



Solomon Islands Government

Ministry of Provincial Government
and Institutional Strengthening



**PROVINCIAL GOVERNANCE
STRENGTHENING PROGRAMME
(PGSP)**

**COMPLETE
TERMS OF REFERENCE**

FOR

**PROVINCIAL CIVIL
ENGINEER/ARCHITECT/QUANTITY
SURVEYOR**

DRAFT ONLY

MAY 2018

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Ministry of Provincial Government and Institutional Strengthening

Consultancy Title: Provincial Civil Engineer/Architect/Quantity Surveyor

Project Name: Provincial Governance Strengthening Programme

Duty Station: Honiara (Solomon Islands)

Initial Contract Duration: 4 years but evaluated annually.

Number of consultants: 9 Civil Engineers/Architects or Quantity Surveyors

Contract period: 01st July 2018 – 30th June 2022

Duty Station: the consultant shall be based in the Provincial Headquarters

1. Background to the assignment

The PGSP Joint Oversight Committee in its meeting of June 14th, 2017 endorsed the recommendation of its Fiscal Grant Coordination Committee and unanimously approved the revised Provincial Capacity Development Fund (PCDF) Operations Manual for implementation in the 2016/17 assessment. This revised manual provides for a budgetary provision for recruitment of a Civil Engineer, Architect or a Quantity Surveyor in the works division in each province. This recommendation is a response to the honourable Premiers appeal for strengthening of works divisions in the provinces to provide the required technical competence in the provinces for quality assurance of all infrastructure projects.

Through PCDF, Provincial Governments have delivered over 1, 000 projects so far (nine provinces combined) and created over 5, 000 jobs in the process. With the current level of funding for PCDF by SIG, the number of projects to be delivered by provinces would surely increase and each province would continue to require technical design, technical supervision and monitoring and continuous assessment and maintenance and yet 99% of the provinces do not have qualified Civil Engineers, Architect or Quantity Surveyors to provide the technical inputs that is needed on the ground daily for quality assurance.

Table 1: PCDF Project Details and Cost Tables Including Job created per sector
From 2008/9 – 2016/17

Project Description	Projects Completed	costs (SBD)	% to total costs of completed Projects	Employment created
1. Administration	93	40,026,293	26.5%	952
2. Education	166	48,572,694	32.2%	1,111
3. Health	93	18,587,424	12.3%	641
4. Water Supply and Sanitation	170	7,816,349	5.2%	320
5. Fisheries and Marine Resources	20	4,429,381	2.9%	64
6. Works, Transport, Infrastructure & Communications	38	10,171,248	6.7%	286
7. Women, Youth, Sports and Community Resource Centers	23	11,380,270	7.5%	474
8. Local Economic Development & Commercial Centers	21	4,961,964	3.3%	141
9. Environmental Projects	2	1,329,937	0.9%	43
10. Agriculture/Forestry	30	2,299,141	1.5%	185
11. Tourism	2	59,973	0.04%	10
12. Rural & Urban Electrification	206	1,366,385	0.90%	11
Total	864	151,001,059	100%	4,238
Ongoing projects	176	37,000,000		996
Total	1,040	188,001,059		5,234

In their 2018/19 approved budget, every province has provided and approved allocation for the recruitment of a long-term Civil Engineer, Architect or Quantity Surveyor commencing this fiscal year. The appointed candidates will be based in the provincial headquarters with the opportunity to travel extensively across his or her respective province as part of the assignment. This position is a permanent position as the cost of maintaining the officers has been mainstreamed into the provincial recurrent budget and be paid from the fixed service grant from SIG (a fiscal transfer to provinces). The remunerations shall be paid by the province based on a monthly output report.

2. Objectives of the assignment

2.1. To provide technical leadership in the works division for effective supervision of all provincial infrastructure projects regarding their timely delivery and of the designed specification agreed with the contractor.

2.2. To take the leading role in the designing of all infrastructure projects in the province during the planning process. The Engineer will work closely with all divisions within the province daily to provide technical support that may be required for effective planning and implementation of infrastructure projects being funded and implemented by the province. The Engineer shall ensure all Bills of Quantity are provided on time for the Executive and PTB decision during the budgeting process. This will have to be on time for Assembly decision.

2.3. To build the capacity of all officers in the works division by re-designing their terms of reference and develop on-the-job training curriculum for them so as to improve their skills. The Engineer may make budget provision for officers in the works division to be seconded to MID for an agreed period of time for on-the-job training and learning of new technical skills.

3. Scope of work

3.1. Design or coordinate the design of all infrastructure projects that are planned in provincial government three-year development plans. These designs should be done in accordance to the requirements of the provincial governments and the communities.

3.2. Prepare Bills of Quantities for all infrastructure projects and submit the BOQs to the planning division of the province for preparation of PG annual work plans and budgets.

3.3. Projects that do not have BOQs and they are not in year one of the three-year development should be prepared immediately and finalised by the Provincial Tender Board before the assembly meets to make decision on infrastructure projects incorporated in the annual budget.

3.4. BOQs based on detailed architectural designs of projects must be made available before end of December each year to facilitate the Assembly approval.

3.5. Supervise infrastructure projects implementation on a daily basis to ensure materials procured by contractors are of the right quality and that the infrastructures are constructed according to the agreed design specification. Any errors found in the course of construction must be rectified immediately.

3.6. Reduce the PG budget variations (with regard to infrastructures) by about 95% (**being performance target for the engineer**) by ensuring that project budgets are as accurate as possible and in line with design specifications.

