



**TERMS OF REFERENCE AND SCOPE OF SERVICES
CONSULTING SERVICES FOR CIVIL ENGINEER**

Duty Station: GCNA Business Complex, Kirani James Blvd, St. George

BACKGROUND OF THE RURAL DEVELOPMENT UNIT

The Government of Grenada has established a Rural Development Unit (RDU) in 2019 with the intention to initiate, facilitate, coordinate and act as a catalyst for the implementation of rural development programmes, leading to sustainable and improved standard of living in rural communities.

This Unit consist of two main Rural Development Projects; the Climate Smart Agriculture and Rural Enterprise Programme (SAEP) Phase II and the Basic Need Trust Fund (BNTF).

The specific objectives of the Rural Development Unit are;

- i. Provide comprehensive farm development support to small and medium farmers in a sustainable manner (climate smart) for improved livelihoods
- ii. Facilitate the development of rural enterprises and small industries for sustainable jobs in rural communities.
- iii. Increase job opportunities through training (skills development) for rural youths.
- iv. Facilitation of essential infrastructure development to support economic and social advancement.

BACKGROUND OF THE CLIMATE SMART AGRICULTURE AND RURAL ENTERPRISE PROGRAMME (SAEP) PHASE II:

The Government of Grenada (GOGR) intends to implement the second phase of the Climate Smart Agriculture and Rural Enterprise Project (SAEP Phase II). The Project aims to enhance the productivity and climate resilience of Grenada's agri-food system through strategic infrastructure investments and targeted technical assistance. CDB will finance the Project through a loan for infrastructure development and a technical assistance grant for institutional strengthening.

SAEP Phase II comprises three core components. The first focuses on climate-resilient infrastructure development, including the climate-proofing and rehabilitation of priority rural agricultural roads and the establishment of communal irrigation schemes previously identified but not completed under Phase I. The second component addresses agricultural water resource management, supporting the development of a national governance framework for agricultural water in Grenada, Carriacou, and Petite Martinique, as well as management plans for rehabilitated irrigation schemes, ponds, and wells used for irrigation and livestock watering. It also includes pilot demonstration plots showcasing innovative irrigation technologies for small-scale farmers.

The third component emphasises capacity building and value chain strengthening, providing training for farmers and extension officers in Climate Smart Agriculture (CSA) and Sustainable Land Management (SLM), and strengthening the apiculture value chain to diversify incomes, promote rural enterprise development, and enhance ecosystem services. A suite of gender-responsive multimedia agriculture extension aids will be developed from the training and capacity-



building component to support agriculture extension and technology transfer post-programme. The Project will be implemented through a dedicated Project Management Unit (PMU) within the Rural Development Unit under the direction of the Ministry of Economic Development, Planning, Agriculture and Lands, Forestry, Marine Resources and Cooperatives. GOCR now wishes to engage the services of a civil engineer to execute activities under the Project.

BACKGROUND OF THE BASIC NEEDS TRUST FUND (BNTF) PROGRAMME:

The Basic Needs Trust Fund (BNTF) Programme is a Regional grant-funded initiative of the Caribbean Development Bank (CDB) which started over 42 years ago and is now in its tenth phase. BNTF is one of the CDB's key instruments for addressing poverty reduction by providing access to basic public services through the provision of social and economic infrastructure and the development of skills to enhance employability, community management and engagement. The eleventh phase of the BNTF Programme (BNTF 11) will continue to assist poor and vulnerable communities in nine BNTF Participating Countries (PCs), vis., Belize, Dominica, Grenada, the Co-operative Republic of Guyana, Jamaica, Montserrat, Saint Lucia, St. Vincent and the Grenadines and Suriname. The BNTF Programme also includes a Regional Coordination component which is managed by CDB and supports programme implementation and management, and monitoring and evaluation.

Each PC has an established Implementing Agency (IA), which reports to an executing ministry, and is responsible for the administration of sub-projects in the respective country. BNTF 11 focuses on three key sectors/areas: Education and Human Resource Development (including citizen security, youth at risk, livelihoods and micro-enterprise development); Water and Sanitation and Basic Community Access and Drainage. The construction of the sub-projects in these sectors/areas ensures gender-inclusive participation by communities and transparency in community decision-making in the identification and priority setting process

OBJECTIVE OF CONSULTANCY

The Consultant will serve as the Project Engineer within the Project Management Unit (PMU). The primary objective is to provide civil engineering and technical support to ensure the effective and timely implementation of the Programme's infrastructure components, including rural roads, drainage, and irrigation systems. The Consultant will support the Project Manager (PM) in overseeing technical, procurement, financial, and reporting functions related to infrastructure activities, ensuring full compliance with the standards and procedures of the Government of Grenada (GOCR) and the Caribbean Development Bank (CDB).

