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1. BACKGROUND INFORMATION

1.1. Partner Country

The Commonwealth of Dominica

1.2. Contracting Authority

Government of the Commonwealth of Dominica
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3rd Floor, Financial Centre
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Roseau,
COMMONWEALTH OF DOMINICA

1.3. Country Background

The Commonwealth of Dominica, the most northerly of the Windward Islands, is an upper middle-income country with a population of 72,788 and a per capita GDP of €6,151 (est. 2014). While the Dominican economy has been primarily dependent on agriculture in the past, efforts are currently being made to diversify into non-traditional sectors with near or greater income generating potential. These efforts include advances in financial intermediation and, importantly, reducing the Island's dependence on imported fossil fuels by developing its geothermal energy resources. Other key sectors that dominate GDP value added and are vital in the growth and development of Dominica, are Transport, Storage and Communications (14.65 %); Wholesale and Retail Trade (11.94 %); Agriculture, Livestock and Forestry (11.73 %); and Education (12.08 %). Additionally, the level of investment in Tourism has increased with enhanced air access infrastructure and targeted destination marketing strategies. Furthermore, the rehabilitation of road networks; housing construction; expansion of hotel facilities add value to the construction sector.

Dominica continues to be challenged by the realities of reductions in remittances, visitor arrivals, and Official Development Aid, as well as setbacks in attracting Foreign Direct Investment (FDI) inflows. Poverty also remains a leading development issue in Dominica, especially as a large share of employment existed in the banana industry which has declined consistently over time. The fundamental challenge has been a consequence of the lack of competitiveness which stems from a weak infrastructural base, particularly in the productive sectors which are expected to drive growth.

According to the UNDP Human Development Indices and Indicators 2018 Statistical Update, Dominica ranks 103 among 189 countries on the Human Development Index (HDI) with an HDI value of 0.715 for 2017. Social indicators are significantly good: access to primary and secondary education, primary school completion, adult literacy, and life expectancy are significantly higher than the averages for upper-middle income countries, reflecting a long-standing tradition of productive investments in human development, including social protection. Consequently, Dominica had achieved many of the targets under the Millennium Development Goals (MDGs) initiative in health, education, gender equality and environmental sustainability. The Government of Dominica has also reaffirmed its commitment to achieving the Sustainable Development Goals (SDGs), by mainstreaming the CARICOM-specific core targets under each Global Goal into the National Sustainable Development Pathway.

The challenges facing Dominica range from economic, social, political and environmental. Some of them emanate from external forces beyond the Island's fiscal space, such as the continuing effects of trade liberalization and external financial shocks. Moreover, the effects of climate change are becoming increasingly visible across multiple sectors, and Dominica's small geographical size and its limited economic diversification implies that it is very vulnerable to the effects of natural disasters. The IMF (2016) indicated that in any given year, the probability of Dominica experiencing a hurricane is 15.1%. As a result, large chunks of annual budgets are redirected to activities related to emergency response and reconstruction. For example, a large percentage of Public Sector Investment Programme expenditure in the 2016/2017 fiscal period were related to interventions in response to the effects of Tropical Storm Erika that occurred in August 2015. In September 2017, Hurricane Maria resulted in significant damage and losses impacting 100% of the population and every sector of the economy. That single event caused EC \$3.54 billion (US \$1.313 billion) in damages and losses; equivalent of 226% of GDP; and the recovery and reconstruction needs are valued at EC \$3.69 billion (US \$1.37 billion).

In light of this, the Government of the Commonwealth of Dominica has articulated its intention to build the first climate resilient country of the world, with its focus on sustainability, resilience and climate smart initiatives. Therefore, the Island's National Resilient Development Strategy is constructed on three pillars: Prudent Disaster Risk Management, Climate-Resilient Systems, and Effective Disaster Response and Recovery. The medium to long term policies/strategies will be guided by these pillars.

1.4. Current situation in the sector

The Commonwealth of Dominica is vulnerable to a wide range of natural hazards, with tropical storms and hurricanes being the most common and, historically, most significant in terms of impact. Prior to the passage of Hurricane Maria in 2017, Hurricane David in 1979 had the most catastrophic effects on the Dominican environment, economy and society. There were also severe storms in 1989 (Hurricane Hugo), 1995 (Hurricane Luis), 1999 (Hurricane Lenny), 2007 (Hurricane Dean), 2005 (Tropical Storm Ophelia), and 2015 (Tropical Storm Erika) as well as some severe trough systems which impacted the country, most notably in December 2013. The occurrence of these events highlights a dire need for proper disaster management, an important precondition for a country to face and rebound from the effects of disasters.

