

**GOVERNMENT OF ST. VINCENT AND THE GRENADINES**  
**WORLD BANK COOPERATION PROGRAMME**  
**Terms of Reference**  
**PROJECT ENGINEER**

**Background**

Saint Vincent and the Grenadines (SVG) has received financing from the International Development Association (World Bank) towards the cost of implementing various projects. To support activities financed under the projects, the Government of SVG wishes to engage the services of a Project Engineer (Engineer). The Engineer will perform his/her duties in the Ministry of Finance, Economic Planning, Sustainable Development and Information Technology (MoFEP) within the Public Sector Investment Programme Management Unit (PSIPMU) to work primarily on the World Bank portfolio.

**Scope**

The position of Engineer is a contracted fulltime position. (S)He will work in the MoFEP and will support the technical functions of the office of the Director of Economic Planning in managing the infrastructure portfolio of the World Bank funded projects under the direct supervision of the Director of Economic Planning.

**Tasks**

The Engineer will be mainly responsible for providing support to the Director of Economic Planning in all technical matters relating to planning, design, and implementation of the civil work activities under the infrastructural aspects of the World Bank projects.

More specifically, the Engineer shall provide technical advisory services and leadership in the management, implementation and coordination of proposed works managed by the PSIPMU.

The Engineer's technical and managerial functions shall comprise quality control and ensure consultants' compliance with contracts for engineering design, works supervision and other technical consultancy services. Duties shall include:

- a. Provide support in the management of engineering design and supervision consultants engaged for the civil engineering projects including preparation of the technical part of expressions of interest, terms of references, requests for proposals and bidding documents;
- b. Make site visits with the client agencies, reviewing the quality of work, material, laboratory results and monthly progress reports, as well as make recommendations to the Chief Engineer on the overall achievement of the projects' progress and quality of work;
- c. Make recommendations on the technical component of the contract management and advise client agencies on the overall performance of civil works contractors and supervision consultants;

- d. Provide support to implementing agencies in the planning and supervision of civil works, where there is no justification of engaging full time engineering design and supervision consultants;
- e. Make contributions to the technical components of the Project Procurement Strategy Document (PPSD), procurement plans, and contract management plans as they relate to civil works activities;
- f. Provide support in the preparation and reviewing of procurement documents primarily for civil works (including works requirements, bills of quantities, and technical specifications) and related goods (including data sheets and delivery schedules), consistent with the standard procurement documents;
- g. Provide support in the preparation of bid evaluation reports, participate in contract negotiations and make recommendations for contract awards to the most advantageous bidders as per the procurement procedures of the funding agencies;
- h. Provide support in contract management including preparation of the quality assurance plans, participate in site meetings, review quality of works and make recommendations in certification of payments;
- i. Respond to other requests regarding the implementation of the portfolio of projects within the MoFEP as required; and
- j. Any other duties assigned by the Director of Planning.

### **Reporting**

Prepare technical reports highlighting physical and financial progress, cash flow requirements, work programmes of civil works being implemented, and any issues, as required. The reports will include, but are not limited to:

- i. Monthly monitoring reports on the status and recommended solutions to move infrastructural activities;
- ii. A comprehensive annual report of works executed;
- iii. A final comprehensive report of all the works executed.

### **Requirements**

Prospective candidates should have a minimum of the following qualifications:

- a. A master's degree or equivalent in a civil engineering discipline, or construction management, together with a minimum of six years' experience in the management and implementation of civil engineering projects; **OR**
- b. A bachelor's degree in civil engineering, project management, or construction management, together with and a minimum of ten years' suitable experience in the

planning, design, construction management and supervision of roads, bridges, building and other civil engineering projects.

**Contract Duration**

The contract will be for twenty-four (24) months.

**Remuneration**

Remuneration will be commensurate with qualifications and experience.