3.7. Monitor project implementation and ensure issues that may affect the timely delivery of projects are resolved immediately before it is too late.

- 3.8. Work closely with the planning division and the PCDA for effective monitoring of all projects and provide report to the Provincial Tender Board and the Provincial Executive.
- 3.9. Carry out detail assessment of projects where slight variation may be required due to design changes or climate change resilience improvement and make recommendations for the PTB.
- 3.10. Consult with climate engineers to ensure all province funded infrastructures have in built climate resilience and risk component from the design stage. Monitor the implementation of all projects to ensure the contractors follow the design specification and the climate change resilience and adaptation are followed.
- 3.11. Serve as a member of the Provincial Tender Board for the award of contracts according to the Provincial Technical Evaluation Committee recommendation and analysis.
- 3.12. Take charge of the Provincial Works Division and design a short and long-term capacity building plan for officers in the division. Conduct in house and on-site training and mentoring of all officers in the works division. Make recommendations for skills upgrading of officers within the works divisions where necessary.
- 3.13. Develop a long-term strategy to modernise and revitalize the provincial works division. Make recommendations for the required equipment for maintenance and repairs required on administration buildings.
- 3.14. As head of the works division, the Engineer/Architect/Quantity Surveyor will be the Project Engineer responsible for certification of all projects being implemented by the province before payments are released by the treasury division of the province.

4. Resources Provided

The individual province is responsible for providing the consultant his/her a brand-new laptop to facilitate his or her work. Office space, within the works division, shall be provided by the province during the period of consultancy. The consultant shall have uninterrupted access to internet within the office premises.

5. Supervision/Reporting

The consultant shall report to the Provincial Secretary of the respective province for all his outputs. He or she shall, on daily basis, work closely with officers in the works division (as head of works division) and officers in the planning division and other sectors within the province.

6. Requirements for qualification and experience

Key Capabilities and Qualifications: The candidate must have the following qualification and experience:

- 6.1. An academic degree or a professional qualification from a recognised university in architecture or civil engineering or quantity surveying;
- 6.2. At least 5 – 10 years' work experience in designing infrastructure projects such as buildings, roads, culverts and bridges;
- 6.3. Proven ability to produce accurate bills of quantity for buildings and infrastructure projects. Candidate must produce evidences of these hands-on experiences;
- 6.4. A proven track records of implementing and supervising large scale infrastructures;
- 6.5. Familiarity with provincial planning systems will be an advantage

7. Documentation requirement

An updated current CV with contact details of at least three referees including former or current work plac supervisor and a cover letter setting out how the applicant meets the selection criteria, and a proposed approach and methodology.

8. Financial Proposal

Being a long-term consultancy, the tenderer does not need to submit any financial proposal for evaluation. The Ministry shall agree with the winning bidders the monthly remuneration for the position which is going to be a bit above SS4.

9. Taxation Implication

Income earned in Solomon Islands is liable to professional fees (withholding taxation) of 20% but this is applicable only on professional fees and not on the accommodation. Bidders are therefore informed that withholding taxation shall be applied at the point of payments by the provincial authorities.

10. Deliverables/Milestones with Targeted Dates

Items	Milestone Descriptions	Targeted Dates
1	The selected candidate shall be paid monthly as a consultant but based on output produced and submitted to the Provincial Secretary of the respective province. Being a performance-based contract, output report is required to trigger the payment as it may be agreed in the contract.	25 th of each month

11. Evaluation Criteria

Proposals will be evaluated using the cumulative analysis method with a split 80% technical and 20% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below: When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical criteria specific to the solicitation
- c) Technical Criteria weighting of 80%
Only candidates obtaining a minimum of 80% out of 100% in technical evaluation will be considered.

Evaluation Criteria

Item No.	Descriptions	% Weighting
1	Academic degree or a professional qualification from a recognised university in architecture or civil engineering or quantity surveying;	20
2	At least 5 – 10 years’ work experience in designing infrastructure projects such as buildings, roads, culverts and bridges;	30
3	Proven ability to produce accurate bills of quantity of buildings and infrastructure projects. Candidate must produce evidences of these hands-on experiences;	30
4	A proven track records of implementing and supervising large scale infrastructures. Familiarity with provincial planning systems will be an advantage	20
5	Total	100

12. Proposal Submission

- ✓ Deadline for the submission of this application is on Monday 18th June 2018 at 4.30pm local time (GMT + 11 hours).
- ✓ All tenders should be addressed to the Chairman of MPGIS MTB. The sealed envelope should be dropped at the MPGIS reception. The bidder shall indicate first and second choice provinces so that the person may be considered for the second-choice province in case the first choice province is not available.
- ✓ .The envelope should be marked
“ Provincial Engineers/Architect/Quantity Surveyors - for Provincial Governments”,
Ministry of Provincial Government and Institutional Strengthening
2nd Floor, City Centre Building, Point Cruz, Honiara, Solomon Islands
 - ✓ Those who wish to apply through electronic means should email the documentation to the Administration Officer: mmoveni@gmail.com / gvakolevae@mpgis.gov.sb . Only those candidates who meet the technical qualification criteria will be contacted by the Ministry Technical Evaluation Committee.
 - ✓ For further information on the description of the terms of reference, you may contact Momodou Lamin Sawaneh at sawanehl@icloud.com
 - ✓ For collection of the documentation from MPGIS, call 7611807/7159320/7330105 or email: