

Terms of Reference

Project Manager (Individual Consultant) – British Virgin Islands (BVI)

Title:	Project Manager
Reporting to:	Recovery and Development Agency (RDA)
Location:	British Virgin Islands
Duration:	Full-time (12 Months) with possible 12 months extension

1 Background

The British Virgin Islands (BVI) is a British Overseas Territory in the Caribbean. The BVI is comprised of the islands of Tortola, Virgin Gorda, Anegada, and Jost Van Dyke, along with over fifty other smaller islands and cays.

In 2017, the BVI experienced a trio of extreme weather events occurring over a six-week span that resulted in catastrophic damage to the territory. All social and economic sectors suffered substantially due to these events. Essential services such as health, social services, telecommunications, electricity, water, sewerage and waste management systems were, and continue to be, severely compromised.

In 2018 the Recovery and Development Agency¹ was established to deliver the Recovery to Development Plan² (RDP). The RDP sets out a range of policy and strategy initiatives and programmes across sectors to deliver a Stronger, Smarter, Greener, Better BVI.

As a part of the financing for the recovery, the Government of the British Virgin Islands (GOVI) formally applied to the Caribbean Development Bank (CDB) for financing for a project to assist in the recovery, rehabilitation and reconstruction of social and economic infrastructure to overcome the cumulative damaging effects of the 2017 floods and hurricanes.

The scope of the Project will include, among other things, the rehabilitation and reconstruction of critical social and economic infrastructure, such as roads, reservoirs and metering, ports of entry, schools, education and other public buildings. Implementation of the Project will be led by a Senior Project Manager assigned by the Recovery and Development Agency (RDA). The RDA now proposes to engage the services of a Project Manager (Consultant Individual) to provide additional direct support to the Senior Project Manager in the management of project implementation.

2 Objective

The objective of the services is to achieve timely and effective implementation of the project scope by providing project management support to the Senior Project Manager. The services are primarily, but not limited to, oversight of a defined scope of infrastructure projects.

¹ <https://bvirecovery.vg/wp-content/uploads/2019/01/Act-No.-1-of-2018-Virgin-Islands-Recovery-and-Development-Agency-Act-2018.pdf>

² <https://bvirecovery.vg/wp-content/uploads/2019/01/Recovery-to-Development-Plan.pdf>

3 Scope of Services

In the conduct of these services, the Project Manager (Individual Consultant) shall cooperate fully with the Senior Project Manager, RDA and all other key stakeholders including GOVI agencies involved in the development and implementation of the Project. Mentorship of assigned GOVI counterpart staff in all aspects of the services will also be required. The services to be provided include, but are not limited to, the following deliverables:

- A. Assisting the Senior Project Manager with the selection of consultants, including the production of 'Scopes of Work' / 'Terms of Reference' / 'Requests for Proposal' for projects;
- B. Development of and monitoring of project timelines through a schedule of works, through MS Project;
- C. Assisting the Senior Project Manager with the supervision of the engineering consultants, including review of the monthly and project completion reports prepared by the Engineering Consultants;
- D. Field visits and assessments of construction to ensure compliance with specifications;
- E. Advising the Senior Project Manager on technical aspects and costs variations of construction, including the development of project budgets and Bills of Quantity;
- F. Assisting the Senior Project Manager with the management and administration of the construction contracts, including the development of project risk registers; and

4 Reporting Arrangements

The Project Manager (Individual Consultant) will report directly to the RDA's Senior Project Manager and will be responsible for daily activities related to the project life cycle including reviewing and commenting on monthly progress reports from design teams. They will regularly liaise with various stakeholders to ensure an efficient and effective implementation of the activities under the Project.

5 Qualifications and Experience

5.1 Essential

- Project Management, with a minimum of five (5) years' experience in construction and supervision, project management (including project implementation).

5.2 Desirable

- Expertise in Project Management and Managing for Results (M&E Framework);
- Expertise and/or qualifications in the management of risk;
- Recent experience of working with multilateral agencies;
- Recent experience of working in the Caribbean region;
- Recent experience in the delivery of similar projects ;
- Demonstrable experience of delivering construction projects.

