



Government of Saint Lucia

Department of Economic Development, Transport and Civil Aviation

TERMS OF REFERENCE

FOR

Consulting Services

ENGINEER/ENVIRONMENTAL SAFEGUARDS SPECIALIST

February 5, 2019

Updated March 1, 2019

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1 Background

The Government of Saint Lucia (GOSL) has secured financing from the World Bank towards the implementation of the Disaster Vulnerability Reduction Project (DVRP Project No. 127226, IDA Credit 5493-LC SCF PPCR Loan #TF017101, SCF PPCR Grant #TF017143)), Caribbean Regional Communications Infrastructure Program (CARCIP Project No. P114963, Credit #5117 -LC) and the Renewal Energy Sector Development Project (RESL Project No. P161316).

The Financing Agreements for these Grants and Loans requires that the Government of Saint Lucia establish a Project Coordination Unit with staff satisfactory to the WB to undertake the fiduciary aspects of projects which includes financial management, procurement, safeguards and monitoring and evaluation. The current portfolio background information on each Project is also contained in Annex 1 to the TOR and details of each project are contained in the Project Appraisal Documents and Financing Agreements which form an integral part of these Terms of Reference.

To this end and in effort to strengthen the capacity of the existing Project Coordination Unit (PCU) within the Department of Economic Development, Transport and Civil Aviation the GOSL seeks to engage the services of an Environmental Safeguards (ES) Specialist in (i) managing, monitoring, reporting and effectively implementing the environmental safeguards policies as per the World Bank's Environmental Assessment Policy (OP/BP 4.01) and consistent with the Environmental Management Framework (EMF), Environmental and Social Impact Assessment (ESIA), and Environmental Management Plans (EMPs)_developed for the aforementioned Projects.

CARCIP:

Under CARCIP the GOSL has contracted DIGICEL OECS Limited and Digicel Saint Lucia under PPP arrangements for the purposes of a) the provision, maintenance and operation of a Government Wide Area Network and b) the provision, maintenance and operation of an education network for schools and broadband internet services for Community centers and other locations (Contract #63). For effective supervision of the work and services to be provided by DIGICEL (referred to as the Service Provider in the Contract), the GOSL has outsourced supervisory services. The build-out involves extensive work along roadways, installation of poles, work at government buildings for installation of interconnections, and other activities that are likely to cause environmental impacts which will require mitigating measures to ameliorate the impact, and the verification of contractor performance in the field through random checks.

DVRP:

The DVRP consists of various civil works for drainage, roads, construction of schools and emergency shelters, and other small works designed to reduce the impact of natural

disasters on the country. Construction contractors and supervision firms are required to follow EMPs for each of the works, and the PCU is required to verify the correct screening of works, inclusion of EMPs in contracts, execution of EMPs in the field, and reporting to World Bank.

RES D:

The RESD consists of the drilling of up to four exploration wells to test the geothermal resources of the southwest part of the country. The enterprise will require careful adherence to the ESIA and ESMP prepared for the work. The PCU will be responsible during the initial stages of the project for environmental matters, ensuring the clearance for proposed drilling sites, reviewing contractor plans, and other tasks. The PCU will also be responsible during the actual drilling activities for providing support to the Project Implementation Unit as needed.

2 Objective of Assignment

The objective of this assignment is to engage the services of an individual consultant to coordinate and monitor the implementation of all construction and civil works activities buildout, commissioning, testing and roll-out of the infrastructure as specified in Contract #63 for compliance with the ESIA, EMF, and ESMP for the Projects.

The Consultant will also be expected to provide overall environmental management oversight, support and advise to the client in addressing the environmental issues at all the stages of execution of the build out contract and in environment related training/awareness raising and coordination activities.

3 Specific Scope of Services

The Consultant will be responsible for executing the following tasks:

a) Coordinate and monitor the execution of works and provide guidance during implementation of civil works

- Supervise the work of consultants engaged to prepare preliminary studies with a view to ensuring quality, and consistency with project objectives;
- Review and provide technical assessments of engineering designs;
- Review monthly reports prepared by Engineering Consultants; and
- Ensure that all technical inputs and cost estimates related to the construction are accurate, and consistent with the approved Contract.
- Ensure that effective implementation, monitoring and supervision tools are developed and deployed appropriately and effectively;

- Ensure effective quality control systems are implemented and that contractors work in compliance with technical specifications and World Bank quality standards, EMF and ESMPs;
- Monitor and evaluate performance of service providers to ensure scheduled and quality delivery.

b) Coordinate the planning and implementation of environmental safeguard activities