According to the National Resilient Development Strategy, the Government aims to further develop its disaster preparedness capacity by implementing a "National Action Plan for Disaster Risk Reduction" to apply to the period 2018-2022. This will be done through participation from all concerned parties in Government, development partners, private sector, and civil society organizations and will be spearheaded by the Office of Disaster Management (ODM). To achieve the strategic goals of disaster management, the ODM will carry out the following programmes:

- Continuing to mainstream disaster risk reduction into policies, plans, and sustainable development programs at all levels. The focus will be on disaster prevention, risk reduction, preparedness, and mitigation of the vulnerability, with specific attention on women and children.
- Strengthening the legal framework, legal instruments, standard operating procedures, and policy guidelines, and establishing a mechanism in accordance with the actual requirement, by connecting local levels and the national level.
- Strengthening capacity of national and local officials, particularly at the community levels, on disaster-risk reduction, climate change adaptation, and hazard resilience.
- Integrating disaster-risk reduction into the preparation and implementation of disaster preparedness, emergency response and recovery programs to minimize disaster losses, and encourage full participation of Government institutions, civil society organizations, and the private sector.

The Government, through the Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal, will strengthen the capacity and role of the ODM in coordinating and implementing the “National Action Plan and Strategy on Disaster Risk Reduction 2018-2022”, which will include five major components:

1. *Strengthen disaster management institutions at the national, sub-national, and local community levels, to ensure the effectiveness of disaster-risk reduction by:*
 - Implementing law on disaster management.
 - Strengthening disaster management mechanisms by defining the organization and functioning of the national and local levels;
 - Developing policy guidelines, legal instruments and the legal framework to support disaster risk reduction activities;
 - Mainstreaming disaster risk reduction into policy guidelines and development plans at all levels.
2. *Enhancing Disaster Risk Assessment and Monitoring and Improving Early Warning System by:*
 - Conducting risk-assessment at the national and local levels;
 - Developing vulnerability and hazard maps;
 - Developing the disaster database management system;
 - Recording, analyzing, and disseminating the disaster losses information;
 - Setting up an Early-Warning System (EWS) on hazards, particularly communities exposed to hazards.
 - Establishing Emergency Operation Centers (EOC) at the local level with overall coordination by the national EOC;
 - Developing capacities in technological research for forecasting natural hazards and other hazards;
 - Improving existing data for further assessment, monitoring and early warnings;
 - Strengthening capacity of recording, analyzing, disseminating, and exchanging information for hazard assessment and monitoring.
3. *Developing new knowledge and innovation, providing training and building the culture of safety and disaster resilience by*
 - Collecting, compiling, and disseminating knowledge and information on hazards, vulnerabilities, and capacities to the people for building the culture of prevention and disaster resiliency;
 - Providing simple and understandable information on disaster risk to people on the risk of getting exposed to hazards;
 - Provide support in the development of disaster risk reduction plans on a national, local, business and personal levels;
 - Strengthening cooperation and promoting partnership among relevant stakeholders, including professionals involved in socio-economic activities for disaster risk reduction;
 - Accessing new information and other services, including the interpretation of satellite maps, and putting them to use;
 - Making the standard international terminologies on disaster-risk available for utilization in training materials;
 - Integrating disaster risk-reduction concepts and disaster prevention programs into school and higher education institution curricula;
 - Developing training modules and curricula on disaster risk reduction for the different levels (planners, emergency managers, shelter managers and administrative officials);
 - Strengthening technological and scientific capacities to assess vulnerabilities and hazard-prone areas in relation to climate change;
 - Establishing national and local forums for disaster risk reduction and;
 - Promoting participation of communities in sustainable education campaigns and public debates at all levels.

4. Reducing the Risk Factor by:

- Mainstreaming disaster risk reduction related to climate change into the disaster risk reduction and climate change adaptation strategy;
- Mainstreaming the disaster risk reduction plan into all sectors of the economy with emphasis on agriculture, forestry and fishery, health and education.
- Enhancing hazard resilience of communities in the drought, flood, storm, and other hazard prone areas;
- Strengthening disaster recovery plans, to include socio-psychology training programs, in minimizing the adverse impact on the victims, particularly women and children, in post-disaster times.

5. Strengthening preparedness for Effective Emergency Response at the National and Local Community Levels by:

- Developing preparedness plan for emergency response and updating the contingency plan to be effective at all levels;
- Forming the emergency response coordinating team;
- Forming search and emergency rescue teams;
- Forming disaster assessment coordinating teams;
- Developing coordinating procedures in accordance with CDEMA
- Undertaking a disaster preparedness simulation exercise, including the real exercise, to ensure rapid and timely response and providing relief to the affected localities;
- Allocating funds for emergency response;
- Constructing resilient regional shelters in safe areas, equipped with appropriate and gender-sensitive amenities, and a food reserve system in order to respond to disaster effects in a timely and effectively manner;

Furthermore, the Climate Resilient National Plan (CRNP) will be based on three main pillars:

- Climate-Resilient Systems
- Prudent Disaster Risk Management
- Effective Disaster Response and Recovery

The second pillar focuses on minimizing and managing the risks associated with climate-related disasters. This will require the development of a strong evidence base for decision-making. To better plan for and manage the damage caused by extreme weather events, the Government will improve the structure of our disaster management systems and strengthen the planning process through relevant protocols and enactment of appropriate legislation.

