

GOVERNMENT OF THE COMMONWEALTH OF DOMINICA

HOUSING RECOVERY PROJECT

Terms of Reference Project Engineer

Introduction

An urgent and critical issue confronting Dominica is the recovery of its housing sector in the wake of Hurricane Maria which struck the island in September 2017. The hurricane devastated the country's infrastructure, communities and households, along with the main productive sectors – agriculture and tourism. Prior to Hurricane Maria, it was already established that the country's development was challenged by the vulnerability of its population and economy to natural disasters, which can impose large costs on the country's fragile economy and exacerbate poverty levels. The Government of the Commonwealth of Dominica has embarked upon a broad range of housing recovery strategies aimed at increasing structural resilience in the housing sector and the built environment, thus reducing the vulnerability of citizens and the economy to natural disasters.

Project Background

The Commonwealth of Dominica has secured financing from the International Development Association (IDA) credit and a Crisis Response Window Grant for the Housing Recovery Project (HRP). The HRP will contribute both to the recovery of housing for disaster-affected vulnerable households and to improving the application of resilient building practices in the housing sector. The Project is financing support for housing recovery systems and capacity building, support for the reconstruction of about 1,700 houses for vulnerable families, and project management and coordination. It has been formulated in keeping with the GoCD's National Housing Repair and Reconstruction Programme (NHRRP). The HRP is part of an overall development partner initiative to support medium- and long-term recovery in Dominica, and is part of a broader World Bank recovery portfolio comprising two other operations: (i) an Emergency Agricultural Livelihoods and Climate Resilience Project; and (ii) an Additional Financing to the Disaster Vulnerability Reduction Project.

A stand-alone Project Implementation Unit (PIU) has been established under the Ministry of Housing, Land and Water Resource Management (MoH) to be responsible for the timely implementation and execution of the HRP program. The PIU reports directly to the Permanent Secretary (PS) of the MoH, and liaises with the technical divisions of the MoH and the Ministry of Planning (MoP) as well as the Housing Task Force (HTF), responsible for overseeing sector recovery. In the implementation of the Program, the PIU has support from an Implementation Support Team (IST), which is housed in the Ministry of Finance and includes expertise in procurement, social/environmental safeguards and

financial management, and serves as a shared resource across all World Bank financed projects in Dominica.

The Project comprises three components:

1. *Support for Housing Recovery Systems and Capacity Building (US\$3.5 million)*. The activities include (i) Development planning support to Technical Assistance Centres and the Project at Local Level; (ii) Development of management information systems to support planning and monitoring processes; and (iii) Technical design of a new Development Planning Office. With modifications to the scope of this component, a firm engaged under the Project has built an MIS to support the selection of beneficiaries and conduct site assessments. Currently the applicants are being screened to determine their eligibility for a grant to support the construction of a new resilient core house.
2. *Support for Reconstruction of Houses (US\$33.5 million)*. The Project provides for about 1,700 eligible homeowners to receive a subsidy in the form of a fixed grant of US\$18,500 (about EC\$50,000) for reconstruction or replacement of the building in place¹. A firm is being selected to provide Design and Supervision services which will support the homeowners by providing standard design options, adaptation of the design to individual needs, assistance in the selection of a builder, supervision of construction and issuance of completion certification.
3. *Project Management and Coordination (US\$3 million)*. A Project Implementation Unit (PIU) has been established, staffed by a Project Manager and specialists for financial management, procurement, environmental and social safeguards, communications and office support. This component also provides partial support for the shared Implementation Support Team (IST).

These Terms of Reference have been prepared to assist in the engagement of a Project Engineer for the PIU. The Project Engineer would provide support for technical aspects across all components of the Project, under the direction of the PIU Project Manager.

Objectives

The Project Engineer (PE) shall ensure that the physical implementation of the project components is achieved in accordance with the Project objectives, technical standards and implementation period. Accordingly, the PE shall carry out duties associated with the planning, design, construction supervision, and monitoring of civil works and structural engineering sub-projects relating to housing construction and other technical aspects of the Project.