- Refer to the projects' Risk Management Plan and examine and evaluate proposed project activities to assess the potential environmental risks or impacts and identify, document, develop and implement required mitigation measures;
- Conduct Environmental screening and prepare / update an (the) Environmental Management Plan (EMP) for all civil work activities
- Assist with updating of indicators by collecting data / information on physical, and socio-cultural environmental elements related to civil works activities
- Sensitize stakeholders including contractors on the provision of ESMF and specific EMP activities to be complied by contractors and users;
- Provide orientation to contractors and workers on application of labor camp management and Occupational Health and Safety guidelines and supervise the compliance of those guidelines;
- Facilitate and supervise the implementation of EMP activities;
- Develop a program on the operationalization of environmental safeguards (environmental awareness, orientation and training) targeting key stakeholders and contractors; and implement, once approved by project management;
- Record and seek to resolve the grievances regarding environmental safeguards in the projects (civil works contracts);`
- Implement environmental related activities as outlined in the projects' Environmental and Social Management Framework (ESMF) and or Environmental Management Plan (EMP)
- Ensure the effective compliance to ESMF / EMP during planning, implementation and monitoring of the works being implemented;
- Facilitate environment friendly implementation of works in accordance with the approved contract; and
- Prepare environmental monitoring reports for submission to the project management team.
- Work closely with key agencies including line ministries, beneficiary agencies, environmental health, Physical Planning, Solid Waste Management
- Ensure citizen engagement by conducting regular workshops
- Prepare necessary documents, such as environmental guidelines and tools in consultation with stakeholders and help the client in commissioning and managing additional and/ or special studies/ assessments, if necessary;

- Assist the project team in preparing the technical aspects of reports relevant to civil works.
- Work closely with the Social Safeguards Officer of the PCU

The Consultant is also expected to perform any other related duties as assigned.

4 Expected Deliverables

The Consultant will be monitored to ensure continuous commitment to fulfilling responsibilities outlined in the Scope of Services. Key deliverables include *inter alia*:

- An Environmental Management Plan (EMP) for the various civil works activities under the DVRP;
- For all projects, stakeholder engagement on the ESMF/ EMF and specific EMP activities to be complied by contractors and users;
- For all projects, program on environmental safeguards (environmental awareness, orientation and training) targeting key stakeholders and contractors; and line agencies;
- For CARCIP and all projects, technical progress and assessment reports on a quarterly basis;
- For CARCIP and DVRP, verification of contractor environment, health and safety performance by random checks in the field;
- For CARCIP and DVRP, participation in weekly or monthly site meetings and coordinate with the construction contractors; and,
- For all projects, review of supervision contractors reports and ensuring that environment health and safety matters are included in the reports.

5 Duration

The assignment is on a full time basis and is expected to start April 1, 2019.

6 Reporting Requirements

The Consultant shall prepare the following:

- Quarterly work plans for discussion and approval by the Project Manager for the DVRP and RESD and the CARCIP Coordinator
- The work plans should be designed to outline planned activities, expected targets and results that will be used to monitor performance.
- Monthly reports highlighting achievements made based on the approved work plan activities implemented. This report should be submitted by the 7th day of the following month and should include photographs, a list of stakeholders consulted, where necessary; highlight delays, challenges, expenditure for the month, outstanding invoices to be paid and any other relevant information. This

report should be prepared to allow for effective evaluation and assessment of performance against the work plan.

The Project Manager and CARCIP Coordinator, under the supervision of the Permanent Secretary in the implementing agency, will review and provide feedback on all reports received.

All Reports and documents prepared for the assignment is the property of the Government of Saint Lucia.

7 Terms and Conditions

- The Consultant will be provided with office space, office equipment including computer, access to printing and photocopying and all necessary software required for discharge of duties;
- The Consultant will need to own and maintain a vehicle for use on field trips and in country travel related to the assignment;
- The Consultant will execute the duties and tasks outlined in Scope of Services with due diligence and efficiency and in accordance with the highest standards of professional competence, ethics and integrity;
- To ensure impartiality, the Consultant must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods or services to the project; and
- The Consultant will be responsible for the collection and analysis of all data and information required for the compilation of all reports.

8 Qualifications and Experience Requirements

Minimum required education and experience

- At least a Bachelor's Degree in Environmental/Civil/Construction Engineering, Environmental Management or other related field;
- At least 5 years working experience as a civil engineer;
- At least 3 years' experience working in complex environments and large infrastructure and/or civil works, particularly in the field of construction technical project documentation development as well as construction supervision;
- Excellent and proven experience in dealing with contractors and local partners;
- Working experience in the area of implementation and monitoring of technical/construction projects; methodological and calculation skills;
- Work experience with Government, Community groups, private sector and/or donor funded projects and other relevant institutions will be an added advantage.

Knowledge, Skills, and Abilities Requirements

Additional knowledge, skills and abilities that will be required of successful candidates include:

- Ability to address and manage all aspects of monitoring of construction (legal aspects of positioning, procurement, law and knowledge of construction contracts, construction information technologies, and follow-up).
- Ability to communicate effectively in written and oral formats and to prepare reports;
- Functionally computer literate, possessing operational skills in word-processing and spreadsheet application, including software programs such as Word, Excel, PowerPoint, Microsoft Project;
- Appropriate involvement and/or experience in similar projects in Saint Lucia; and experience working in developing countries in general and in the OECS Region in particular, is a plus.
- Ability to communicate accurate information concerning processes, policies and procedures to project stakeholders;
- Ability to handle stakeholders tactfully, courteously and diplomatically;
- Must be of high integrity, transparent, and accountable;
- Knowledge of how to undertake Environmental Impact Assessments (EIAs);
- Ability to establish and maintain effective working relationships with relevant agencies and groups involved in the implementation of the project; and
- Knowledge of the World Bank's Environmental Safeguard Policies (OP 4.01).