



National Recovery Program Bureau

TERMS OF REFERENCE

Individual Consultant (12 months)

-Time based-

HYDRAULIC ENGINEER

Background

Following the devastation caused by hurricanes Irma and Maria in September 2017, the Government of Sint Maarten embarked on a large-scale recovery and reconstruction program, based on the principle of building back better.

Since January 2018, the World Bank is assisting the Government of Sint Maarten. A significant part of Sint Maarten's ongoing recovery and reconstruction program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank, and implemented by Sint Maarten.

To support the implementation of the Trust Fund, the Government of Sint Maarten established the National Recovery Program Bureau (NRPB), which serves as the Project Implementation Unit (PIU) for the Government of Sint Maarten.

Short Description of the Project

The Wastewater Management Project (hereinafter referred to as "the Project") implements a wide range of activities, in close collaboration with government counterparts and ministries, notably Ministry of Public Housing, Spatial Planning, Environment, and Infrastructure (hereinafter referred to as "VROMI").

The project consists of the improvement of the coverage and performance of the wastewater system in Sint Maarten. This will be done through the expansion of the existing sewerage network to enable the connection for residents and commercial enterprises, the rehabilitation of critical parts of the existing sewage system to improve its climate resilience and operational efficiency and the improvement of the wastewater treatment plant.

Role of the Engineer

NRPB is seeking the services of an Engineer [hereinafter referred to as "Consultant"] to support the NRPB with technical expertise on all construction-related activities under the Wastewater Management Project and any other project that could utilize the specific expertise of the Engineer. The Engineer will assist the NRPB in the development of terms of references, technical drawings, bills of quantities, cost estimates, bidding documents etc. (S)he will monitor works on behalf of the project Manager (PM) and represent the NRPB in technical committee meetings and evaluations upon SWAMP PM request. The Engineer shall report regularly on the progress of project implementation to the NRPB.



Key Duties and Responsibilities

The Engineer will be a full-time professional responsible for technical aspects of project preparation, execution and supervision and will support the NRPB with all matters concerning construction under the Project. Construction activities under the project include the installation of sewerage pipes, construction of manholes, connections to buildings and upgrade works in the wastewater treatment plant.

The Engineer's responsibilities will include:

1. Work within the NRPB on the implementation of the Project following the rules and regulations of the World Bank.
2. In coordination with NRPB Procurement, as well as line ministries/external agencies, manage and supervise the preparation of all required technical project documents including Terms of Reference (ToRs) for consultants and consulting firms, specifications, and designs for works.
3. Cooperate and coordinate with operational units of line ministries/agencies to develop technical terms of references, scope of works, bills of quantities and cost estimates.
4. Assist NRPB Procurement in the preparation of technical tender documents.
5. Identify all technical elements and documentation required to implement assigned project activities.
6. Represent the NRPB as the contracting officer's technical representative (COTR) during project execution and serve as the principal contact with consultants and contractors during project execution.
7. Represent the NRPB in technical bid evaluations during the contracting process.
8. Track activities' progress, specifically to ensure timely conclusion of works.
9. Regularly monitor and report on project execution progress and budget performance.
10. Regularly liaise with the Project Manager, NRPB Procurement Officers, E&S Officers, Legal Officers, and M&E Specialist to ensure achievement of the program objectives, as well as ensure compliance with World Bank procedures.
11. Work directly with project counterparts and relevant stakeholders to ensure deliverables fall within the applicable scope and budget. This will involve coordinating with other departments within the Government as well as external counterparts, to ensure all aspects of each construction activity are compatible and to clarify specific requirements of each project.
12. Report periodically to the Project Manager on progress and challenges of ongoing construction activities.
13. Make suggestions that may improve his/her own job description or implementation, the overall implementation of SWaMP or the functioning of the NRPB.
14. Assist with any other project that could utilize the specific expertise of the Engineer.
15. Conduct any other ad hoc technical or contract management work as directed by the Project Managers.

Contractual Arrangements.

A time-based contract is expected to be signed. The start date of the contract will be January 2025 or soon thereafter. The contract's duration will be 12 months renewable based on performance and needs. The successful candidate is expected to be based within Philipsburg, Sint Maarten. The Consultant is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the Project Manager.

The consultant will report monthly to the Project Manager

The performance of the Consultant will be appraised by the Project Manager based on the timely implementation and execution of tasks described under the key responsibilities for the role.