Importantly, prudent disaster risk management will entail the construction of more resilient emergency shelters. Such shelters are, by definition, powered by independent and renewable energy sources, with adequate storage, that can operate independently of the grid. They will have sufficient water storage capacity to supply potable water during the period when national water services are temporarily disrupted, and they will be suitably equipped and resourced.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project of which this contract will be a part is a reduction in vulnerability and risk and an increase in climate resilience at the community level.

The specific objective is the construction of two regional emergency shelters, each specifically designed to provide a safe, family-friendly, climate resilient environment where persons can be protected from extreme weather conditions and be provided with a temporary respite until their previous residence is restored.

2.2. Purpose

The purpose of this contract is to provide consultancy services for the following:

- Feasibility confirmation and/or verification of selected sites for regional emergency shelters.
- Design and cost estimates for regional emergency shelters.
- Supervision of works for construction of regional emergency shelters.

2.3. Results to be achieved by the contractor

The main results expected by the consultants are as follows:

Phase 1: Feasibility

- Feasibility assessment of two selected sites for regional emergency shelters.

Phase 2: Formulation

- Designs, engineering drawings and pre-construction cost estimates
- Technical Specifications for requisite fixtures, fittings, and equipment to be installed for functionality of the buildings.
- Works Tender Dossier
- Support to the NAO during the evaluation of the works tender

Phase 3: Supervision

- Construction management and supervision services during the pre-construction, construction and post defects liability period,
- Project construction outputs that comply with engineering drawings and specifications;
- Project decisions that mitigate risk and achieve appropriate outputs;
- Regular implementation reports and documentation

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

The main assumptions are as follows:

- Government's continued support for disaster risk reduction
- Resilience and sustainability are factored into all aspects of the project
- External macroeconomic environment remains stable
- Communications amongst stakeholders is timely and effective.
- Progress will be measured by performance indicators
- Departments collaborate to achieve results
- All plans and necessary approvals are received in a timely manner

- Any further natural disasters will have manageable consequences
- Timely completion of works and services contracts
- The buildings constructed under this project will subsequently receive adequate maintenance funding to protect the investment made
- Understanding of the needs of stakeholders through consultation

3.2. Risks

The risks associated with the project are as follows:

- Major unexpected economic or environmental factors affecting national development
- Lack of investment from Central Government or other agencies for complementary investments
- Lack of interest by community members.
- Qualified staff may not be available to effectively execute the different components of the programme.
- Inadequate capacity within key technical agencies.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Project description

The current practice is the designation of schools, churches and community centres as shelters. However, some structures and locations that may be suitable for protecting people from the impact of a hurricane may not be suitable for occupancy for more than 2 or 3 days and certainly not ideal for long term occupancy. Additionally, some structures designated as shelters may not be able to provide adequate disaster protection.

There are currently 140 approved shelters, of which 80% are churches and schools, with a few small buildings scattered amongst dispersed communities. In the south-east of the Island, most of shelters are private homes which were severely impacted by Hurricane Maria. Additionally, there are 16 communities without shelters, mainly throughout the southwest (Gallion), north, and west (Massacre, Mahaut, Colihaut, Coulibistrie, Dublanc, Mero, Tarreaux, and Jimmit).

It is also worth noting that as at April 2018, there were still approximately 300 persons still in shelters following the hurricane.

Therefore, there is an urgent need for independent buildings designated strictly as emergency shelters. To be fully efficient, the recommendation is for regional emergency centres to be established in suitable and central locations. The selection of communities will be based on criteria such as size of population, vulnerability, history of disasters, housing stock, level of poverty, type of livelihoods, and proximity to critical services.

These climate resilient Regional Shelters will be built with separate facilities for males, females and children with common areas such as kitchen, dining, and recreational. They will be fitted with water storage and renewable power, as well as a good telecommunications system. A small area will be designated as an Emergency operation Centre and a larger area for relief and supplies storage (for use and distribution). When not used for sheltering, the structure can be used for community activities, meetings, training, etc.

In the event of an impending hazard, communities around these larger emergency shelters/collective centres can use the smaller shelters closest to them and should there be an

hurricane Maria type impact, those sheltered can be moved to the larger centres as soon as it is possible to do so. In certain instances, like a known Category 5 impending hurricane, persons requiring shelter would be encouraged to go directly to the Regional Emergency Shelters closest to them.

The two locations have been selected, as follows.

1. Castle Bruce:

Recommendation is for the construction of an Emergency Shelter in the District of Castle Bruce on the East Coast to be built in the community of Castle Bruce. Castle Bruce, with a reasonable size population, is in the centre of two groups of very vulnerable small communities. On the Northern side, the communities of the Kalinago Territory, Atkinson, and Concord, and on the Southern side, the communities of San Sauveur, Good Hope, and Petite Soufriere. In total, these communities have a population of approximately 4,800 persons. According to the Country Poverty Assessment, the parish of St. David (most of its population live in the communities mentioned) accounts for 9.7 % of the total population, but 13.6% of the poor, island-wide. Furthermore, while the average level of poverty was 28.8% for the country, the percentage of poor persons within St. David was 40.4%, therefore making it one of the poorest parishes in Dominica.

