



TERMS OF REFERENCE AND SCOPE OF SERVICES PROJECT ENGINEER

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

BACKGROUND OF THE RURAL DEVELOPMENT UNIT

The Government of Grenada has established a Rural Development Unit (RDU) in 2019 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.

This Unit consist of two main Rural Development Projects; the Resilience Integration Programme Promoting Environmental Sustainability (RIPES) and the Basic Need Trust Fund (BNTF).

The specific objectives of the Rural Development Unit are;

- 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. Facilitation of essential infrastructure development to support economic and social advancement.

BACKGROUND OF THE RESILIENCE INTEGRATION PROGRAMME PROMOTING ENVIRONMENTAL SUSTAINABILITY (RIPES):

The Resilience Integration Programme Promoting Environmental Sustainability (RIPES) is a grant-funded initiative implemented by the executing agency the International Fund for Agricultural Development (IFAD), in collaboration with the Government of Grenada (GOG). The Overall objective of the RIPES Programme is to increase the resilience of Grenadian farmers exposed to the impact of Climate Change, with a focus on enhancing the sustainability of the Food system, particularly in Cocoa agro-forestry landscapes. Under the RIPES programme, the Government of Grenada (GOG) is responsible for the execution of two main projects: *Enhancing the resilience of vulnerable small Island Communities to climate change Hazards* (ENRICH), funded by Adaptation Fund (AF), and *Advancing Transformative Agricultural Systems in Grenada through the Promotion of Integrated and Resilient Ecosystem approaches throughout the cocoa value chain* (ASPIRE), funded by the Global Environment Facility (GEF).

The ENRICH project objective is to reduce exposure and vulnerability to extreme climatic events and strengthen the adaptative capacity of vulnerable small-island rural communities. The project will achieve the stated objective through three outcomes:

- **Outcome 1.** - Vulnerable communities have improved access to sustainable use of water and to drought and hurricane-resistant infrastructure



- **Outcome 2.** - Vulnerable rural households and their most vulnerable members have greater capacity to adapt to climate change
- **Outcome 3.** - Improved capacity of local institutions and vulnerable communities to manage and share knowledge of climate adaptation and cope with adverse climatic shocks.

The ASPIRE project objective is to drive transformative change in the Grenadian agricultural system by creating a diversified, competitive, and climate-resilient cocoa value chain, that fosters sustainable and inclusive growth and poverty reduction in the country. The project will achieve the stated objective through the following outcomes:

- **Outcome 1.1** - Strengthened integrated watershed management in targeted catchments
- **Outcome 1.2** - Scaled up and enhanced ecosystem restoration in degraded cocoa landscapes through integrated land use planning and ecosystem service valuation
- **Outcome 2.1** - Enhanced vulnerable rural households' capacity to apply sustainable land management and adapt to climate change
- **Outcome 2.2** - Strengthened Market Access and Development along the Cocoa Value Chain
- **Outcome 3.1** - Strengthened Governance Framework and Risk Management capacities nationwide
- **Outcome 3.2** - Improved local, national and regional capacity for project monitoring and evaluation as well as knowledge management

BACKGROUND OF THE BASIC NEEDS TRUST FUND (BNTF) PROGRAMME:

The Basic Needs Trust Fund (BNTF) Programme is a Regional grant-funded initiative of the Caribbean Development Bank (CDB) which started over 42 years ago and is now in its tenth phase. BNTF is one of the CDB's key instruments for addressing poverty reduction by providing access to basic public services through the provision of social and economic infrastructure and the development of skills to enhance employability, community management and engagement. The tenth phase of the BNTF Programme (BNTF 10) will continue to assist poor and vulnerable communities in nine BNTF Participating Countries (PCs), vis., Belize, Dominica, Grenada, the Co-operative Republic of Guyana, Jamaica, Montserrat, Saint Lucia, St. Vincent and the Grenadines and Suriname. The BNTF Programme also includes a Regional Coordination component which is managed by CDB and supports programme implementation and management, and monitoring and evaluation.

Each PC has an established Implementing Agency (IA), which reports to an executing ministry, and is responsible for the administration of sub-projects in the respective country. BNTF 10 focuses on three key sectors/areas: Education and Human Resource Development (including citizen security, youth at risk, livelihoods and micro-enterprise development); Water and Sanitation and Basic Community Access and Drainage. The construction of the sub-projects in these sectors/areas ensures gender-inclusive participation by communities and transparency in community decision-making in the identification and priority setting process



OBJECTIVE:

The Consultant will provide Civil Engineering Services as the Project Engineer (PE) within the RDU in order to ensure effective implementation of the projects under the Rural Development Unit.

REPORTING:

The Project Engineer (PE) will be stationed at the main office of the Rural Development Unit (RDU) and will report directly to the Head of Rural Development Unit, who will be responsible for routine supervision of the consultant and monitoring the progress of this consultancy.

QUALIFICATION AND EXPERIENCE:

The consultant should have:

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

And/or

- (c) Postgraduate studies in Civil/Structural/Building Engineering and a minimum; and
- (d) A minimum of 3 years' experience in the preparation, appraisal and supervision of projects in transportation engineering, structural engineering and geotechnical engineering.

Specific experience working in the region, experience working with projects funded by International Financial Institutions and experience in community driven interventions would be assets. The consultant is also expected to be fluent in English and be able to demonstrate leadership, teamwork, decision-making, communication and negotiation skills. Familiarity with Microsoft projects and other engineering software programs is desirable and will be considered an asset.

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 work will be performed on site in Grenada and Carriacou.

Specifically, the Project Engineer will:

1. Assist the HRD in processing RDU sub-project applications by providing technical inputs for infrastructure related sub-projects;



2. Prepare infrastructure sub-project profiles in accordance with the respective RDU projects 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 (D&CS) consultants, the preparation of maintenance plans for incorporation into Gogr's maintenance programme;
4. Arrange and/or attend relevant stakeholder consultations to ensure the mainstreaming of gender, disability and youth equality in the Programmes including unfettered and equitable access to infrastructure and services developed under the Programmes;
5. Assist with the procurement of goods, works and services associated with the infrastructural components of the Programmes, 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 works and/or goods contracts including reporting monthly on the performance of the contractors and suppliers. Where necessary assist in resolving conflicts that may arise between contractors, suppliers and/or consultants;
7. Manage the 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 Programmes, 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 Gogr, MOED, RDU, IFAD, GEF 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. Draw the lessons learned and best practices at the national level during the implementation experience and submit proposals to Head of RDU aimed at building technical and institutional capacity.
15. 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.
16. 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;
17. Ensure that “as-built” drawings are accurately recorded after the completion of works contracts.
18. 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;
19. Conduct final acceptance inspections with the D&CS consultants and/or suppliers/contractors, and prepare/review discrepancy reports (punch list/snag list).
20. 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.
21. Coordinate and assist RDU as directed 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.
22. 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.
23. Perform any other duties that may be assigned from time to time aimed at ensuring the successful implementation of all projects.

DURATION:

This contract will be for an initial period of **twelve (12) months**, with the possibility of annual renewals thereafter, subject to satisfactory performance reviews.