

# **TERMS OF REFERENCE PROJECT ENGINEER**

**Duty Station:** GCNA Business Complex, Kirani James Blvd, St. George.

## **BACKGROUND**

### The Rural Development Unit

The Government of Grenada (GOGR) has established a Rural Development Unit (RDU) within the Ministry of Economic Development, Planning, Agriculture & Lands, Forestry, Marine Resources and Co-operatives with the intention to initiate, facilitate, coordinate and act as a catalyst for the implementation of rural development programmes, leading to sustainable and improved standard of living in rural communities.

The specific objectives of the RDU are to;

- i. Provide comprehensive farm development support to small and medium farmers in a sustainable manner (climate smart) for improved livelihoods
- ii. Facilitate the development of rural enterprises and small industries for sustainable jobs in rural communities.
- iii. Increase job opportunities through training (skills development) for rural youths.
- iv. Facilitate the implementation of essential infrastructure in support of economic and social advancement.

The RDU will be staffed by the Head RDU, Deputy Head RDU, Procurement Officer (PO), Financial Manager (FM), Monitoring & Evaluation Specialist (MES), Project Engineer (PE) and Community Liaison Officer (CLO). Design and Construction Supervision (D&CS) Consultants will be engaged for the development and supervision of the building and civil works. Site Clerks may be assigned/engaged to assist with those components.

The RDU currently has responsibility for two Rural Development Programmes: the Climate Smart Agriculture and Rural Enterprise Programme (SAEP) and the Basic Needs Trust Fund (BNTF) Programme.

### The Climate Smart Agriculture and Rural Enterprise Programme (SAEP)

GOGR, in its efforts to increase productivity and the contribution of the agricultural sector to economic growth, rural poverty reduction and environmental sustainability formed the Climate Smart Agriculture and Rural Enterprise Programme (SAEP). The Programme is being jointly financed by the Caribbean Development Bank (CDB) and the International Fund for Agricultural Development (IFAD). SAEP will provide technical assistance and financial support to male and female farmers

and entrepreneurs in poor rural communities in Grenada with a view to increasing their ability to own and operate businesses and/or take advantage of employment opportunities. It will also promote farmer adoption of Climate Smart Agriculture (CSA), including support for the development of off-farm irrigation systems and the rehabilitation of farm access roads. The Programme is envisions to run over a six (6) year period.

### The Basic Needs Trust Fund (BNTF) Programme

The Basic Needs Trust Fund (BNTF) Programme is aimed at reducing poverty and vulnerability by enhancing access to basic social and economic infrastructure and supporting education and development across communities in Grenada. The fund runs according to project cycles, which spans over 3-4 years for project implementation. The project is currently in its 10<sup>th</sup> cycle which aims to provide low-income, vulnerable communities with better access to quality education and Human Resource Development (HRD) and Basic Community Access and Drainage (BCAD) infrastructure. The 10<sup>th</sup> cycle of the BNTF Programme became operational in 2021 and will end on December 31, 2024.

### **OBJECTIVE OF CONSULTANCY**

The consultant will provide Project Engineering services as the Project Engineer within the RDU in order to ensure effective implementation of the SAEP and BNTF Programmes.

### **SCOPE OF SERVICES/KEY FUNCTIONS AND DUTIES**

The Project Engineer (PE) shall carry out duties associated with the planning, design, construction supervision, and monitoring of building and civil works sub-projects. This position is a full-time contract staff position and reports to the Project Managers of both SAEP and BNTF. Work will be performed on site in Grenada, Carriacou and Petit Martinique.

Specifically, the Project Engineer will:

1. Assist the PM in processing BNTF sub-project applications by providing technical inputs for infrastructure related sub-projects;
2. Prepare infrastructure sub-project profiles in accordance with the respective BNTF and SAEP project documents/Operations Manuals, including the completion of various checklists such as those for the Environmental Impact Assessment/ Natural Hazard Impact assessment and Disaster Risk Reduction;
3. Coordinate with the Design & Construction Supervision consultants in the preparation of maintenance plans for incorporation into GOCR's maintenance programme;
4. Attend relevant stakeholder consultations organised by the Community Liaison Officer (CLO) and prepare appropriate briefs as required.