5.3 Skills

- Sound knowledge of the use of standard office equipment and computer applications;
- Excellent negotiation, analytical and decision-making skills;
- Excellent interpersonal and organizational skills;
- Excellent oral and written communication skills;
- Ability to work well under pressure with minimum amount of supervision;

5.4 Competencies

- Individual must manage their time effectively;
- Individual must manage own resources and professional development;
- Individual must develop the trust and support of colleagues, stakeholders and line managers;
- Individual must proactively implement change desired by management;
- Individual must obtain and analyse information for decision making;
- Individual must provide information and advice to others within their skillset.

6 Documentation required in submissions

The RDA now invites eligible individuals to indicate their interest in providing Project Manager (Individual Consultant) services. Interested consultants must submit CVs to provide this consultancy service.

Technical Submission

A. A letter confirming your interest and availability to undertake the assignment for the full duration. The letter shall demonstrate an overall and general understanding of the following:

- i. Scope of Services;
- ii. Any specific areas of concern;
- iii. Perceived constraints;

B. CVs indicating all qualifications and experience, as well as the contact details (email and telephone number) of the candidate. Candidates should refer to the evaluation criteria as a guide for the content of their CV.

7 Evaluation Criteria

Shortlisted candidates will be assessed and scored against the criteria below to ascertain their experience, qualifications, and capability to carry out the assignment.

Table 1: Summary of requirement and evaluation criteria.

Item	Requirement	Marking guide
1	Essential: A Relevant technical qualification in Project Management or a related field, as specified in this Terms of Reference.	<p>30 marks – post-graduate or more qualified in Project Management, Construction Management, or related field.</p> <p>25 marks – graduate or more qualified in Project Management, or related field.</p> <p>15 marks – undergraduate or more qualified in Project Management, or related field.</p> <p>1 mark – No relevant technical qualifications.</p>
2	Essential: A minimum of 5 years’ demonstrable experience working in the field of Construction or a related field, to include practical experience of construction.	<p>30 marks – 10 years or more experience in Construction, or a related field. Highly relevant and recent experience.</p> <p>25 marks – 8 years or more experience in Construction, or a related field. Some relevant experience, all recent.</p> <p>15 marks – 5 years or more experience in Construction, or a related field. Limited relevant experience or not recent.</p> <p>10 marks – Less than 5 years’ experience. No relevant experiences.</p> <p>1 mark – No specific consulting experience.</p>
3	<p>Desirable: Professional knowledge and experience of project planning and management.</p> <p>This is the management of a project from definition, understanding the client’s requirement, and developing a Scope of Works to release to the market for contractors to bid on.</p>	<p>5 marks – Clear demonstrable experience with examples of meeting this requirement for more than 5 years.</p> <p>4 marks – Clear demonstrable experience with examples of meeting this requirement up to a 5-year period.</p> <p>3 marks – Some related experience over up to 5 years.</p> <p>2 marks – 1-2 years demonstrable relevant experience.</p> <p>1 mark – No demonstrable experience.</p>
4	<p>Desirable: Professional knowledge and experience of delivering or monitoring of construction projects.</p> <p>This is the Project Management of projects that have been contracted, from contract through to delivery.</p>	<p>10 marks – Clear, demonstrable and highly relevant experience with examples of meeting this requirement.</p> <p>8 marks – Clear, demonstrable and somewhat experience with examples of meeting this requirement.</p> <p>5 marks – Some related experience with examples of meeting this requirement.</p> <p>2 marks – limited related experience or examples of meeting this requirement.</p> <p>1 mark – No demonstrable experience or examples.</p>

8 Final evaluation

Candidates will be ranked according to the consolidated scores of the evaluators. The first ranked candidate will be invited to negotiate a contract.

A. Interested consultants may obtain further information at the address below during the hours 9:00 a.m. to 5:00 pm (GMT-4, British Virgin Islands), Monday to Friday, to express interest in the consultancy, as well as, to request the Terms of Reference prior to submitting documentation.

Electronic copies of the Expressions of Interest must be received at procurement@bvirecovery.vg no later than **4:00PM on Friday 29th October 2021**.