SCOPE OF CONSULTANCY SERVICES

The Consultant will provide comprehensive civil engineering and technical support to ensure effective implementation, supervision, and reporting of the Project's infrastructure components. The key responsibilities include, but are not limited to, the following:



- (a) Project and Contract Administration – Support the Programme Manager and Lead Consultant (Civil Engineering) in administering and monitoring all infrastructure contracts to ensure compliance with technical specifications, budgetary provisions, and implementation schedules. Assist in preparing and finalising contractors’, suppliers’, and consultants’ payment certificates for submission to the Ministry of Finance.
- (b) Procurement and Tendering Support – Assist in preparing and reviewing bidding documents, Requests for Proposals (RFPs), and evaluation reports, and provide recommendations for contract awards in line with CDB’s Procurement Guidelines. Participate in contract negotiations and ensure timely mobilisation of contractors and consultants.
- (c) Cost Management and Financial Control – Support budget management by reviewing cost estimates, monitoring expenditure, and verifying variations to ensure financial discipline and value for money across infrastructure components.
- (d) Technical Supervision and Site Inspection – Conduct regular site visits to inspect ongoing works, verify compliance with design standards and specifications, and report on quality, safety, and progress. Prepare and submit detailed site inspection and progress reports to the Programme Manager.
- (e) Reporting and Documentation – Contribute to the preparation of monthly progress reports, contract evaluation summaries, and the Programme Completion Report (PCR), highlighting achievements, challenges, and recommendations. Maintain updated project documentation and technical records.
- (f) Monitoring, Quality Assurance, and Environmental Compliance – Oversee adherence to approved engineering designs, environmental management plans, and social safeguard requirements, ensuring all works meet the required technical, environmental, and safety standards.
- (g) Gender, Youth, and Social Inclusion Mainstreaming – Work collaboratively with the Social and Gender Specialist to ensure gender equity, youth inclusion, and accessibility considerations are fully integrated into the design and implementation of all infrastructure activities.
- (h) Technical Coordination and Capacity Support – Liaise with PMU staff, contractors, and line ministries to resolve technical issues and facilitate smooth implementation. Provide technical advice and build institutional capacity within the PMU and partner agencies to strengthen project delivery and sustainability

CONSULTANTS REQUIRMENTS

The Consultant shall possess strong technical expertise and relevant professional experience to effectively manage and supervise the implementation of the Programme’s infrastructure components.



The minimum qualifications and experience required are as follows:

- I. Education: A university degree in Civil Engineering from a recognised institution.
- II. Professional Experience: A minimum of five (5) years of progressive experience in civil engineering design, contract administration, and construction supervision, with specific experience in rural roads, drainage, and water supply or irrigation systems.
- III. Professional Registration: Registration as a Professional Engineer (P.E.) or eligibility for registration with a recognised professional engineering body would be considered a distinct advantage.
- IV. Other Competencies: Strong analytical, organisational, and communication skills; proficiency in the use of engineering and project management software; and demonstrated ability to work effectively within multidisciplinary teams and with government agencies.

SUPERVISION OF THE CONSULTANT

The Consultant will operate under the direct supervision of the Programme Manager (PM) and work closely with the Lead Civil Engineering Consultant and other members of the Project Management Unit (PMU).

The PM will be responsible for the day-to-day oversight of the Consultant's activities, monitoring progress against agreed work plans, reviewing deliverables, and ensuring alignment with the objectives and timelines of the Programme.

The Consultant will also liaise with the Ministry of Infrastructure, the Ministry of Agriculture, and other relevant agencies as required to ensure effective coordination of infrastructure implementation activities.

DURATION OF ASSIGNMENT

The assignment is expected to require a total input of up to **forty-eight (48) person-months** over the life of the Programme. The Consultant's engagement will be structured on a full-time basis, with the possibility of periodic adjustments based on the implementation schedule and workload.

The duration and phasing of inputs shall be reviewed annually by the PMU and approved by the Programme Steering Committee (PSC) to ensure optimal alignment with Programme implementation need.