

	Contract Number:	#001/2023/SusGren/CBF-EbA/UnionIsland/WorksSupervisor
	Contract Name:	Works Supervisor
	Accounting Information - Serial No. 01	
	Project	To Scale-Up Restoration at Ashton Lagoon for Climate Change Adaptation and Sustainable Livelihoods on Union Island
Source of Funds	Caribbean Biodiversity Fund (CBF) through the German Development Bank (KfW)	

Terms of Reference
Supervision of Works for the Ashton Lagoon Restoration Project, Phase II
Engineering Works

1. Summary

1. - Project title	Scaling up Restoration at Ashton Lagoon using a Ridge to Reef Approach for Climate Change Adaptation and Sustainable Livelihoods on Union Island
1.2 - Purpose	To supervise and provide guidance on all restoration works.
1.3 - Title of services	Supervision of restoration works at the Ashton Lagoon, Union Island St. Vincent and the Grenadines
1.4 - Duration	6 months
1.5 - Working nature	Consultant
1.6 - Location	Ashton Lagoon, Union Island, St. Vincent and the Grenadines.
1.7 - Start Date	July 2023
1.8 - Contracting authority	Sustainable Grenadines Inc. (SusGren)
1.9 - Source of funds	Caribbean Biodiversity Fund (CBF) through KfW German Development Bank
1.10 - Reporting to	Technical Officer (Mr. Audwin Andrews – SusGren)
1.11 – Budget	US\$25,000.00 (EC\$67,500.00)
1.11 General description of Services	<p>The Works Supervisor shall manage a contract for restoration works on Union Island to supervise the performance of the works to ensure compliance with the contract, bill of quantities, technical specifications, drawings and applicable laws and regulations. This shall include the following :</p> <ol style="list-style-type: none"> 1. Prepare Workplan for the supervision of restoration works with SusGren 2. Provide supervision for all restoration work to be completed in Ashton Lagoon which will include breaching of three, 2 metres

	<p>deep gaps in the marina pier structure in Ashton Lagoon</p> <ol style="list-style-type: none"> 3. Supervise the installation of a 40ft bioengineered revetment and installation of swale system for the natural exchange of water in the mangrove 4. Approve all contractors payments and make good on the defects liability period of works <p>Specific Duties include:</p> <ol style="list-style-type: none"> a) Supervise construction, including, inter alia: <ol style="list-style-type: none"> i) Approving all Contractor’s proposed methods (Performance Program of Operations, Environmental Management Statement, Health and Safety Plan, layout of working areas, method, materials, equipment or personnel proposed by the Contractor). ii) Providing technical guidance and reviews to support the tendering of two (2) contracts for works towards restoration and development of the Ashton Lagoon. iii) Review and provide recommended edits to contracts, terms of reference and other tender documents. iv) Overseeing compliance with the Environmental Management Statement, and Health and Safety Plans. v) Keeping records of measurements and inspections. b) Evaluating the Works and preparing reports on the progress of works and compliance / non-compliance with the Contract. c) Issuing orders to the Contractor to: a) make good any defective work as necessary; b) stop works as necessary in the event of any breaches of the contract that may result in defects, environmental damages or risks to human health; c) correct any faulty methodology d) Approving payments to the contractors. e) Assisting SusGren to resolve any disputes pertaining to the restoration Contract. f) Inspecting the Works during the defects liability period, issuing orders to make good any defective work as necessary, issuing the Certificate of Completion and approving the final payment.
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2. Project Background

The project will scale-up restoration actions by re-opening two area in the abandoned marina pier structure to improve water circulation and reduce turbidity to improve ecosystem health for fisheries, coral reef and bird habitat towards increasing coastal resilience to Climate Change.

Secondly, the plan will develop the mangrove nursery to accommodate supplementary plants to ensure availability on a consistent basis for out-planting in eroded areas as a nature-based solution to attrition. Expand on the established coral nursery at Ashton Lagoon to accommodate an additional 300 coral fragments to rehabilitate viable reef system. Furthermore, the proposal will address sustainable livelihoods for communities in and around Ashton Lagoon by developing the black mangrove honey initiative, pilot 10 ecological farms to reduce pressure on the marine ecosystem, engage the community in eco-friendly activities to bring about awareness to encourage appreciation for the importance of natural resources for long term management and climate change by using these ecosystem-based approaches.

