



Government of Saint Lucia

**Ministry of Tourism, Investment, Creative Industries,
Information and Culture**



OECS REGIONAL TOURISM COMPETITIVENESS PROJECT

**TERMS OF
REFERENCE FOR
ASSISTANT ENGINEER**

1 Background

The Ministry of Tourism, Information and Broadcasting, Culture and Creative Industries is currently implementing the **OECS Regional Tourism and Competitiveness Project (ORTCP)** - a six-year tourism development project, which is funded by the World Bank Group as a regional initiative to bolster the competitive placement of the main export of the OECS, as it particularly relates to Grenada and St Vincent and the Grenadines and Saint Lucia.

The original objectives of the Project were to: (i) facilitate the movement of tourists within the participating countries using ferries; (ii) improve selected touristic sites; and (iii) strengthen implementation capacity for regional tourism market development in the participating countries. However, the ORTCP has been restructured to achieve the ultimate aim of improved selected tourism sites and strengthened capacity of resources, to contribute to the industry's recovery from COVID-19 related economic impacts.

Under the OECS Regional Tourism Competitiveness Project, The Government of Saint Lucia (GoSL) wishes to develop several public tourism sites as part of its broader program – Community Tourism – an initiative focused on building and/or enhancing public infrastructure in rural communities that lend to touristic attraction. Some of the sites earmarked for development include the Castries Market Container-Box Park Shopping Facility, the Gros Islet Entertainment Beach Park, the Choiseul Craft Centre, amongst others. The program is also expected to influence private investment in accommodations, restaurants and entertainment which gives rise to horizontal linkages in the sector that allow more locals in quaint communities and villages to benefit directly from tourism-based revenue.

Given that the infrastructural developments reside in the project's largest and most significant component, there is an emphasized need for productivity and efficiency from the project's Civil Works Engineering Team. On this basis, with a view to strengthen the capacity of the project team, The Ministry of Tourism, Investment, Creative Industries, Culture and Information and Project Coordination Unit of the Department of Economic Development seeks to engage the services of an **Assistant Engineer** with experience in project engineering reporting, preparation of tender documents and monitoring of environmental management plans.

2 Objective of Assignment

The objective of this assignment is to engage the services of full-time Assistant Engineer to strengthen the capacity of the project objectives by assisting in providing technical input in relation to the coordination, monitoring and ensuring quality assurance during and after the execution of all construction and civil works.

3 General Scope of Services

The Consultant will work closely with the Project Engineer, involved with implementation of the sub-projects, on all technical aspects, to ensure that as much as possible, the execution of project activities is complementary for effective implementation. In this regard, the Assistant Engineer will assist with providing technical input in the preparation and review of designs, including drawings, technical specifications, technical information, estimates and detailed Bills of Quantities for bidding; review and preparation of bidding documents and request for proposals; screen work packages for potential environmental impacts; monitor the environmental management plans; and carry out supervisory checks of works, to ensure quality.

4 Specific Scope of Services

The Assistant will be responsible for executing the following tasks, inter alia:

a) General Services

- Assist in the supervision, coordination and monitoring of the execution of Consultants' contracts engaged for carrying out studies and preparing technical information (designs, bill of quantities and specifications) for the various work packages
- Assist in supervising the work of consultants engaged to ensure quality and timely submission of deliverables
- Assist in the review of deliverables submitted by consultants to ascertain technical soundness for bidding purposes
- Help to ensure that all technical inputs and cost estimates related to the construction components of the project are consistent with the project's activities and budget
- Help to review and provide feedback on Environmental Management Plans (EMP) prepared by consultants
- Assist the Project Engineer with the supervision of the preparation of final designs, bill of quantities, bidding documents, plans and specifications for works and estimates of cost in sufficient detail to allow the Department of Tourism to consider and approve the suitability of such designs. Such designs, plans and drawings shall conform to

standards published by the Council of Caribbean Engineering Organizations and to normally accepted building code of practice

b) **Assist with procurement activities**

- Assist with the preparation of technical input for bidding documents for works packages
- Assist the Project Engineer with the supervision of works contracts from award to close out
- Assist in the review of technical specifications and Terms of Reference for proposed works, goods and services to be contracted under the Project;
- Provide support in the preparation of Bidding Documents for works, goods and services to be procured under ICB, NCB, QCBS, CQS

c) **Supervise and monitor the implementation of all construction and civil works activities**

