

Government of Montserrat

Ministry of Communications, Works & Labour

*Terms of Reference
For
Assistant Architect Services
Short-Term
Infrastructure Priority Projects*



1.0 BACKGROUND

Montserrat's Sustainable Development Plan for the period 2008-2020, has clearly outlined this country's strategic goals that will guide the long-term sustainable development of the Island. According to the Economic Management Medium term objective 3 of the SDP, the focus is to develop and construct the physical infrastructure and transportation facilities required to facilitate tourism development, international trade and national well-being. Embedded in this objective is the strategic action 1:3:7 which places specific emphasis on securing adequate accommodation for GOM staff and appropriate facilities for the effective delivery of Government services in the north of the island. This action will both enhance the recently constructed facilities to be suitable for occupation, as well as develop additional building assets to relocate government departments still in temporary accommodation.

With the support of the UK Department for International Development (DfID), the Government of Montserrat (GoM) is planning and implementing a number of priority infrastructure projects that are key to the re-development of this volcano devastated Island. The programme involves a number of schemes such as providing social housing solutions for vulnerable households, enhancement of primary and secondary healthcare facilities, as well as the establishment and improvement of education and sports facilities.

A number of these projects are already at various stages of planning and implementation however, there is need for additional technical resources to ensure that the projects are completed within the scheduled timeframe, with expectation that all expenditure will be completed by the end of the financial year in March 2016.

2.0 OBJECTIVES

For a key technical person to provide the services of an Assistant Architect over a short term period. The services provided will enhance the capacity of the Ministry of Communications, Works & Labour Architectural Division in the timely delivery of a number key infrastructure works as outlined in the overview.

It is anticipated that the Assistant Architect will be attached to the Ministry of Communications, Works & Labour, where he/she will be working closely with MCWL staff under supervision of the Director of Public Works and the Government Architect, but will work out of his/her own office. The Assistant Architect will be responsible for assisting in overseeing all aspects of the project; through designing, planning, implementing, monitoring, controlling, reporting and closing of projects as required or assigned in a timely and cost effective manner. At the same time he/she will ensure that the GoM and people of Montserrat receive value for money.

To ensure the implementation of the projects are in accordance with best practices, as well as to manage project related risks, the Assistant Architect role would include:-

1. A review of all the project proposal, budgets, expenditure schedules, existing technical, analytical and economic data to ensure that the targets are achieved within the agreed timeframe.

2. Ensuring all relevant government objectives, legislation, codes and national policies which are necessary to promote positive outcomes are adhered to including; procurement, land take and contract regulations.
3. To ensure that all current and ongoing assessments and topographic surveys carried out throughout the project are considered during project design and implementation.

3.0 SCOPE OF WORKS

The scope of works for the Assistant Architect will include, but not be limited to the following to ensure the effective planning, execution, reporting, monitoring and closing of the project.

Planning

- Provide all the required preliminary and final architectural/structural designs and plans for each assigned project or assigned aspect of the project.
- Provide the required information for project planning including measurements, dimensions and quantities for the finalisation of estimates and bill of quantities.
- Provide the required information that will assist in the development of the project schedule, implementation plan and milestones.
- Provide the requisite information for the development and finalisation of the tender documents.
- Facilitate the timely completion of all contractual agreements for the assigned project including the specifications.

Execution

- Manage the Gantt chart of all activities required to move from the Planning, procurement to implementation and closing of the project.
- Along with the assigned Project Manager, the Assistant Architect will have the responsibility of ensuring the contractor carries out the work as planned, designed and in accordance with architectural standards and practices.
- Carry out measurement of works completed and agreed by foreman and the contract.
- Provide payment certificates for certification and process by the relevant authority.
- Direct and control all technical / execution aspects of the project including all external work undertaken by contractors.
- Monitor and ensure that the project is being implemented in accordance with the plans, on schedule and budget.
- Ensure that all works are carried in a safe manner and all the required signs and safety measures are put in place.