¹ Note: the numbers are currently under review

Responsibilities

Design and Studies Stage

- Review all particulars relating to the support for reconstruction of houses (Component 2) and become familiar with the related scope of works, design and supervision services, site and hazard assessments, and environmental, social, health and safety (ESHS) aspects required for successful implementation of the component;
- Provide technical support in updating the procurement plan regarding progress in the implementation of sub-projects and the design and supervision services under Component 2, and make recommendations as necessary for improvement to the planning, budgeting, and timely implementation of all phases;
- Assist the PIU Procurement Specialist to ensure compliance of the Design & Supervision Firms' Contractual provisions.
- Provide technical assistance to line agencies in the definition of their needs and extent of the project's scope of works and specifications for successful implementation within allocated budget;
- Provide technical oversight of the designs and construction under Component 2 through reviewing and insuring compliance with resilient design standards and codes of practice, and make recommendations as needed to ensure that the standards are consistent with the climate resilient design and natural disaster resilient design principles;
- Monitor the quality of the site preparation and house design process being applied to the sub-projects, from the preliminary phase to the technical construction documents, and require remedial action where necessary by the design and supervision services;
- 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 any contract of works or for the acquisition of goods (e.g., as may be needed for bulk manufacture or supply of prefabricated housing elements);
- Assist in the definition of technical qualification criteria to be part of the bid data in the bidding documents for the contract of works;
- Assist the Evaluation Committee, as nominated by PIU, 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 2.2 implementation.

During the Works Execution Phase

- 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;
- Prepare written inspection reports to document implementation progress, issues arising and corrective actions required, to inform the HRP Project Manager and the Portfolio Manager for regular reporting on the Project;
- Continually monitor the progress of physical implementation against the agreed schedule and contractual commitments, and make practical recommendations in coordination with the contracting firms, beneficiary institutions and PIU to ensure timely execution;
- Participate in 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;
- Prepare correspondence as required to all parties to enforce corrective measures or other dispositions in accordance with contract commitments;
- Review and approve monthly supervision reports provided by supervising consultants, and take steps to enforce agreed recommendations in coordination with the PIU Manager;
- Review and approve Certificates for Payment after certification by supervisory staff or supervising consultant, and Provide technical support to the PIU in the preparation of periodic activity reports;
- 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 PIU Manager;
- Record, measure and file all approved variations orders on specific signed contracts as approved by PIU, including working drawings and the agreed scope of works.

Acceptance Procedures

- Conduct a sampled inspection of completed houses as a basis for proceeding with the endorsement of the supervising consultant's completion certification reports on substantial completion of the civil work completed as per contract and approved variation orders;
- Jointly, with Supervision services, conduct provisional acceptance inspections; review and prepare a 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;

- Ensure that “as-built” drawings are accurately filed after the completion of works contracts.
- Ensure 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.
- Review and approve the final Certificate for Payment; provide support to the PIU 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;
- Identify any technical issues involved in the implementation of government policy and/or any organisational issues requiring the involvement of decisions made by the GoCD or the World Bank;
- Assess the sites where construction of houses are to be undertaken and determine the nature and difficulty of access and whether the area is susceptible to any other hazards.

The PE will in general be responsible to the PIU for the efficient and effective implementation of all the works activities under the project. The PE 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.

Required Minimum Qualifications and Experience

- Master's degree in civil, structural or architectural engineering, or a Bachelor's Degree in the same, with a registered professional license. Minimum of five (5) years' progressive technical and administrative experience in the field of project management including planning, design, construction management and supervision of roads, buildings, residential housing developments and other civil engineering projects.
- Experience with large public works projects preferred.
- Familiarity with project scheduling software such as Microsoft project.
- Demonstrated experience in projects focused in the Eastern Caribbean and previous experience in managing World Bank projects highly desirable.

Required Skills

- Excellent communication, interpersonal, organization and time management skills;

- Ability to work in teams within a collaborative mode;
- Integrity and confidentiality;
- Advanced computer (PC) skills, especially in Microsoft Office or related software;
- Strong Analytical and Report Writing Skills;
- Fluency in English Language with excellent written and oral communication and listening skills.

Reporting Arrangements

The Project Engineer will report directly to the Project Manager of the Housing Recovery Project/Project Implementation Unit, Ministry of Housing.

Terms of the Assignment/Contract Duration

The Consultancy is expected to be awarded for a period of duration of one year, and will be renewed subject to satisfactory performance reviews. The assignment is expected to commence in February 2023 and is to be renewable annually as the HRP project continues through its project cycle. The Consultant shall be engaged on full time basis, eight hours a day, and five days a week. A six (6) month probation period will be included.

Applicants whose qualifications and experience are in line with the Terms of Reference are invited to submit their CVs to:

*Mr. Nicholas Bruno
Project Manager
Project Implementation Unit
Housing Recovery Project
Ministry of Housing and Lands
40 Old Street
Roseau
Commonwealth of Dominica*

Email: procurementhrp@dominica.gov.dm copy to adminassistanthrp@dominica.gov.dm