5. Assist with the procurement of goods, works and services, including the preparation, review or finalisation of requests for proposals, terms of reference, evaluation reports, minutes of negotiations and draft contracts;
6. Manage the Design & Construction Supervision (D&CS) consultants and directly/indirectly the associated services, works and/or goods contracts including reporting monthly on the performance of the consultants, contractors and suppliers. Where necessary assist in resolving conflicts that may arise between contractors, suppliers and/or consultants;
7. Manage the Consultant or in some cases Site Clerks and ensure that they are recording and filing all relevant data regarding progress, activities, workforce, materials, equipment, site conditions and weather conditions consistent with the contract requirements;
8. Perform regular inspection of works on site and reporting thereon, including attendance at construction site meetings;
9. Assist with cost control of the Programme, and prepare, review and/or finalise contractors', suppliers', and consultants' payment certificates.
10. Assist with the preparation of relevant progress and end-of-project/programme reports;
11. Assist with technical data collection, analysis, reporting, and related work required to attain the objectives outlined above.
12. Identify any technical issues involved in the implementation of government policy and/or any organisational issues requiring the involvement of GOGRA, MOF, RDU, IFAD or CDB;
13. Ensure the development and compliance with environmental and social safeguards through adequate provisions in consultant's terms of references and works contracts, including environmental and social management plans (ESMPs) that will themselves include effective safety/loss prevention plans (in accordance with industry accepted guidelines), grievance redress mechanisms and waste management plans.
14. Review design standards, code of practices and technical specifications, coordinate those reviews with other government agencies and stakeholders, and make recommendations to ensure that the designs are consistent with the climate resilient design and natural disaster resilient design principles.
15. Record, measure and file all variations orders to the existing signed contracts as approved by the HRD, working drawings and the agreed scope of works;
16. Ensure that "as-built" drawings are accurately recorded after the completion of works contracts.
17. Prepare draft written instructions for approval as and when necessary in accordance with Conditions of Contract in a timely manner and to ensure that design changes are accurately communicated to the contractor;

18. Conduct final acceptance inspections with the D&CS consultants and/or suppliers/contractors, and prepare/review discrepancy reports (punch list/snag list).
19. Ensure that works/goods contracts contain appropriate inspection and acceptance clauses recognizing that RDU approval is required, in addition to other required approvals, prior to certification of contractor payment.
20. Coordinate and assist as directed, RDU with timely inspections and documentation of required contractor actions during the Defects and Liabilities Period and inspect and report contractor progress in addressing noted defects as a condition for final contract payment.
21. For works where the Defects and Liability (D&L) period extends beyond the project's contract closing date, prepare an inspection plan noting key inspection activities and timing, to be completed by the responsible line agency for submission to the HRD. Timings should include adequate time for contractor response prior to the termination of the D&L period.
22. Arrange for the hand-over of each completed sub-project to sponsoring agencies along with the sub-project final reports and as-built drawings prepared by the technical consultants.
23. Assist technical consultants and CLOs with the estimation of communities' overall in-kind contribution to sub-projects including cost of voluntary contributions made all members of the community.
24. Perform any other duties that may be assigned from time to time aimed at ensuring the successful implementation of all projects.
25. Make relevant inputs in the Annual Work Programme and Budget, Procurement plan and directly enter information in the Project Management Software.

## **CONSULTANT'S REQUIREMENTS**

The consultant should have:

- (a) At least a university degree in Civil/Structural/Building Engineering or equivalent; and
- (b) A minimum of four years' experience in Project Engineering design and construction supervision activities, including roads, buildings and water supply systems.

The Engineer shall have a Master's Degree in Civil/Structural/Building Engineering and a minimum of 3 years or a Bachelor of Science degree in Civil/Structural/Building Engineering and a minimum of 8 years relevant experience in the preparation, appraisal and supervision of projects in transportation engineering, structural engineering and geotechnical engineering. Specific experience in the Caribbean and working in a donor agency or an international financial institution will be an asset. [OB1][MN2][AS3][AS4].

## **DURATION**

Initially, this contract will be for **24 months**, with the possibility of annual renewals thereafter, subject to satisfactory performance reviews.

## **PERFORMANCE INDICATORS**

Performance in this role will be measured against the following and specific targets will be formulated on an annual basis:

- (a) the volume of projects (number and value) planned and achieved;
- (b) the mix of sub-projects (sectors, beneficiaries) planned and achieved;
- (c) funding partnerships formed (numbers, value); and
- (d) partner and beneficiary feedback.