

GOVERNMENT OF ANTIGUA AND BARBUDA

**ROAD INFRASTRUCTURE REHABILITATION AND INSTITUTIONAL CAPACITY
BUILDING**

PROJECT COORDINATOR

REQUEST FOR EXPRESSIONS OF INTEREST

The Government of Antigua and Barbuda (GOAB) has applied for financing from the Caribbean Development Bank (CDB) – United Kingdom Caribbean Infrastructure Partnership Fund (UKCIF) towards the cost of Road Infrastructural Rehabilitation and Institutional Capacity Building and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of GOAB and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOAB shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Ministry of Works and Housing (MWH), the Executing Agency, now wishes to procure the services of a Project Coordinator to manage the project.

The expected outcome of the project is the rehabilitation of road infrastructure through climate resilient designs and construction methods and enhanced institutional capacity.

The objective of the consultancy is the effective and timely achievement of the project outputs and outcome(s) through efficient coordination of project implementation.

The Project Coordinator will report to the Director, MWH, or an officer designated, and will be assigned exclusively to the project and will mainly be responsible for the implementation of the works. His/her duties will include, but will not be limited to:

- (a) acting as MWH's representative with all major stakeholders including government and non-governmental agencies, sub-contractors and suppliers;
- (b) providing contract administration services to MWH in relation to the project to include for, but not be limited to:
 - (i) project monitoring, specifically: (aa) finalising the Results Monitoring Framework, including collecting baseline data; (bb) developing a detailed results monitoring plan which clearly outlines the methods, sources, responsibilities and timelines for data collection; and (cc) collecting, analysing and reporting the results data as required by the Results Monitoring Framework;
 - (ii) managing the selection and engagement of technical assistance consultants and supervising these consultancies;
 - (iii) evaluation of bids and recommendation of the awards for the engineering

- (iv) consultants and construction contracts;
overseeing the engineering consultancies, to include for supervisory and certification of the works engineering consultant and construction contracts;
and
- (v) cost control.
- (c) Supervising and monitoring all construction sites for compliance with safety standards as well as requirements of regulatory agencies; and
- (d) Ensuring requirements of the CDB are met to include for but not limited to:
 - (i) expedition of the submission to CDB of claims for disbursement/reimbursement;
 - (ii) liaison with CDB on all technical and administrative aspects of the project;
 - (iii) preparation and submission to CDB of a Quarterly Report on the Investment Cost of the project in the form specified by CDB, within two weeks after the end of each calendar quarter, commencing with the quarter following the commencement of the assignment;
 - (iv) keeping separate accounts for project-related expenditures and disbursement activities;
 - (v) submission to CDB, within two weeks after the end of each month, of the monthly reports prepared by the Engineering Consultants;
 - (vi) submission to CDB of the annual report describing progress on targets outlined in the results monitoring framework and the level of road maintenance at the end of the preceding year;
 - (vii) submission to CDB of the Contract Completion Report within three months after the date of issue by the Engineering Consultants of a certificate of practical completion of each contract; and
 - (viii) preparation and submission to CDB of a Project Completion Report, within three months after practical completion of the works. This report will focus on the project's performance on desired results as outlined in the results monitoring framework and lessons learned.

Prospective candidates must be civil engineers with a minimum of the following qualifications:

- (a) a Masters Degree or equivalent in Civil Engineering, Construction Management or Project Management with a minimum of 10 years' experience in the management and implementation of civil engineering projects; or
- (b) a Bachelors Degree or equivalent in Civil Engineering, Construction Management or Project Management with a minimum of 15 years' experience in the management and implementation of civil engineering projects.

The duration of the assignment is expected to be for a period of nine months.

GOAB now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. All information must be submitted in English. Further information may be obtained from the first address below between 0800 and 1600 hours, Monday to Friday.

Four (4) hard copies of the Expressions of Interest must be received at the first address below no later than 1500 hours on **April 11, 2016** and one hard copy must be sent simultaneously to CDB at the second address below. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked “**Expression of Interest – Project Coordinator, Rehabilitation of Road Infrastructure and Institutional Capacity Strengthening**”.

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. GOAB reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

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