3. Results and deliverables to be achieved by the Works Supervisor

The SMART (specific, measurable, achievable, relevant and time-bound) results to be achieved by the Works Supervisor are as follows:

- The Works are completed on schedule (with the exception of unexpected delays or acts of nature) and in compliance with the Contract, Bill of Quantities, Technical Specifications, Environmental Management Statement, Health and Safety Plan, and all applicable laws and regulations.
- Any defects in the Works are detected prior to the end of the defects liability period and made good by the Contractor.
- A certificate of completion is issued certifying the Works is an accurate representation of the Contract

4. Defect liability period

- Toward the end of the each contract designate one-month defects liability period, perform the necessary inspection to examine the Works and instruct the Contractor to expedite any remedial measures to be undertaken.
- Assist in settling disputes or differences in opinions, which may arise between SusGren and the Contractors in connection with, or arising out of the works.

5. Project management

The Contractor will report to the Works Supervisor. The Works Supervisor will report to the Technical Officer (or, in the absence of the Technical Officer the Programme Manager).The Technical Officer will report to SusGren's Executive Director.

The Works Supervisor will perform the Services with due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices. The Works Supervisor will always act, in respect of any matter relating to the Contract or to the Services, as a faithful adviser to SusGren. At all times, the Works Supervisor will safeguard SusGren's legitimate interests in any dealings with the Contractor and maintain the confidentiality of the data and other information which are not to be disclosed elsewhere.

6. Requirements

The Contracted consultant shall possess the following qualifications, skills and experience:

- Bachelors degree in civil engineering or other relevant field (structural engineering, coastal engineering, quantity surveying, etc.). A masters degree would be an advantage.
- Minimum three years construction supervision experience, including earthworks and/or coastal engineering projects. More years of experience would be an advantage.
- Experience administering construction contracts and conducting technical audits of public works to ensure quality standards for at least two previous projects.
- Experience in ensuring environmental and social standards compliance in engineering projects.
- Experience working in the Caribbean and/or on small islands would be an advantage.
- Ability to snorkel to inspect underwater work.
- Excellent inter-personal skills, including oral and written communication, negotiation and conflict resolution.

6. Selection criteria

Application process

A single stage Selection Tender Process (STP) will be conducted, which means Bidders will submit their evidence of qualification along with the technical and financial offer in a single document. The Contract will be awarded to the Bidder who is qualified to perform the contract and whose financial bid has been determined appropriate for the Consultancy. This Consultancy is not allowed to be subcontracted.

Evaluation of Bid

SusGren will be using a Quality and Cost-Benefit Selection (QCBS), this means it will be a competitive process among short-listed individuals that take into account the quality of the proposal and the cost of the service in the selection of the successful bidder. Cost as a factor of selection is used judiciously. In general, the relative weight to be given to the quality and cost would be 80% and 20% respectively.

#	Description	Weighting
Minimum Technical Score – 80 points		
A	Bachelors degree in civil engineering or other relevant field (structural engineering, coastal engineering, quantity surveying, etc.). A masters degree would be an advantage.	5
B	Minimum of three years in construction supervision experience, including earthworks and/or coastal engineering projects. More years of experience would be an advantage.	25
C	Experience administering construction contracts and conducting technical audits of public works to ensure quality standards for at least two previous projects.	20

D	Experience in ensuring environmental and social standards compliance in engineering projects. In addition, have some experience with blue/green solutions	20
E	Experience working in the Caribbean and/or on small islands.	15
H	Excellent inter-personal skills, including oral and written communication, negotiation and conflict resolution.	15
	Total	100

Submission Information

Individuals interested in this consultancy are invited to send the following documents with the subject title “*Works Supervisor Consultancy – Aston Lagoon Phase II*”.

- Cover letter stating your interest in applying for the consultancy
- Curriculum Vitae (CV) / Resume
- Proposal for completing the consultancy (Technical and Financial) be sure to include examples of similar or previous works that aligns with this request.

Applications can be hand delivered to our office at Jerome Village, Ashton, Union Island between the hours of 8:30am – 4:30pm (all hand delivered items must be in sealed envelopes and necessary documents signed) or emailed in PDF format to susgreninc@gmail.com in *one single file no more than 10 pages*. **The deadline for the submission 4:30pm Eastern Caribbean Time on June 19th, 2023.**

Disclaimer: SusGren reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. SusGren will not be bound to provide any reason for not short-listing or selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of this Request for Proposal.