COMMONWEALTH OF DOMINICA
DISASTER VULNERABILITY RISK REDUCTION PROJECT (DVRP)
Project ID No. P129992

REQUEST FOR EXPRESSION OF INTEREST
(CONSULTANT SERVICES)
PROJECT ENGINEER

The Government of the Commonwealth of Dominica (GoCD) has entered into financing arrangements with the World Bank, the proceeds of which will be allocated towards the financing of the Disaster Vulnerability Reduction Project (DVRP). The DVRP is the investment plan consisting of a comprehensive package of infrastructural projects and technical assistance activities derived from Dominica's Strategic Programme for Climate Resilience (SPCR), developed under the Pilot Program for Climate Resilience (PPCR). Support from the PPCR and World Bank under the DVRP is aimed at reducing vulnerability to natural hazards and climate change impacts in Dominica through investment in resilient infrastructure, as well as improved hazard data collection and monitoring systems.

The GoCD recognizes the need for strong engineering support during all works under the DVRP. To this end, the Government of the Commonwealth of Dominica wishes to engage the services of a Project Engineer.

The Project Engineer will be responsible for the efficient and effective implementation of all works activities under the DVRP and will carry out his/her functions in accordance with the relevant laws and regulations of the GoCD and the applicable guidelines and procedures of the World Bank.

General Responsibilities:

The Project Engineer will carry out duties associated with the planning, design, construction supervision, and monitoring of civil works and structural engineering sub-projects relating to buildings, roads, bridges, river protection works and other infrastructure.

The Project Engineer will, in general, be responsible to the GoCD, through the Project Coordination Unit for the efficient and effective implementation of all the works activities under the project. The Project Engineer shall carry out his/her functions in accordance with the relevant laws and regulations of the GoCD and the applicable guidelines and procedures of the World Bank.

The Project Engineer shall collaborate closely with the Chief Technical Officer (CTO) of the Ministry of Public Works and Ports and fully inform the PCU Coordinator on the implementation progress of project activities including any related issues. Any reports relating to works project to be submitted to agencies outside of Ministry of Public Works and Ports shall be subject to prior review by the CTO and/or the Permanent Secretary or her designate, of the Ministry of Health and the Environment.

Specifically, the Project Engineer's services will cover all the following duties and more generally perform any other duties that may be assigned from time to time aimed at ensuring the successful implementation of all sub-projects:

Design and Studies Stage

1. Review all particulars related to identified sub-projects and become familiar with the related scope of works, defining all requirements for a successful studies and design process;

2. Assist in the definition of the terms of reference associated with the process of selection for the employment of designing Architectural and Engineering (A&E) firms, or individual consultants as the case may be;

3. Assist in the process of selecting designing consultants at the stage of the evaluation of expressions of interest, or technical proposal, while being member of the evaluation committee;

4. Apply the relevant World Bank Guidelines applicable in the process of the procedure of selection for the employment of consultants;

5. Provide technical support in following up the procurement plan and planning design for each sub-project of the project Component 3 (Natural Disaster Response Investments) and make recommendations for an effective updating of planning, budgeting, and timely implementation of all phases of design;

6. Provide technical assistance to line agencies in the definition of their needs and extent of the project's scope of works and specifications for a successful implementation within allocated budget;

7. Provide technical support in reviewing and insuring compliance with adequate design standards, code of practices, and make recommendations as needed to ensure that the standards are consistent with the climate resilient design and natural disaster resilient design principles;

8. Review and apply consistent quality control on each step of design, from the preliminary phase to the technical documents good for construction;

9. Review and verify compliance, comprehensiveness, and coherence of technical documents, including specifications, drawings, and bill of quantities to be included in the bidding documents for the contract of works or for the acquisition of goods;

10. Assist in the definition of technical qualification criteria to be part of the bid data in the bidding documents for the contract of works;

11. Assist the Evaluation Committee, as nominated by PCU, in all dealings during the bidding period and participate in the bids' evaluation process for the award of contracts for works or the acquisition of goods relevant to the Component 3 implementation.

