



TERMS OF REFERENCE ASSISTANT PROJECT 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) with the main objectives 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 Rural Development Projects; the Climate Smart Agricultural 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.

OBJECTIVE OF THE ROLE/OFFICER

The Assistant Project Engineer will provide support services to the Project Engineer in the coordination and implementation of the SAEP Phase II and BNTF Programmes within the RDU. The role will involve providing technical and engineering assistance to ensure that project activities are executed effectively, efficiently, and in accordance with established project requirements.

SCOPE OF SERVICES/KEY FUNCTIONS AND DUTIES

The Assistant Project Engineer shall assist the Project Engineer in carrying out duties associated with the planning, design, construction supervision, and monitoring of buildings and civil works sub-projects. This position is a full-time contract staff position and reports to the Head of Rural Development through the Project Engineer. The successful candidate will be required to perform duties on-site in Grenada and Carriacou, as necessary, to support the effective implementation of project activities.

Specifically, the Assistant Project Engineer will assist the Project Engineer in:

1. Processing BNTF sub-project applications by providing technical inputs for infrastructure related sub-projects;
2. Preparing infrastructure sub-project profiles in accordance with the respective BNTF and SAEP Phase II project documents/Operations Manuals, including the completion of various checklists such as those for the Environmental Impact Assessment/ Natural Hazard Impact assessment and Disaster Risk Reduction;
3. Coordinating with the D&CS consultants, the preparation of maintenance plans for incorporation into GOCR's maintenance programme;
4. Arranging and/or attending relevant stakeholder consultations to ensure the mainstreaming of gender, disability and youth equality in the Programmes including unfettered and equitable access to infrastructure and services developed under the Programmes;
5. Procurement of goods, works and services associated with the infrastructural components of the Programmes, including the preparation, review or finalisation of requests for proposals, terms of reference, evaluation reports, minutes of negotiations and draft contracts;
6. Managing the Site Clerks and ensure that they are recording and filing all relevant data regarding progress, activities, workforce, materials, equipment, site conditions and weather conditions consistent with the contract requirements;
7. Performing regular inspection of works on site and reporting thereon, including attendance at construction site meetings;
8. Preparing reviewing and/or finalising contractors', suppliers', and consultants' payment certificates.
9. Preparation of relevant progress and end-of-project/programme reports;
10. Collecting technical data, analysing, reporting, and related work required to attain the objectives outlined above.
11. Identifying any technical issues involved in the implementation of government policy and/or any organisational issues requiring the involvement of GOCR, MOF, MOED, RDU, IFAD or CDB;
12. Ensuring the development and compliance with environmental and social safeguards through adequate provisions in consultant's terms of references and works contracts, including environmental and social management plans (ESMPs) that will themselves include effective safety/loss prevention plans (in accordance with industry accepted guidelines), grievance redress mechanisms and waste management plans.
13. Drawing on the lessons learned and best practices at the national level during the implementation experience and submit proposals to Head RDU aimed at building technical and institutional capacity.

14. Reviewing design standards, code of practices and technical specifications, coordinate those reviews with other government agencies and stakeholders, and make recommendations to ensure that the designs are consistent with the climate resilient design and natural disaster resilient design principles.
15. Recording, measuring and filing all variations orders to the existing signed contracts as approved by the HRD, working drawings and the agreed scope of works;
16. Ensuring that “as-built” drawings are accurately recorded after the completion of works contracts.
17. Preparing draft written instructions for approval as and when necessary in accordance with Conditions of Contract in a timely manner and to ensure that design changes are accurately communicated to the contractor;
18. Conducting final acceptance inspections with the D&CS consultants and/or suppliers/contractors, and prepare/review discrepancy reports (punch list/snag list).
19. Ensuring that works/goods contracts contain appropriate inspection and acceptance clauses recognizing that RDU approval is required, in addition to other required approvals, prior to certification of contractor payment.
20. Coordinating and assisting as directed, RDU with timely inspections and documentation of required contractor actions during the Defects and Liabilities Period and inspect and report contractor progress in addressing noted defects as a condition for final contract payment.
21. For works where the Defects and Liability (D&L) period extends beyond the project’s contract closing date, prepare an inspection plan noting key inspection activities and timing, to be completed by the responsible line agency for submission to the HRD. Timings should include adequate time for contractor response prior to the termination of the D&L period.
22. Performing any other duties that may be assigned from time to time aimed at ensuring the successful implementation of all projects.

QUALIFICATION REQUIREMENTS

The candidate should have:

- (a) A minimum of an Associate Degree in Construction Engineering Technology, Building Technology, Architectural Technology, or a related technical discipline. A university degree in a relevant engineering or related field will be considered an asset.
- (b) A minimum of two (2) years’ experience in construction supervision, project implementation, and technical support activities related to civil engineering, building works, infrastructure projects, or other related construction activities. Experience in roads, buildings, water supply systems, or similar development projects will be considered an asset; and

- (c) Specific experience in the Caribbean and working in a donor agency or an international financial institution will be an asset.

SUPERVISION OF THE OFFICER

The Assistant Project Engineer will report to the Head of the RDU through the Project Engineer. The Project Engineer will provide routine supervision, guidance, and oversight of the Assistant Project Engineer's activities and monitor the timely completion of assigned duties.

DURATION

Initially, this contract will be for **24 months**, with the possibility of renewal thereafter, subject to satisfactory performance reviews.