

Government of Montserrat

Ministry of Communications, Works & Labour

*Terms of Reference
For
Project Manager/ Project Officer
Short-Term
Infrastructure Priority Projects*

1.0 BACKGROUND

The island of Montserrat is a UK Overseas Territory, located in the Leeward Islands of the Eastern Caribbean and is approximately 16 km long and 11 km wide, equating to 102 km²; it has a population of approximately 4,950. The island is the most mountainous of the Leeward Islands and is dominated by the volcanic massive of the Soufrière Hills Volcano.

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 1:3:3 which places specific emphasis on the improvement of infrastructure such as roads and utilities network in the north of the island. This action would enhance access and road safety for motorists and Pedestrians Islandwide.

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 development projects such as Roads and Bridges, portable water project, solid and liquid waste project, emergency shelters and housing for the vulnerable.

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 the 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 a Project Manager/Project Officer over a short term period. The services provided will enhance the capacity of the Ministry of communications, Works & labour Engineering division in the timely delivery of a number key infrastructure works as outline in the overview.

It is anticipated that the Project Manager/Project Officer will be attached to the Ministry of Communications and Works, where he/she will be working closely with MCWL staff under supervision of the Director of Public Works and the Civil Engineer, but will work out of his/her own office. The Project Manager/Project Officer will be responsible for assisting the Engineers and Architects with the preparation of all project documents such as project proposals, tenders documents, bill of quantities contracts, reports (weekly, monthly & quarterly), tender reports etc. He/she will assist 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 and at the same time ensuring that the GoM and people of Montserrat receives value for money.

To ensure the implementation and management of the projects are in accordance with best practices and to manage project related risks, the Project Manager/Project Officer role would include:-

1. A review of all the existing project proposal, budgets, expenditure schedules, existing technical, analytical and economic data to ensure that the targets are achieved within the agreed timeframe.
2. Develop and prepare all the requisite project proposal documents pertaining to; scope, budgets, expenditure, schedules, technical specifications and quality control as assigned by the Director and/or Civil Engineer. This is to ensure that the targets are achieved within the agreed parameters of the project.
3. 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.
4. To ensure that all aspects of the project to including: Planning, Execution, Monitoring and Control and Closing are well on target.

3.0 SCOPE OF WORKS

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

- Provide all the required preliminary and final project documents for each assigned project or assigned aspect of the project. To include project proposals, tender or bid documents.
- Develop and provide the project schedule, implementation plan and milestones activities.
- Identify Critical paths on the schedule and ensure measures are in place to prevent project slippage or scope creep.
- Develop and finalise the tender or bid documents as per projects or works assigned by the Director and/or the Civil Engineer.
- Assist with the completion of tender assessments and tender reports.
- The timely completion of all contractual agreements for the assigned project including the specifications.
- Manage the Gantt chart of all activities required to move from the Planning, procurement to implementation and closing of the project.
- Along the with the assigned foreman, and the Assistant Civil Engineer, the Project Manager/ Project Officer will have the responsibility of ensuring the contractor carries out the work as planned, designed and in accordance with engineering standards and practices.
- Timely requisition of material and equipment where necessary.
- Provide payment certificates for certification and process by the relevant authority.

- Monitor and ensure that the project is being implemented in accordance with the plans, on schedule, with scope, quality and budget.
- Ensure that all payments and invoice produced and processed in timely manner.

4.0 DELIVERABLES AND MILESTONES

The Project Manager/ Project Officer will provide all day-to-day project management support with regular reporting to GoM and DFID as may be agreed. It is anticipated that this will include:

- Providing project management/ project officer input into projects within the Infrastructure Priority Programme, undertaking support works as required or assigned.
- Complete all documentations to include tenders, bids or quotations in 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 project management 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 Project Manager/ Project Officer 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:-

- Documentation completed according the schedule agreed.
- Progress of the works during the month and expenditure to-date;
- Any technical problems or issues raised 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 Project Manager/ Project Officer will report daily and directly to the Director of Public Works Department/ Civil Engineer 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 Project Manager/ Project Officer 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 Project Manager/ Project Officer will be working closely with GoM staff including the Civil Engineer, Assistant Civil Engineers, Surveyor/ Engineering Technician, Engineering technician Assistant, CAD Technician and the Group Foreman.

7.0 REQUIRED PROFILE AND QUALIFICATIONS

- The ideal candidate would be a professionally qualified Project Manager/ Project Officer (or similar discipline) and have at least BSc in Project Management, or Construction Management or Equivalent,;
- A minimum of 5-10 year experience in (Project Manager/ Project Officer) including project management/ construction skills and vast knowledge in project manager, construction, GoM procurement processes and regulations.
- The candidate should be motivated in the area of contract and contract management and include;
- Full knowledge of, but not limited to, the preparation of all project documents to include; project proposals, tender documents, contract documents, bill of quantities, project reports and project closing reports.
- 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 Project Manager/ Project Officer 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 proposal to achieve the purpose and objectives of the Terms of Reference. Costs should include a breakdown of fees and all expenses. 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 a breakdown of 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.