Castle Bruce, like all other Dominican communities, would be vulnerable to weather-related disaster events, earthquakes and tsunamis, but is the safest area for a volcanic disaster. Castle Bruce is locally served by all utilities, as well as a Police Station, Fire Station and a Health Centre. It is also serviced by all utilities (Energy, Telecommunications and Water) and several small businesses. Given the presence of a large playing field, the community is accessible by helicopter and also road and sea.

The Kalinago communities, Atkinson and Concord are a number of small, impoverished mainly farming/fishing communities spread over a wide geographic area. The majority of the housing is substandard wooden structures which cannot withstand intense hurricanes. While there may be public structures like schools, community centres and churches which can be used as shelters, these should be used only for short-term sheltering of two to three days. If there is a Regional Shelter in the area, families could be moved for longer-term sheltering which may be necessary. This would allow the public structures (schools, community centres and churches) to fully serve their original purpose. This is even more important for schools so that students can re-commence school soonest after an event.

The communities of Good Hope, San Sauveur and Petite Soufriere are also a number of small impoverished communities over a wide geographic spread. The area also has a history of landslide events and was earmarked for relocation in the past. The majority of housing is also substandard wooden structures for the greater part.

According to the Building Damage Assessment (January, 2018), between 40-67% of buildings were destroyed by Hurricane Maria in the majority of the communities which will be served by the proposed shelter. A regional shelter would therefore satisfy the proposed objectives of serving the most vulnerable, while providing access to utilities and focusing on sustainability and continuity.

The allocated lands in Castle Bruce contain 12,640 square feet and is registered in Liber X7 Folio #26 in the parish of St. David.

2. Mahaut/Jimmit:

Recommendation is for the construction of a Regional Emergency Shelter in the Mahaut/Jimmit area on the Southern West Coast of Dominica. Mahaut/Jimmit has a reasonable size population and in close proximity of some very vulnerable smaller communities. There are also other vulnerable communities further afield which could be serviced by the proposed shelter.

Mahaut/Jimmit/Canefield is an urban area which is also vulnerable to weather-related disaster events, earthquakes, tsunamis, volcanoes, landslides, etc. The area is served by all utilities, as well as a Police Station, Fire Station, a Heath Centre, and several businesses. It is also serviced by all Utilities (Energy, Telecommunications and Water). Given the presence of reasonably sized playing fields, the communities can be accessible by helicopter as well as sea and road.

The following communities would be served by the proposed shelter- Tarreau, Mahaut, Jimmit, Warner, Campbell, Massacre, Les Pointe, Canefield, and Roger, as well as smaller vulnerable communities further afield such as Fond Cole, Gutter, and Tarrish Pit. In total, these communities have a population of approximately 12,510 persons. According to the Country Poverty Assessment, the parish of St. Paul accounts for 12.1 % of the total population, but 13.6% of the poor, island-wide. Furthermore, while the average level of poverty was 28.8% for the country, the percentage of poor persons within St. Paul was above average at 32.6%.

The allocated lands in Jimmit contain 30,944 square feet and is registered in Book of Titles M10 Folio #93.

Cost estimates for similar structures indicate that a small-scale facility accommodating approximately 150 persons amount to USD\$1 million (4,000 sq. ft. and does not include alternative power and water storage). Regional shelters will require double this capacity. (up to 500+ persons) as due to the current state of housing stock after HM and underlying vulnerabilities, more persons will need access to shelters.

The following key points should be noted:

- Emergency shelters cannot be looked at in isolation; any response must consider the settlement or the context in which the households are sheltered.
- Preferred shelter solutions must be designed and engineered on the basis of context-specific structural and performance requirements.
- Consideration should be given to displacement that is protracted.
- Shelter design criteria should address hazard risks and safety, timeliness and construction speed, lifespan, size and shape, privacy, security and cultural appropriateness, ventilation and thermal comfort; environmental considerations, cost, standards and building codes.
- Involve host communities and persons of concern from an early stage.
- The development of an appropriate shelter response is a process and not simply the delivery of a product in this order of ideas it is important to bear this in mind to ensure social aspects and needs becomes also design drivers.
- Reference should be made to the Resilient Communities and Regions concept in the National Resilient Development Strategy which proposes the approach to building regional and community-level resilience.

4.1.2. Geographical area to be covered

The Commonwealth of Dominica

4.1.3. Target groups

At-risk families in vulnerable communities

4.2. Specific work

The objective of the Consultancy is to ensure that all works are executed in accordance with national specifications; that a high quality resilient construction is achieved and all work is carried out in full compliance with the engineering design, technical specifications and the contract document; and to ensure potential environmental impacts are mitigated during project design and implementation.

