

VOLCANIC ERUPTION EMERGENCY PROJECT (VEEP)

Ministry of Finance, Economic Planning and Information Technology

Economic Planning Division

Kingstown

Saint Vincent and the Grenadines

Terms of Reference
FOR
Junior Civil Engineers

TERMS OF REFERENCE

BACKGROUND

The Government of Saint Vincent and the Grenadines has received financing from the International Development Association (The World Bank) and the European Commission under the Caribbean Regional Resilience Building Facility Single-Donor Trust Fund, towards the Volcanic Eruption Emergency Project (VEEP).

The Project Development Objective of the VEEP is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the Government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the La Soufriere volcano eruptions. The VEEP comprises three components that seek to achieve the development objectives. To facilitate proper execution, the VEEP is recruiting two (2) additional Junior Civil Engineers to provide technical support to the Ministry of Transport and Works (MoTW), to assist the Project Implementation Unit (PIU), particularly the Project Engineer in implementing activities under the Project, and to receive firsthand training as understudy to the Consultants at various stages of the consultancy.

SCOPE OF SERVICES

The position of Junior Civil Engineer is a contracted full-time position. Work will be performed at the office of the Engineering Department of in the Ministry of Transport and Works in Saint Vincent and the Grenadines. The Junior Civil Engineer will report to the Chief Engineer through the Senior Engineers and shall be responsible for assisting with the infrastructure aspects of the VEEP under the direct supervision of the Chief Engineer. The Engineer will work closely with the Engineering team at the MoTW and will liaise with the PIU to ensure that the project activities are conducted according to the Government of SVG and World Bank requirements.

DUTIES AND RESPONSIBILITIES

The Junior Civil Engineer will be mainly responsible for providing support to the Ministry of Transport and Works in all technical matters relating to planning, design, and implementation of the civil work activities under the infrastructural aspects of the VEEP project. By providing support, the Junior Civil Engineer's assignment includes assessing the overall conditions of contract management and project implementation, recommending procedures or corrective actions, and eventually enforcing any approved recommendations or instructions from the Chief Engineer. Specifically, the Junior Civil Engineer's duties will be to:

1. To assist in the management of engineering design and supervision consultants engaged for the civil works.
2. Make daily/weekly site visits to review the quality of work, material, laboratory results and monthly progress reports, including ESHS aspects, and make reports to the Chief Engineer on the overall achievement of the project progress and quality of work.
3. Advise client agencies on the overall performance of civil works contractors and supervision consultants and make recommendations to ensure successful execution of the works.

4. Ensure that the contractors work in compliance with environmental best practice, the Environmental and Social Management Framework (ESMF) for the project, and the Environmental and Social Management Plans (ESMPs) for the various civil works.
5. To submit progress report of works as may be required and to bring to the notice of the MoTW, hindrances to the execution of work, if any.
6. To maintain a register with the work which was executed over the roads, bridges, culverts and building premises or any other structure with relevant data, schematic as well as technical details of the asset, as-built drawings, nature of any work executed over the asset or its portion, date of completion of the work, end date of defect liability period (DLP) according to the contract for said work.
7. To assist in the planning and supervision of civil works, where there is no justification of engaging full-time engineering design and supervision consultants. Coordinate with the Environmental and Social, and other relevant project specialists to ensure that Environmental and Social Framework (ESF) requirements are considered during the planning and supervision of works.
8. To assist in preparing and reviewing documents primarily for civil works including scope of works, bill of quantities, and technical specifications and related goods including datasheet and delivery schedules.
9. Provide support in contract management, including participating in site meetings, sensitizing contractors on the provisions of the ESMF and ESMP, reviewing the quality of works, and making recommendations in certification of payments.
10. To assist in preparing engineering designs for buildings, roads and other infrastructural projects;
11. To assist in collaborating with Engineering Consultant in conducting studies/assessments, design and execution of infrastructural projects;
12. To execute any assignments as requested by the Chief Engineer.

REQUIREMENTS

Prospective candidates are required to have the following:

- A Bachelor's degree in Civil Engineering
- Ability to read and understand construction drawings
- Strong interpersonal and organizational skills
- Strong written and verbal communication skills
- Analytical thinker with creative problem-solving skills and attention to detail
- Demonstrated proficiency in MS Office Suite
- Fluency in English

REPORTING OBLIGATIONS

The Junior Civil Engineer will prepare technical reports highlighting physical and financial progress, work programme, and any other reports when required. The reports will include, but are not limited to:

- i. Monthly monitoring reports on the status and recommended solutions to move infrastructural activities and comply with ESMF and ESMPs.
- ii. A comprehensive annual report of works completed
- iii. A final comprehensive report of all the works completed
- iv. End of assignment report

CONTRACT DUTRATION

The contract will be twelve (12) months in the first instance and would be subject to extension until the end of the contract closing date based on satisfactory performance.

RENUMERATION

Junior Civil Engineer would be paid a monthly salary.

CONTRACT PERFORMANCE EVALUATION

The Junior Civil Engineer may be subject to evaluation of performance based on the Performance Indicators as per Annex A.

ANNEX A – PROJECT ENGINEER PERFORMANCE INDICATORS

	Performance Metric	Complied	Ratings
	Make daily/weekly site visits with the client contractors/consultants, reviewing the quality of work, material, laboratory results and monthly progress reports		
	Provide support to client agencies in the planning and supervision of civil works		
	Provide support in preparing and reviewing documents primarily for civil works including scope of works, bill of quantities, and technical specifications and related goods including datasheet and delivery schedules.		
	Submit on time, monthly monitoring reports on the status of project activities with recommended solutions		
	Submit comprehensive annual report of works completed		
	Submit a final comprehensive report of all the works completed		

*Complied:

- Yes
- No
- N/A (not applicable) for the assessed period.

*Rating:

- 5 Outstanding
- 4 Good
- 3 Adequate
- 2 Marginally adequate
- 1 Unsatisfactory

ANNEX B: CONSULTANT'S REPORTING OBLIGATIONS

The Junior Civil Engineer will prepare technical reports highlighting physical and financial progress, work programme, and any other reports when required. The reports will include, but are not limited to:

Monthly monitoring reports on the status and recommended solutions to move infrastructural activities and comply with ESMF and ESMPs. The consultant will submit to the Project Coordinator, three (3) hard copies and an electronic copy (PDF format) of the reports.

A comprehensive annual report of works completed.

A contract completion report within one month of the end of period of performance of the contract containing achievement versus expectations, difficulties encountered, prospects for sustainability, and recommendations on continued assistance and management of the project.