Qualification requirements

Minimum Requirements

- Master's degree in civil engineering, water or wastewater Engineering.
 - With a Master's Degree: A minimum of 5 years of professional experience in the field of technical design, construction management and site supervision
- Or: Bachelor's Degree in Civil Engineering, water or wastewater Engineering.
 - With a Bachelor's Degree: A minimum of 7 years of professional experience in the field of technical design, construction management and site supervision.
- Functionally computer literate, possessing operational skills in word-processing and spreadsheet software such as MS Word, MS Excel, MS PowerPoint and project management software such as MS Project.
- Proven relevant experience in preparation of technical documentation, Terms of reference, technical bidding documents and specifications.
- Proven relevant experience of wastewater installations management and site supervision.
- Proven relevant experience in managing external consultants and contractors.
- Proven experience with the preparation of technical briefings and reports.
- Fluency in English.
- Ability to work with and coordinate other professionals in engineering activities.
- Demonstrated ability to work in teams within a collaborative mode; develop and maintain effective work relationships with counterparts.
- Ability to manage priorities and workflow within deadlines and work efficiently under pressure.
- Time management and organizational skills with attention to detail.

Preferred Experience

- Experience in multidisciplinary, donor-funded projects.
- Familiarity with World Bank procedures would be a significant advantage.
- Proficiency in Dutch in speech and writing is an advantage.
- Understanding the challenges faced by (Caribbean), Small Island Developing States (SIDS).

Strategic Competencies – brief description

NRPB as an organization is committed not only to WHAT we must achieve but also on HOW we are going to reach our objectives. Therefore, for this position we are looking for a profile that displays the following competencies:

Professional Acumen - Intermediate Level

- Apply problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems.
- Determines the potential causes of the problem and works on certain scenarios.
- Sees opportunities and takes the initiative to act on them.
- Understands that responsible use of resources maximizes our impact on our beneficiaries.
- Open to change and flexibility in a fast-paced environment.
- Effectively adapts your own approach to suit changing circumstances or requirements.



- Evaluates data and courses of action to reach logical, pragmatic decisions.
- Take an unbiased, rational approach with calculated risks.

Looking at the bigger picture – Strategic outlook – Beginner Level

- Aligns current work and activities with the NRPB's strategic goals.
- Acts on and implements strategies and policies in accordance with the NRPB's strategic goals.
- Comprehends operational and organizational goals and direction.

Leading myself and the others – Intermediate Level

- Regularly provides constructive feedback and recognition to team members regarding job performance.
- Collaborates and supports the development of others.
- Shares own knowledge and best practices with others for the purpose of assisting in their ongoing development.

Respect for diversity - Intermediate level

- Treats all individuals with respect.
- Responds sensitively to differences and encourages others to do the same.
- Shows flexibility in changing the styles when faced with multiple dimensions of culture to be effective across cultural contexts.
- Understands multiple cultural frameworks, values, and norms.

Successful Communication – Intermediate level

- Explain issues clearly and succinctly.
- Writes clearly and succinctly in standard communication settings and styles.
- Can clearly identify the subject and state the purpose of the communication.
- Communicates with impact as well as with empathy.
- Remains calm when dealing with conflicts; shows empathy.

Relationship Building. Consultation and Collaboration – Intermediate level

- Shares information and readily determines whom to go for relevant information.
- Seeks assistance and feedback in the problem-solving process.
- Fosters teamwork.
- Initiate collaboration on projects or methods of operating.
- Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first.

Courage and Integrity –Intermediate level

- Maintains general knowledge of ethics, laws, regulations, standards that may impact the organization
- Reinforces difficult decisions that align with the organizational strategies and goals
- Enforces policies consistently
- Influences others to behave in an ethical manner
- Takes immediate action regarding reports of unethical behaviors or conflict of interest



How to Apply?

Interested consultants can send their CV in English by e-mail ONLY to **jobopportunity@nrpbxm.org**.

In the subject line, please state, "Engineer". The CV should clearly present relevant experience to meet minimum requirements and preferred requirements, as outlined in these terms of reference.

Applicants should ensure that their CV is received on or before **Wednesday, November 20th, 2024, at 17h00 AST**. Any CVs received after this deadline may not be considered.

When applying, please consider the following requirements:

- Upon selection for an interview, applicants will be requested to produce evidence of the educational and professional qualifications pertaining to the minimum requirements. References may be asked for.
- Applicants may also be subject to satisfactory background checks.