverables**

The Consultant will be monitored to ensure continuous commitment to fulfilling responsibilities outlined in the Scope of Services. Key deliverables include *inter alia*:

- Quarterly Work Plan based on Work Plan and Implementation Plan prepared in collaboration with the Civil Works Manager. The Work Plan should be submitted to the for review and acceptance by the 15th day of the first month of the quarter
- Technical progress and assessment reports on a quarterly basis;

- Verification of contractor compliance and effectiveness of supervision;
- Participation in weekly or monthly site meetings and coordinate with the construction contractors; and,
- Report on professional development activity
- Final Report. The Consultant shall submit an end of assignment report on the challenges, lessons learnt, best practices and any capacity gains or gaps. Such report will be used to inform the ICR.

The Civil Works Manager will review and provide feedback on all reports received.

**All Reports and documents prepared for the assignment is the property of the Government of Saint Lucia.**

## **5. Duration**

The assignment is on a full-time basis and is expected to start April 1, 2022 and extend through June 2023

## **6. Terms and Conditions**

- The Consultant will be provided with office space, office equipment including computer, access to printing and photocopying and all necessary software required for discharge of duties;
- The Consultant will need to own and maintain a vehicle for use on field trips and in country travel related to the assignment;
- The Consultant will execute the duties and tasks outlined in Scope of Services with due diligence and efficiency and in accordance with the highest standards of professional competence, ethics and integrity;
- To ensure impartiality, the Consultant 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;

The Consultant will be responsible for the collection and analysis of all data and information required for the compilation of all reports.

## **7. Qualifications And Experience Requirements**

### Minimum required education and experience

- At least a Bachelor's Degree in Civil Engineering, Construction Engineering/Management, or other related field;
- At least one (1) years' experience working with projects related to infrastructure and/or civil works, particularly dealing with aspects of inspection, contract management and evaluation of construction related activities;

- Work experience with Government, Community groups, private sector and/or donor funded projects and other relevant institutions will be an added advantage.

### Skills and Abilities Required

- Ability to address and manage construction management issues while in the field
- Ability to communicate effectively in written and oral formats and to prepare reports;
- Functionally computer literate, possessing operational skills in word-processing and spreadsheet application, including software programs such as Word, Excel, PowerPoint, Microsoft Project;
- Ability to handle stakeholders tactfully, courteously and diplomatically;

### **Appendix 1**

- a) Identified Community infrastructure, at Roblot, Piaye, Blanchard and Bexon;
- b) Rehabilitation and construction of bridges at Piaye and Volet ;
- c) Rehabilitation of the Vanard / Venus Anse La Raye Link Road;
- d) Assessment of critical slopes, slope stabilization works;
- e) Retrofitting of selected public buildings to improve disaster resilience through: (a) rehabilitation of Micoud Secondary School