To that effect, the Consultant will provide, without being limited to, the following services:

Phase 1: Formulation

The Consultant shall undertake, without being limited to, the following activities in conjunction with the formulation phase of the project:

- Consult with the various stakeholders (especially the ministries of Housing, Community Development, Climate Resilience, and Public Works; Office of Disaster Management; CREAD; Planning Division; Lands and Surveys Division; Parliamentary Representatives; community-based organisations, targeted residents, etc), and the Contracting Authority to define the needs and priorities.
- Verify shelter sites that have been selected, taking into consideration all relevant criteria, including, but not limited to, vulnerability of communities where proposed sites are located, topography, natural hazards, sensitivity to wind, sea level rise, proximity to waterways, and other site-specific vulnerabilities, coherence with government priorities, sustainability of the proposed intervention.
- If necessary, carry out the necessary geotechnical and hydrological surveys and collect the necessary data for determining the functional and structural integrity of the sites identified.
- Carry out an Environment Impact Assessment for the proposed programme.
- Feasibility study

Phase 2: Design

The Consultant shall undertake, without being limited to, the following activities in conjunction with the design phase of the project:

- Finalise the needs, in structure, fixtures and facilities, for safe/resilient shelters with the following characteristics:
 - Built to resilient standards
 - Safe location
 - Safe for multiple hazards
 - Independent/ standby water system and be able to capture and store potable water
 - Independent/standby energy system - Have the capacity to generate and store renewable power when power from the national grid is disrupted (this could be stand alone or also serve essential services in close proximity)
 - Equipped kitchenette
 - Equipped first aid Centre
 - Sufficient sanitary facilities
 - Storage facilities for basic supplies
 - Independent/reliable communication system
 - Have the capacity to withstand Category #5 winds (155mph) and seismic loadings of magnitude 6 to 7 on the Richter scale.
 - Be energy efficient
 - Incorporate water proofing of external surfaces
 - Integrate into an effective storm water management system
 - Underground utilities
 - Separate facilities for males, females and children with common areas such as kitchen, dining, and recreational.
 - A sound telecommunications system.

- A small area designated as an Emergency Operation Centre.
- Ability to be converted into venue for community activities, meetings, training when not used for sheltering.
- Develop detailed Architectural and Engineering Designs and drawings for the internal and external layout of the shelters.
- Submit for approval of the Physical Planning Division a completed Development Application Form for Planning Permission in respect of new buildings and extensions that contains the following information, for each housing development (details found at <http://housing.gov.dm/divisions/housing-division/checklist-for-reviewing-building-plans>):
 - Survey Plan of the land to which the plans relate
 - Plans
 - Location Plan
 - Site Plan
 - Floor Plan
 - Foundation Plan
 - Elevations
 - Roof Plan
 - Cross Sections
 - Beams Framing Plan
 - Details to be taken at all critical sections of buildings (Foundation and Retaining Walls, Floor Slab on Grade, Columns, Beams, Stiffeners, Roof, Suspended slabs, Ring Beam, and Steps),
 - Electricity Plan
 - Plumbing Plan
 - Drainage Plan
 - Engineer's Certificate
- Develop detailed Cost Estimates for the all-inclusive regional shelters.
- Prepare technical specifications all fixtures, fittings and equipment required
- Prepare a Bill of Quantities/cost estimates and technical specifications for the construction of the buildings, based on the assessment of a Quantity Surveyor
- Preparation of full Works Tender Dossier

The Consultant shall undertake, without being limited to, the following activities in conjunction with the evaluation phase of the project:

- Provide support to the Project Supervisor and to the Contracting Authority during the evaluation of the works tender offers
- Attend the Tender Opening Session and all subsequent meetings of the Tender Evaluation Committee (TEC) in the capacity of observer.

Phase 3: Supervision

This phase will only be awarded to the Consultant upon high quality performance in Phases I and 2.

The Consultant shall undertake, without being limited to, the following activities in conjunction with the supervision of the project:

- Issue instructions, in accordance with the authority specified in the Conditions of Contract, to the Contractor such that Works can proceed with due expedition.
- Comment on the Contractor's proposals and methods for executing the Works.
- Monitor progress against programme, instructing the Contractor to revise its programme as necessary in order to meet due completion dates.
- Hold monthly (or otherwise instructed by the Contracting Authority) progress meetings with the Contractor and take minutes for record purposes.
- Ensure that the works are executed to the correct specifications and that the quality of

workmanship and materials are in compliance with the technical specifications.