During the Works Execution Phase

1. Monitor on a day-to-day basis, the physical and financial progress of civil works related activities, ensuring the compliance with specifications and other contract commitments, and verifying the quality of execution;

2. Conduct regular inspections of ongoing works in addition to supervision provided by the Ministry of Public Works and Ports. Prepare written inspection reports to document progress and inform the Regional DVRP Portfolio Manager and the Bank as to works progress;

3. Exercise permanent follow-up of the progress schedule, as per agreed specifications, contract dispositions and approved planning. Make practical recommendations in coordination with the contracting firms, beneficiary institutions and PCU to ensure timely execution;

4. Participate to periodic jobsite meetings and report on physical progress, cost-control issues, projection of final costs, and foreseen variations. Review supervision or other inspection reports and comment on progress statements, quality control and compliance with contract dispositions;

5. Prepare draft correspondence as required to all parties to enforce corrective measures or other dispositions in accordance with contract commitments;

6. Review and approve monthly supervision reports provided by supervising consultants. Take steps to enforce agreed recommendations in coordination with the PCU Coordinator;

7. Review and approve monthly Certificate for Payment after certification by supervisory staff or supervising consultant. Provide technical support to the Project Coordination Unit in the preparation of periodic activity reports;

8. Consider and/or review requests for any variation in the agreed scope of work. If considered beneficial to the project, technically feasible, and economically efficient, collect all relevant drawings, bills of quantities, and accurate estimates, and submit a detailed justification with a recommendation for approval by the PCU Coordinator;

9. Record, measure and file all approved variations orders on specific signed contracts as approved by PCU, including working drawings and the agreed scope of works.

Acceptance Procedures

1. Conduct a detailed inspection in order to proceed with the certification of the supervising consultant's reports prior to substantial completion of the civil work completed as per contract and approved variation orders;

2. Jointly with supervisory staff conduct provisional acceptance inspections; review and prepare punch list of needed corrective works if any, and assist with the final inspection after completion of any corrective work. Ensure acknowledgement and concurrence by beneficiary user's institution if applicable;

3. Ensure that “as-built” drawings are accurately filed after the completion of works contracts.

4. Insure timely issuance of a Certificate of Substantial Completion attesting of provisional acceptance, and transmit to the Contractor for contract close out and preparation of final statement of account.

5. Review and approve the final Certificate for Payment. Provide support to the Project Coordination Unit in preparing the final progress report and Contract Close-out for all sub-projects within three months after issuance of the Certificate of Substantial Completion for all sub-projects;

6. Identify any technical issues involved in the implementation of government policy and/or any organisational issues requiring the involvement of decisions made by the Government of the Commonwealth of Dominica (GoCD) or the World Bank;

7. For works where the Defects and Liability (D&L) period extends beyond the Bank project closing date, prepare an inspection plan noting key inspection activities and timing, to be completed by the responsible line agency for submission to the PCU.

Qualifications and Experience:

1. Master's degree in civil or structural engineering, or a Bachelor's Degree with a registered professional license.

2. Minimum of Seven (7) years' experience in the field of project management including planning, design, construction management and supervision of roads, bridges buildings and other civil engineering projects.

3. Experience with large public works projects preferred.

4. Familiarity with project scheduling software such as Microsoft Project.

5. Experience working in the Caribbean islands or other similar environment, and immediate availability to commence the assignment, are desirable.

Contract Duration:

The contract will be for **two (2) years** in the first instance and then annually renewable subject to satisfactory performance reviews.

Expressions of Interest:

Applicants whose qualifications and experience are in line with the Terms of Reference are invited to submit their Applications with detailed Curriculum Vitae (hard copy or electronic) by **4:00 p.m. on Friday, February 6, 2015**, to:

Helen Royer
Permanent Secretary
Ministry of Health and the Environment
Top Floor, Government Headquarters
Kennedy Avenue, Roseau
Commonwealth of Dominica
E-mail: pshealth@dominica.gov.dm

Copied to:

Mr. Collin Guiste
Project Coordinator
Project Coordination Unit
Disaster Vulnerability Reduction Project
38 Cork Street (First Floor), Roseau
Commonwealth of Dominica
E-mail: ppcrdvrp@dominica.gov.dm

Please visit the Government's website at www.dominica.gov.dm for additional information.