4.0 DELIVERABLES AND MILESTONES

The Assistant Architect will provide all day-to-day architectural support with regular reporting to GoM and DfID as may be agreed. It is anticipated that this will include:

- Providing Architectural input into projects within the Infrastructure Priority Programme, undertaking architectural designs where required.
- Complete all designs, plans and documentations in a timely manner that will allow the project to be completed before the end of the financial year.
- Ensure that the project activities, progress and expenditure are going as planned.
- Ensure that all works are completed according to scope, schedule, quality and budget.
- Provide technical/architectural support, and ensuring the timely and efficient completion of the project or works assigned.
- Ensure that all works are carried out in safe and secure manner in accordance to the H&S plans.
- Ensure all requisite quality assurance test are carried out.

5.0 TIMEFRAME

GOM/DfID has already started the procurement process for the contractors and the supply of materials for some of these projects. It is essential to note that all works and expenditure under this first dispensation of programme must be completed by March 2016. The arrangement for short term technical assistance will only cover an initial overall period of six (6) weeks from commencement of the appointment.

6.0 REPORTING REQUIREMENTS

The Assistant Architect shall prepare and submit weekly, monthly and quarterly progress reports to the Director which will be prepared in a format following best practice. These reports shall include written descriptions of:-

- Designs and documentation completed according the schedule agreed.
- Progress of the works during the month and expenditure to-date;
- Any technical problems or issues arising with recommendations for remedies/solutions;
- Any delays in timeframe and proposed adjustment to maintain schedule according to the Gantt chart;
- Updates on any other issues which could facilitate or affect the progress of the work;
- Future planned works and expenditure;
- Compile weekly reports on quality assurance and quality testing.

The Assistant Architect will report daily and directly to the Director of Public Works Department/ Government Architect and will provide any requested information pertaining to the project to DfID with the authorisation of the Director. Upon completion of the construction activities, the Assistant Architect shall prepare a Project Completion Report (PCR) in accordance with GoM and DfID requirements. The

PCR will form a comprehensive record of the design, construction and erection of the works accomplished including:-

- A description of changes or modifications to the design;
- Problems encountered and solutions adopted (Lessons learned);
- Overall construction volume, quantities and costs;

All reports will be submitted in electronic and hard copy format and sent to Director of Public Works. All drawings and designs must be provided in DWG and PDF format that are compatible with MCWL current software. Reports should be written (in English) in Microsoft Word and spreadsheets must be compatible with Microsoft Excel.

The Assistant Architect will be working closely with GoM staff including the Government Architect, PWD Architect, Quantity Surveyor, Assistant Quantity Surveyor, and CAD Technician.

7.0 REQUIRED PROFILE AND QUALIFICATIONS

- The ideal candidate would be a professionally qualified Architect (or similar discipline) and have at least Bachelor of Arts in Architectural Studies or Equivalent;
- A minimum of 5-10 year experience in Architecture including Project Architecture/management skills and vast knowledge in Architectural design and implementation.
- The candidate should be motivated in the area of contract and contract management and include;
- knowledge of, but not limited to:
 - Design and construction of public and commercial buildings,
 - Design and construction of residential units,
 - Building and facility maintenance management,
 - National Building Code and international design standards,
 - Planning Application procedures,
 - Government procurement procedures,
- Have good report writing, project planning and reviewing skills,
- Have the ability to work with local contractors to develop workmanship and quality control,
- Be computer literate in MS Office, AutoCAD, MS Project and relevant specialist software.

- The Assistant Architect must have good communication skills with the ability to assist with informing the general public on Montserrat about the progress of the project and help raise positive awareness of the project, its potential benefits and address concerns as required.

8.0 RESPONDING to the TOR

All interested parties must submit a CV **by Monday November 23rd, 2015 by 12:000 noon**, along with a proposal outlining how they plan to achieve the purpose and objectives of the Terms of Reference. The CV should include a short relevant biographical resume of the applicant, making clear how their knowledge, skills and recent experience fulfil the required competences. The names and contact details of two independent referees should be included. These referees can be contacted without prior advice to the applicant. Costs should include the overall daily rate, together with a breakdown of all associated fees and all expenses. Compensation will be commensurate with qualifications and experience and will be paid as per assigned works completed.

The applicant may offer suggestions and improvements to the Terms of Reference, which it considers would result in better implementation of the project. Such proposals if accepted will form part of the Terms of Reference of the proposals submitted by the applicant. The effect on time and cost estimates given under the above clause shall be clearly identified.