- Ensure prompt responses when the Contractor calls for inspections and approvals.
- Maintain site presence and conduct official and unofficial site visits at intervals appropriate to the various stages of construction in order to inspect the progress and quality of the various aspects of the construction contractor(s)' work. Based on information obtained during site visits and inspections, the Consultant would then generally determine if the contractor's work is proceeding in accordance with the contract documents. The Consultant would then be required to keep the Supervisor and Contracting Authority informed of the progress of the work by submitting written progress reports at intervals to be determined, on a site-specific basis. This may include, inter alia, schedule revision, payment request review, construction material review, permit compliance, conferences and meetings, contract document clarifications and modifications, shop drawings, product substitution review, assignment of crews, and inspections.
- Receive, draft, record, and send any correspondence associated with the Works.
- Measure and value works completed by the Contractor. Check and correct applications for interim payments, certify contractor's payment requests and forward them to the Supervisor within 7 days of receipt from the Contractor, taking cognisance of any amounts due or recoverable from the Contractor in respect of advance repayment, retention and price adjustment in respect of escalation, etc. that may apply, such that the Contracting Authority can pay in accordance with the terms of the Contractor's contract.
- When the Consultant issues a certificate, he/she must be satisfied that relevant, reliable and sufficient evidence exists that the tasks have been properly performed and the amounts claimed by the contractor(s) have actually and necessarily been incurred in accordance with the requirements of the contract he/she is supervising
- Instruct the Contractor to perform any additional works or variations within the limits set out in the Contract or that have been duly authorised by the Supervisor.
- Report monthly to the Supervisor and Contracting Authority on the physical and financial progress of the Works and the estimated final value for budgetary purposes.
- Keep full and complete records on site of all matters pertaining to the Works including, but not limited to, correspondence, site instructions, variations, revised drawings, site sketches, minutes of meetings, testing, inspections, approvals, measurement, interim payment, progress reports, insurances, visitors to site, completion certificates, Dayworks, Contractor's labour and equipment returns, site diaries, and inspector's daily reports.
- Ensure that the Contractor complies with its contractual obligations in respect of labour standards and mitigation of impacts on the environment by withholding payment against appropriate items in applications for interim payment in accordance with the provisions of the Contract where necessary.
- Maintain a supervisory presence on site at all times when contractors are executing Permanent Works.
- Ensure that the Contractor follows good practice in respect of labour standards including health and safety issues.
- Oversee electrical and plumbing installation and commissioning
- Oversee installation and commissioning of all equipment and fixtures.
- Inform the Supervisor and Contracting Authority of and keep detailed particulars and records pertaining to any matters that may constitute a contractual dispute.
- Keep accurate records of time worked on site by all of the Consultant's personnel and their respective overnight locations in the form of signed and countersigned timesheets to be submitted in support of the Consultant's invoices for remuneration in respect of providing consultancy services.
- Produce and submit hard copies of the Final Report including "as built" drawings and test results.
- Carry out inspections and instruct and supervise any necessary remedial works before the issuance of the Provisional and Final Acceptance.
- Perform all other tasks not specifically mentioned herein but necessary to properly supervise and control all construction activities in accordance with the terms of the

Contract.

At the end of the defect liability period, the Consultant shall undertake the following activities in conjunction with the closure of the Works contract:

- Carry out inspections and verify that any necessary remedial works has been carried out before the issuance of Final Acceptance Certificate.
- Verify and certify the Final Statement of Account issued by the contractor.

Visibility

Throughout the project, focus should be placed on ensuring the sustainability and dissemination of project results.

4.3. Project management

4.3.1. Responsible body

Contracting Authority:
National Authorising Officer/EDF
3rd Floor, Financial Centre;
Kennedy Avenue; P.O. Box 1102;
Roseau;
COMMONWEALTH OF DOMINICA

Project Supervisor:
Permanent Secretary
Ministry of Housing and Lands
Government Headquarters
Kennedy Avenue
Roseau
COMMONWEALTH OF DOMINICA

4.3.2. Management structure

The project supervisor is the Ministry of Housing and Lands, and the Contracting Authority is the National Authorizing Office (NAO) of the EDF in Dominica as specified in Article.1.2. The direct beneficiary is the Office of Disaster Management. All decision-making involved in the management of this contract should therefore involve National Authorizing Office for the EDF, the Ministry of Housing and Lands and the Office of Disaster Management.

4.3.3. Facilities to be provided by the contracting authority and/or other parties

Office accommodation on site during implementation of the works will be included in the works contracts Bill of Quantities.

5. LOGISTICS AND TIMING

5.1. Location

The operational base for the project is in Roseau, Dominica. Nevertheless, works will take place in different part of the country and sites will have to be established accordingly.

5.2. Start date & period of implementation

The intended start date is 1st May 2019 and the period of implementation of the contract will be 27 months from that date (with Phase I and II being for three months and Phase III for 24 months). Please see Articles 4 and 5 of the Special Conditions for the actual start date and period of implementation.

- 3 months for the feasibility and verification of selected sites; Designs and Cost Estimates; and preparation of tender dossier, as well as tender evaluation
- 12 months for the supervision of the works
- 12 months for the defects liability period and closure of the works.

Note: It is expected that the time between the design and the beginning of the actual supervision of the works will be less than 3 months, but the consultant shall be aware that more time would be required for the contracting authority to finalise the works contracts. Each phase will commence via an Administrative Order.

