

**Terms of Reference  
Structural Engineer –  
Ministry of Communication Works & Labour**

**Background:**

Over the past fifteen years as Montserrat has moved from one redevelopment phase to another we have seen several infrastructural projects through to completion and others are still to be completed. The Ministry of Communication, Works and Labour has required expertise in this area for far too long and this is becoming a critical problem in light of the increasing demand. We will be in the rebuilding stage for some years to come and if this gap is not filled it will indeed hamper the progress of the projects and indeed cost the Government exuberantly large sums of money. We have benefitted from several unskilled technical officers who have minimal knowledge and skills in the area and also we have contracted some expertise on a short term basis. However this area still remains a critical skills gap that must be filled immediately so that the infrastructural development can be enhanced. Several attempts have been made to obtain skilled technicians in this area but due to unattractive remuneration packages and other underlying factors most persons have taken up post in this area in other territories where it is more lucrative.

**Purpose:**

To provide structural services to the Public Works Department, which will aid in the construction and maintenance of Government owned and leased buildings; and to provide structural technical advice to other departments/agencies as required.

**Timing:**

Appropriate at this time in light of the redevelopment projects presently undertaken.

**Management and Reporting Arrangements:**

The Structural Engineer will report to the Director of Public works and also to the Permanent Secretary, Ministry of Communication, Works and Labour and Minister of Communication, Works and Labour. All reports will be submitted to the relevant authority on a monthly basis and an annual report tabled upon completion of the engagement.

**Outputs/Deliverables:**

1. Prepare designs for construction development and maintenance projects in all common construction materials.
2. Prepare working drawings and specifications for building projects as well as structures pertaining to infrastructural development and other types of projects/facilities.
3. Prepare and administer contracts for construction.
4. Supervise building works on site, prepare necessary instructions and maintain records of all aspects of the design and construction of projects.
5. Liaise and co-ordinate with Client Ministries on design and technical aspects of projects

6. Prepare Terms of Reference for the appointment of consultants, evaluate fee bids and make recommendations and also oversee services provided by Engineering Consultants and the structural engineering of services provided by other consultants.
7. Check fee calculations for Structural Engineering, quality surveying and consultants and advise the Public Works Department and other areas of Government on design for building and engineering projects.
8. Prepare schedules of work for maintenance and minor work projects and carry out engineering feasibility studies prior to and during conceptualisation of all projects and also perform facility conditions survey of existing buildings.
9. Assess all Planning Applications in terms of structural adequacy and safety and make recommendations to the Physical Planning Unit.
10. Perform structural assessment of planning applications for PWD; liaise with the team on new development plans and advise on structural matters for private developments, to ensure public safety.

**Financial Implication:**

A fully funded and attractive package needs to be offered to realise this initiative.

**Project Period:**

Appointment will be made on a contractual basis for a period of two (2) years.