

## **TERMS OF REFERENCE**

### **PROJECT COORDINATOR – Little Bay Port Development Project**

#### **1. BACKGROUND**

Currently, Montserrat is unable to provide a safe harbour for cruise ships, ferries, yachts, cargo and fishing vessels in the absence of a breakwater, adequate jetty length and suitable water depth at the jetty along with other related facilities on land. The port infrastructure is currently one of priority projects that are deemed to be pivotal for Montserrat's revitalisation, economic recovery and sustainability.

The Government of Montserrat (GOM) applied to Caribbean Development Bank (CDB) for a grant to assist in financing a project for the development of the Port at Little Bay under the United Kingdom Caribbean Infrastructure Partnership Fund (UKCIF). The capital project proposed was initiated by the recommendations of a Specialist Port Engineering Advisory Appraisal Report funded by DFID UKCIF in 2016. The expected outcome of the project is improved efficiency, effectiveness and resilience of the Port facilities to provide a safe harbour and accessibility to all users.

#### **2. OBJECTIVE**

The objective of the consultancy is the effective and timely achievement of the project outputs and outcome(s) through efficient coordination of project implementation.

#### **3. SCOPE OF WORKS**

The Project Coordinator will report to the Director, Public Works Department (PWD), or an officer designated, will be assigned exclusively to the project and will be responsible for the implementation of the works. His/her duties will include, but will not be limited to:

- a) acting as PWD's representative with all major stakeholders including government and nongovernmental agencies, sub-contractors and suppliers;
- b) overseeing the Project Management team;
- c) providing contract administration services to PWD in relation to the project including, but not be limited to:
- d)
  - i. finalising the Results Monitoring Framework (RMF), including validating the indicators and targets, and collecting baseline data; (bb) developing a detailed results monitoring plan which clearly outlines the methods, sources, responsibilities and

- timelines for data collection; and (cc) collecting, analysing and reporting the results data; The data collected must be disaggregated by sex, age, disability, country of origin including for project-related employment data, whenever possible/nationality;
- ii. evaluation of bids and recommendation of the awards for the engineering consultants and construction contracts in consultation with the Technical Advisory Committee;
  - iii. overseeing the engineering consultancies, to include for supervision and certification of the works engineering consultant and construction contracts;
  - iv. overseeing capacity-building consultancy in gender, and monitoring both the delivery of the training component and the extent to which: (a) the *Gender- Sensitive and Socially-Inclusive Guidelines for Implementing Infrastructure Projects in Montserrat* are used by the Public Works Department; and (b) the training package influences Ministry of Communication, Labour and Works (MCWL)/PWD and Montserrat Port Authority (MPA), the contractor(s), and workers in their day-to-day management and implementation of the Project activities (the success of this depends in part on the ability of MCWL/PWD to identify a Gender Focal Point to support the project);
  - v. managing the selection and engagement of design-build contractor and supervising these works; and
  - vi. cost control.
- e) Supervising and monitoring the construction site for compliance with safety standards as well as governance requirements and requirements of regulatory agencies including, but not limited to, FIDIC clause 6.7 on health and safety including HIV/AIDS awareness training and gender-based violence; and
- f) Ensuring requirements of the CDB and GOM are met to include for but not limited to:
- i. expedition of the submission to CDB through GOM of claims for disbursement/reimbursement;
  - ii. liaison with CDB & GOM on all technical and administrative aspects of the project;
  - iii. preparation and submission to CDB through GOM of a Quarterly Report on the Investment Cost of the project in the form specified by CDB, within two weeks after the end of each calendar quarter, commencing with the quarter following the commencement of the assignment;
  - iv. keeping separate accounts for project-related expenditures and disbursement activities;

- v. submission to CDB through GOM, within two weeks after the end of each month, the monthly reports prepared by the Engineering Consultants;
- vi. submission to CDB through GOM, the annual report describing progress on targets outlined in the results monitoring framework;
- vii. submission to CDB through GOM the Contract Completion Report within three months of the date of issue by the Engineering Consultants, a certificate of practical completion of each contract;
- viii. preparation and submission to CDB, through GOM, a Project Completion Report within three months after practical completion of the works. This report will focus on the project's performance on desired results as outlined in the project results monitoring framework and Evaluation Framework and Strategy, and lessons learned; and
- ix. execute responsibilities for overseeing and facilitating the mainstreaming of gender equality and the universal design environmental access requirements for persons with disabilities.

#### **4. DURATION**

4.01 The consultancy is expected to be conducted over a period of approximately 24 months.

#### **5. QUALIFICATIONS**

Prospective candidates must be civil engineers with a minimum of the following qualifications:

- a) a Masters Degree or equivalent in Civil Engineering, Construction Management or Project Management with a minimum of 10 years' experience in the management and implementation of civil engineering projects;

**OR**

- b) a Bachelors Degree or equivalent in Civil Engineering, Construction Management or Project Management with a minimum of 15 years' experience in the management and implementation of civil engineering projects.

Membership at a relevant recognized professional body will be an asset.