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.1.1. Key experts

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The tenderer shall submit CVs and statements of exclusivity and availability for the following key experts:

Key expert 1: Team Leader – Resident Engineer/Construction Management

Qualifications and skills

- A Degree from an accredited university programme in Civil Engineering or equivalent, relevant, or directly related discipline, or equivalent relevant professional experience.
- Fluency in both written and spoken English,
- Fully computer literate in MS Office and construction related software, MS Project and AutoCAD.
- Knowledge of Disaster Risk Management
- Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Engineering and Technology - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models
- Should be able to:
 - Communicate clearly and effectively to others involved in a project.
 - Delegate tasks to those capable of completing them, or assign workers to oversee areas of a project.
 - Evaluate progression and adherence to deadlines on a routine basis.
 - Develop problem solving skills by considering potential problems faced in a project. Come up with solutions to problems that others have not considered.

- Create an environment of teamwork and willingness to help co-workers.

General professional experience

- 10 years minimum post-qualification experience in the construction sector with at least 7 years spent in supervision of construction projects.

Specific professional experience

- Minimum 3 similar experiences as Team Leader or similar position, within the last 7 years.
- Specific experience in building design in tropical countries.
- Preferred: Training/Experience in sustainable building techniques or climate-resilient building construction. At a minimum, expert should be knowledgeable of sustainable building techniques or climate-resilient shelter construction.
- Must be well-versed in local building codes and safety regulations.
- Have demonstrated capacity to manage up to two (2) infrastructure projects, simultaneously
- Have no previous record of default on a government contract
- Ability to provide Project Management Plans for each sub- project anticipated under this programme.
- Demonstrate extensive knowledge of the Commonwealth of Dominica Building Codes and Building Guidelines; all laws and regulations concerning the construction sector; the Revised Guide to Dominica's Housing Standards; and general construction practices, standards and regulations regarding resiliency

Key expert 2: Quantity Surveyor /Site Technician -

Qualifications and skills

- A relevant Diploma/Certificate from an accredited programme in Quantity Surveying or equivalent
- Fluency in both written and spoken English, and fully computer literate in civil engineering survey related software.

General professional experience

- 5 years minimum post-qualification experience in the construction sector.
- Good communication skills

Specific professional experience

As a cost estimator providing infrastructure construction cost estimates and review of estimated costs, the professional providing these services must:

- Have a minimum of 5 years' experience in construction cost estimating;
- Have a minimum 2 similar experiences as quantity surveyor, within the last 5 years
- Have previous experience in the construction of site infrastructure and projects designed by civil engineers; and
- Have knowledge of current national and local construction market trends, labor and material costs including wage requirements, site-specific cost differences, and design and construction guidelines for square foot cost per building type.
- Be able to provide advice based on time, budget and deadlines.
- Demonstrate extensive knowledge of the Commonwealth of Dominica Building Codes and Building Guidelines; all laws and regulations concerning the construction sector; the Revised Guide to Dominica's Housing Standards; and general construction practices, standards and regulations regarding resiliency.

Key expert 3: Architect /Site Technician

Qualifications and skills

- A Degree from an accredited university programme in Architecture or equivalent,
- Fully computer literate in MS Office and construction related software, MS Project and AutoCAD.

General professional experience

- 15 years minimum post-qualification experience in the construction sector.
- Good communication skills
- Ability to consult with other professionals about design.

Specific professional experience

- Minimum 5 similar experiences in similar position, within the last 10 years
- Specific experience in building design in tropical countries.
- Ability to present feasibility reports and design proposals.
- Ability to produce clear and detailed drawings and specifications for the approval of the Division of Planning
- Preferred: Training/Experience in sustainable building techniques or climate-resilient building construction. At a minimum, expert should be knowledgeable of sustainable building techniques or climate-resilient building construction.
- Demonstrate extensive knowledge of the Commonwealth of Dominica Building Codes and Building Guidelines; all laws and regulations concerning the construction sector; the Revised Guide to Dominica's Housing Standards; and general construction practices, standards and regulations regarding resiliency.

Key experts 4 and 5: Two (2) Site Technicians

Qualifications and skills

- A Degree from an accredited university programme in Construction Management, or equivalent,
- Fully computer literate in MS Office and construction related software.

General professional experience

- 10 years minimum post-qualification experience in the construction sector.
- Good communication skills
- Ability to consult with other professionals about design.

Specific professional experience

- Minimum 3 similar experiences in similar position, within the last 10 years
- Specific experience in supervising building construction in tropical countries.
- Preferred: Training/Experience in sustainable building techniques or climate-resilient building construction. At a minimum, expert should be knowledgeable of sustainable building techniques or climate-resilient building construction
- At least five years' experience in building inspection or home inspection
- Experience in supervising construction, plumbing, electrical work and carpentry
- Excellent communication skills; be detail-oriented when creating reports; and be knowledgeable about mechanical issues.
- Demonstrate extensive knowledge of architectural and engineering design and construction issues
- Demonstrate extensive knowledge of the Commonwealth of Dominica Building Codes and Building Guidelines; all laws and regulations concerning the construction sector; the Revised Guide to Dominica's Housing Standards; and general construction practices, standards and regulations regarding resiliency

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

6.1.2 Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

6.2. Office accommodation

Office accommodation of a reasonable standard for each expert working on the contract is to be provided by the contractor. The costs of the office accommodation are to be covered in the financial offer.