- Help ensure effective quality control systems are implemented by line agencies and that contractors work in compliance with signed contractors for works
- Assist the Project Engineer in carrying out supervision of all civil works to ensure quality completion within the agreed time, cost, and scope
- Help to oversee tests to be performed on materials, soil etc
- Undertake regular site visits to project sites
- Assist in the review and check of all shop and work drawings prepared by the construction Contractor
- Assist in the review of all Bidding Documents against the Environmental Screening Forms, Environmental Safeguards, Social Safeguards and ensure that the relevant clauses are incorporated

d) **Support the planning and implementation of environmental safeguard activities**

- Assist in collecting baseline information on physical, and socio-cultural environmental elements relating to the various work packages to be included in the EMPs
- Help to sensitize stakeholders including contractors on the requirements of the ESMF and specific information required by contractors and users
- Help to ensure the effective compliance to the ESMF during planning, implementation and monitoring of the works being implemented

The Assistant Engineer is also expected to perform any other related duties as assigned; and is expected to report directly to the Project Engineer or any other duly authorized officers. The Assistant Engineer shall maintain integrity and confidentiality in the discharge of services and of all documents

and information made available to him/her in the discharge of these services. These services shall be executed to the best ability and in accordance to approved and recognized international code and ethics of the profession;

5 Expected Deliverables

The Assistant Engineer will be monitored to ensure fulfilment of responsibilities outlined in the Scope of Services. Key deliverables include *inter alia*:

- Report on all technical aspects of the proposed and confirmed civil works of the Project for the preparation of Monthly Status Reports and Fortnightly Progress Reports

The Assistant Engineer shall prepare the following:

- Draft biweekly reports, highlighting achievements made based on the approved work plan activities implemented. This report should include photographs, a list of stakeholders consulted, where necessary; highlight delays, challenges, and any other relevant information. This report should be prepared to allow for effective evaluation and assessment of performance against the work plan.
- Other just-in-time technical reports as requested by the Project Engineer.

All reports should be submitted in English. The Client 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.

The Assistant Engineer will be monitored to ensure continuous commitment in meeting the objectives of the assignment as indicated above (Scope of Services). The following instruments will be used for monitoring purposes:

- Efficiency and Quality of Reports
- Timely Submission of Reports

6 Duration

The assignment is on a full time basis and is expected to start on November 1, 2022. The Engineer will be contracted for a period of ten (10) months in the first instance. The contract may be renewed for additional years as required.

Further renewal will be subject to approval based on satisfactory appraisal of performance of services at the end of each term.

7 Qualifications and Experience Requirements

Minimum required education and experience

- At least a bachelor's degree in Environmental/Civil/Construction Engineering, Environmental Management, or other related fields.
- At least 1 year working experience as a civil engineer
- At least 1 year's experience working in civil works, particularly in the field of construction, technical project documentation development as well as construction supervision
- Working experience in preparation, implementation and monitoring of technical/(re)construction projects; methodological and calculation skills
- Demonstrated experience in technical design of structures

Knowledge, Skills, and Abilities Requirements

Additional knowledge, skills and abilities that will be required of successful candidates include:

- 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 communicate accurate information concerning processes, policies and procedures to project stakeholders
- Must be of high integrity, transparent, and accountable
- Ability to establish and maintain effective working relationships with relevant agencies and groups involved in the implementation of the project
- Knowledge of the World Bank's Involuntary Resettlement Policies and the Saint Lucia Land Acquisition Act would be an asset

8 Terms and Conditions

- The Assistant Engineer will need to own and maintain a vehicle for use during in country travel related to the assignment
- The Assistant Engineer 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 Assistant Engineer 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 Assistant Engineer will be responsible for the collection and analysis of all data and information required for the compilation of all report.

