

Disaster Vulnerability Reduction Project (PPCR/DVRP)

Terms of Reference FOR

CLERK OF THE WORKS ROAD WORKS EASTERN ISLAND POST HURRICANE MARIA – CASTLE BRUCE AND SAN SAUVEUR

Background

The Government of the Commonwealth of Dominica (GoCD) has entered into financing arrangements with the World Bank, the proceeds of which will be allocated towards the financing of the Disaster Vulnerability Reduction Project (DVRP). The DVRP is the investment plan consisting of a comprehensive package of infrastructural projects and technical assistance activities derived from Dominica's Strategic Programme for Climate Resilience (SPCR), developed under the Pilot Programme for Climate Resilience (PPCR). Support from the PPCR and World Bank under the DVRP is aimed at reducing vulnerability to natural hazards and climate change impacts in Dominica through investment in resilient infrastructure, as well as improved hazard data collection and monitoring systems.

Following the passage of Hurricane Maria on September 18, 2017, it became necessary to undertake road works in San Sauveur and Castle Bruce to address and mitigate road edge failures, drainage, and slope stabilization.

To this end, the Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal under the Disaster Vulnerability Reduction Project (DVRP) is seeking an experienced individual to serve as Clerk of the Works for the project: "Road Works Eastern Island Post Hurricane Maria – Castle Bruce Bay and San Sauveur.

Scope of Works

Under the general direction of the DVRP Project Engineer and/or designated supervisor of the Ministry of Public Works, Water Resource Management and Ports (MoPWWRMP) the Clerk of Works will be responsible for coordinating and monitoring on a daily basis all phases of civil works related to Road Works Eastern Island Post Hurricane Maria – Castle Bruce and Sauveur, on behalf of the DVRP Project Coordination Unit (PCU).

Characteristic Duties and Responsibilities:

The Clerk of the Works shall have the following responsibilities but not limited to:

1. Coordinate, monitor and inspect work of the Contractor for the assigned projects on behalf of the PCU.
2. Review contract documents, Environmental, Social and Health and Safety (ESHS) requirements, engineering drawings and specifications in order to maintain familiarity

with the assignment and ensure the Contractor's full understanding of documents and implementation of the requirements.

3. Review the Contractor's shop drawings and provide comments on conformance/non-conformance to the Supervision Engineer.
4. Act as liaison between Supervision Engineer and the Contractor.
5. Conduct on-site observation and spot-checks of works in progress.
6. Ensure the Contractor is in compliance with the terms of the contract, such as conducting tests specified in the contract and installing materials/equipment as specified in contract, and report deficiencies to the Project Engineer, Supervision Engineer and Contractor.
7. Assist the Supervision Engineer and the DVRP Safeguards Specialists to monitor and enforce as detailed in the Environmental and Social Management Plan (ESMP), the measures taken to ensure the protection of the environment, safety of the workers, other project personnel and the general public.
8. Assist the Supervision Engineer to monitor and enforce compliance with the ESHS Policy, Workers Code of Conduct and ESHS reporting.
9. Provide reports on all on-site matters, including third-party inspections, progress, Environmental, Social and Health and Safety concerns, disputes and causes for delay.
10. Maintain job-site files, documents, reports and daily log; prepare periodic reports for PCU and Supervision Engineer as required.
11. Attend all job-site meetings as representative of the PCU or in conjunction with technical staff of the PCU.
12. Receive, record, present for engineers approval, and maintain custody of samples submitted by Contractor.
13. Assist the Supervision Engineer with reviewing and verifying requests for progress payments submitted by the Contractor and forward with recommendations to PCU.
14. Ensure contractor adheres to agreements relating to use of private property and avoids unapproved encroachment.
15. Report disputes and grievances to the PCU Safeguards Specialists.
16. Promptly inform the PCU when public notices are required and provide the necessary information for preparation of these notices.
17. Perform other project-related duties as assigned by the Project Coordinator of the PCU.

Reporting and Coordination

The Clerk of Works will report to the Project Coordinator, PCU/DVRP and/or his designate and will work in close collaboration with the Project Supervisor of the Ministry of Public Works. Contract administration and financial disputes related to the Works will be handled by the PCU.

Duration of Services

The assignment is expected to commence in June 2019, for duration of nine (9) months. The Clerk of the Works is required to be present on the site daily. Working hours will be generally from 8:00am to 5:00pm Mondays –Fridays; however the individual may be required to work on Saturdays.

Minimum Qualifications and Experience

1. Associate's Degree in Construction Technology, Building and Civil Engineering or related field with at least three (3) years related experience in building construction in the capacity of Clerk of the Works, or Bachelor's Degree and two (2) of related experience.
2. Ability to read and interpret engineering drawings, specifications, codes, and other material pertinent to construction.
3. Working knowledge of building, civil works components and systems.
4. Knowledge of construction materials, means and methods.
5. Knowledge of applicable local building codes, Life Safety and hazardous materials.
6. Excellent written and oral communication skills and ability to establish and maintain professional working relationships.
7. Ability to wear/use personal protective equipment as needed on construction site.

Additional Desirable Applications

1. Experience within the last five (5) years as Clerk of the Works.
2. A holder of a valid driver's license and vehicle.

Language and Relevant Experience

1. Fluency in English language with strong written and oral communication skills
2. Excellent interpersonal, organization and team working skills