6.3. Facilities to be provided by the contractor

The contractor must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

All necessary documentation shall be provided by the Ministry of Housing and the Office of Disaster Management.

6.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

7. REPORTS

7.1. Reporting requirements

Please see Article 26 of the General Conditions. Interim reports must be prepared every six months during the period of implementation of the tasks. They must be provided along with the corresponding invoice, the financial report and an expenditure verification report defined in Article 28 of the General Conditions.

There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the tasks. The draft final report must be submitted at least one month before the end of the period of implementation of the tasks. Note that these interim and final reports are additional to any required in Section 4.2 of these Terms of Reference.

Each report must consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts, incidental expenditure and expenditure verification.

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above, the contractor shall provide the following reports:

Name of report	Content	Time of submission
PHASE 1 – FORMULATION		
Inception report	Analysis of existing situation and work plan for the project. In the report the Contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme. The Contractor should proceed with his/her work unless the Contracting Authority sends comments on the inception report	No later than 1 week after the start of implementation
Feasibility study for the selected sites for resilient housing development.	Validation of shelter sites, including analysis on, but not limited to, vulnerability of communities where proposed sites are located, topography, natural hazards, sensitivity to wind, sea level rise, proximity to waterways, and other site-specific vulnerabilities, coherence with government priorities, sustainability of the proposed intervention, Geotechnical and hydrological surveys for determining the functional and structural integrity of the sites identified. Environment Impact Assessment for the proposed programme.	No later than 1 month after the start of implementation
PHASE 2 - DESIGN		
Draft Designs, Drawings, Technical Specifications and Cost Estimates	The detailed analyses underpinning the recommendations will be presented in annexes to the main report.	No later than 6 weeks after the start of implementation
Final Designs, Drawings, Technical Specifications and Cost Estimates and Tender Dossier for Works	With the same specifications as the draft final report, incorporating any comments received from stakeholders	No later than 2 months after the start of implementation
PHASE 3 – SUPERVISION AND CONSTRUCTION MANAGEMENT		
Inception report	Analysis of existing situation and work plan for the project.	Two weeks from Commencement order
Monthly Progress Reports	Description of progress (technical and financial) and performance of the contractor including, but not limited to: <ul style="list-style-type: none"> • Work output, in terms of manpower and equipment utilisation, of the Contractor • Problems encountered; 	No later than 1 week after the end of each month of the implementation

	<ul style="list-style-type: none"> • Forecasts of progress and expenditure, • Any problems or potential problems in connection with the Works contracts and recommendations to for possible solutions • Administrative Orders • Site Instructions • Monthly Certificates, • Safety record, • Manpower utilisation, • Equipment utilisation, • Claims, Variation Order and Addenda, • Project Organization, • List of Minutes of Site Meetings, • Quality and Time Evaluation • Construction Photographs, 	period.
Quarterly progress Report	Every three months, the a quarterly report shall be submitted, summarising progress over the period and providing work plan for the following quarter.	No later than 2 weeks after the end of each quarter of the implementation period.
Final Report	<p>The Consultant shall prepare a report which shall include (without being limited to) the following:</p> <ul style="list-style-type: none"> • Project Description (purpose, scope and dimensions), • Project Data (historical data on Contract, financial sources, etc.), • Monthly Certificates, • Safety record, • Manpower utilisation, • Equipment utilisation, • Claims, Variation Order and Addenda, • Project Organization, • List of Minutes of Site Meetings, • Quality and Time Evaluation, • Major problems arisen and measures taken, • Construction Photographs, • List of As-Built Drawings provided by the Contractors, • The Final Statement of Account • Conclusion and Recommendations 	No later than 60 days after Provisional Acceptance
Project Completion Report	This report shall provide an appropriate update to the Final Report to take into account any event and contractors' activities which took place during the Defect Liability Period. It shall also include the final project accounts.	Within 30 days of issue of Final Acceptance Certificate.

All reports and documents relevant to the Consultant's services, maps, field survey notes, computer programmes, etc. shall become the property of the Government.

7.2. Submission & approval of reports

Three (3) originals and electronic versions of the reports referred to above must be submitted to the project manager identified in the contract. The reports must be written in English. The project manager is responsible for approving the reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

Monitoring indicators will include:

- Feasibility study for the selected sites for regional emergency shelters.
- Draft Designs, Drawings, Technical Specifications and Cost Estimates
- Final Designs, Drawings, Technical Specifications and Cost Estimates and Tender Dossier for Works
- Approval of plans by the Physical Planning Division and other stakeholders
- Monthly Progress Reports
- Quarterly progress Report
- Final Report
- Project Completion Report
- Verification Report on selection of sites
- Evaluation Report for the selection of contractor to carry out works
- Project Progress meetings
- Inception, interim progress and final project reports
- Interim Payment Certificates, Final Statement of Account, Provisional and Final Acceptance Certificates
- Project design and efficiency
- Project impact and effectiveness (comparison of progress/expenditure against approved planned programme of Works)
- Two climate-resilient regional emergency shelter constructed by December 2020.

8.2. Special requirements

None
