

REQUEST FOR EXPRESSIONS OF INTEREST

INDIVIDUAL CONSULTANT



Assistant Engineer for (1) The Climate Resilient Coastal Management and Infrastructure Program and (2) Airport Infrastructure Program

Institution: Inter-American Development Bank

Country: The Commonwealth of The Bahamas

Projects: (1) Climate Resilient Coastal Management and Infrastructure Program and (2) Airport Infrastructure Program

Project Number: (1) BH-L1043

(2) BH-L1041

Loan Number: (1) 4363/OC-BH

(2) 3907/OC-BH

Sector: (1) Environment and Natural Disasters and (2) Transport

Deadline: April 21, 2022

The Ministry of Works & Utilities (MOW&U) is seeking an Assistant Engineer Consultant to assist with the smooth and quality implementation of technical and procurement processes for both the (1) Climate Resilient Coastal Management and Infrastructure Program, and (2) Airport Infrastructure Program, financed by the Inter-American Development Bank, and implemented by a dedicated Project Implementation Unit (PIU) within the MOW&U. The position will be based in the PIU. This vacancy is to be filled as a full-time officer or a consultant.

The main activities are as follows:

- Provide day-to-day active technical support and advice to the PIU/Program Coordinator
- Assist with the design and implement civil engineering projects
- Prepare construction estimates for works
- Prepare surveys, investigations, preliminary designs, and the implementation of civil engineering work of some complexity
- Prepare and maintain the Procurement and Monitoring Plans for the Program to expedite implementation
- Monitor progress of contracts implementation to ensure that it aligns with the stipulated standards, procedures, procurement timetable and project implementation schedule
- Identify procurement delays and make recommendations for actions
- Prepare specific procurement documents, e.g. Tender Documents, Requests for Quotations, Requests for Expressions of Interests and Request for Proposals for new activities as required
- Prepare presentation papers to obtain project approvals, draft Tender Reports, Evaluation reports
- Participate and follow-up on retrieving submissions and Tenders Board records and ensuring procurement activities are placed on the agenda
- Participate in the evaluation for pre-qualification of the contractors, expressions of interest for short listing, tenders and proposals and preparing the corresponding reports
- Prepare reports and report weekly on project procurement matters to the PIU/Program Coordinator
- Assist with developing and managing ongoing maintenance & monitoring programs
- Support the PIU/Program Coordinator in the preparation of key documents as per Monitoring & Evaluation Plan for the PIU, including comparison between planned and actual progress in physical and financial terms
- Direct and inspect work carried out by contractors
- Assist with negotiations with consulting firms or individuals the procurement of goods, services and works necessary for the implementation of activities under each of the project components
- Prepare progress claims for contracts
- Assist with the settlement of claims
- Assist with monitoring and control of the project budget
- Provide support to the administrative and financial management of the programs' consultancy contracts
- Understand and ensure application of IDB and Government of The Bahamas procurement policies and procedures to guide all project related procurement
- Liaise with External Auditors as appropriate

REQUEST FOR EXPRESSIONS OF INTEREST

INDIVIDUAL CONSULTANT



Assistant Engineer for (1) The Climate Resilient Coastal Management and Infrastructure Program and (2) Airport Infrastructure Program (Cont.)

Summary of experience and qualifications:

- Bachelor's Degree in Civil Engineering
- Minimum five (5) years of work experience in engineering, procurement of goods and services, particularly in civil works
- At least three (3) years' experience working with infrastructure projects, management of contracts or equivalent
- Experience in working in complex environments and large infrastructure and/or civil works
- Knowledge of national rules and legislations in the field of civil construction/engineering
- Good working knowledge of construction and its processes
- Knowledge and experience with FIDIC contracts (Construction experience is a plus);
- Experience in FIDIC Conditions of Contract will be considered an advantage;
- Knowledge and/or experience in Ministry and IDB procurement policies and procedures, or other standards set forth for a procurement is an advantage
- Familiar with international and multi-lateral Bank policies and Government processes, Consultant and Contractors;
- The ability to work well under pressure, completing tasks efficiently, and handling tight deadlines;
- Strong interpersonal skills, ability to coordinate and manage multiple tasks simultaneously;
- Strong sense of integrity is essential
- Consultant should have excellent verbal and written skills in English and able to react to project adjustments and alterations promptly and efficiently (Microsoft, Excel and other software), and
- Strong communication and reporting skills and ability to work in a team
- must be a team player, a self-starter, and be able to work with minimum direction within the Government system.
- Develop a good working relationship with staff and the ability to work in a team environment and with other MOW&U personnel and liaise with other in the Public Service when necessary

The Government of The Commonwealth of The Bahamas now invites eligible consultants to indicate their interest in providing assistant engineering services. Interested consultants should provide their CV's and information demonstrating that they are qualified to perform the services (description of similar assignments, experience in similar conditions). **The duration of the contract is two (2) years full-time with the possibility of being renewed based on satisfactory performance evaluation.**

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants Financed by the Inter-American Development Bank GN-2350-15 and is open to all eligible bidders as defined in the policies. Interested consultants may obtain further clarification on the technical aspects or scope of services from Charlene Collie, Project Coordinator, Ministry of Works & Utilities charlenecollie@bahamas.gov.bs tel: (242) 302-9721 during office hours between 09:00am to 5:00pm Monday – Friday, except on public holidays. Expressions of Interest inclusive of CV's must be submitted to the following email address; idbfairports@bahamas.gov.bs OR idbcoastal@bahamas.gov.bs, on or before April 21, 2022 at 4pm.

The Permanent Secretary (Mr. Luther Smith)

Ministry of Works and Utilities

Project Implementation Unit

REF:- Climate Resilient Coastal Management and Infrastructure Program /Airport Infrastructure Program (Assistant Engineer)

P.O. Box N 8156

Nassau, Bahamas