



MINISTRY OF
EDUCATION & YOUTH

Jamaica Education Project Terms of Reference – Junior Engineer

1. BACKGROUND

Jamaica has achieved impressive gains in the completion of primary education and attendance of secondary education up to the age of 16. However, there are indications that the education system, particularly at the secondary and tertiary level, does not meet the skills needs of the labour market.

As part of its mandate to transform the education sector and in keeping with the Jamaica Education Transformation Report of 2021, the Ministry of Education and Youth (MoEY) has prioritized the improvement of Science, Technology, Engineering, Arts & Mathematics (STEAM) education at the secondary level, through a national STEAM initiative. To this end, a decision has been taken to develop six (6) STEM schools and one (1) STEAM school at the secondary level. This will be buttressed by the introduction of a STEAM-infused curriculum, the aim being to support the development of STEAM competencies with improved learning environments, resources, and instruction in STEAM subjects.

The Government of Jamaica, through the Ministry of Education and Youth is seeking to address identified structural challenges in secondary education, through the Jamaica Education Project (JEP). The project will be implemented by the MoEY with funding support provided by the World Bank, through a loan facility of US\$30,000,000.00 over six and a half years. It has five main components, : (i) Strengthening Teaching and Learning in Secondary Education; (ii) Supporting quality and resilient school infrastructure (iii) Strengthening information systems and strategies for student retention; (iv) Technical Assistance (TA), Strengthening Institutional Capacity and Project Management and (v) Contingent Emergency Response Component.

A Project Implementation Team will be established to accomplish the deliverables under each component of the project.

The MoEY is now seeking to engage a **Junior Engineer** to provide support to the Project Implementation Unit (PIU) in all technical matters relating to planning, design, equipment and implementation of the civil work activities under the

infrastructural aspects of the project. The assignment further includes assessing the overall conditions of contract management and project implementation and recommending procedures or corrective actions to augment project deliverables.

2. OBJECTIVES

The Junior Engineer is responsible for

- a. The development and implementation of a Contracts Management database, for maintaining a complete set of Contract files that include, but not limited to Contract, variations, claims, contractual submissions and all official correspondence;
- b. Provide technical advice on planning, design, equipment and implementation of the civil work activities under the infrastructural aspects of the project over the project life cycle.

3. REPORTING RELATIONSHIP

The Junior Engineer will report directly to the Jamaica Education Project (JEP) Project Manager.

4. DURATION

The MOEY will be engaging the Junior Engineer for a period of three (2) years, in the first instance. The contract is renewable for an additional three and a half (3 ½) years based on satisfactory performance.

5. SCOPE OF WORK

The Junior Engineer is responsible for providing support to the Project Implementation Unit (PIU) in all technical matters relating to planning, design, equipment and implementation of the civil work activities under the infrastructural aspects of the the Jamaica Education Project via formal reporting. The Junior Engineer will also provide technical advice to guide modifications where necessary and ensure that lessons learned are integrated into policy and Project implementation to continuously improve the quality of outcomes.

6. RESPONSIBILITIES

- i. Provide/coordinate technical input for bidding documents for Project-funded construction activities, including drafting sections of the bidding documents, responses to bid queries, coordination and recording of site visits and addenda to bidding documents as necessary.
- ii. Assist in technical and financial bid evaluations during the procurement process of consultants and contractors.
- iii. Support in quality control of technical deliverables from consultants and/or contractors (e.g., review design reports, work site conditions and verification of used materials in construction)
- iv. Closely collaborate with procurement specialists to ensure that any contract modifications are in line with the World Bank procurement regulations.
- v. Develop and conduct contract performance review, at the completion of each construction related contract, and participate in review of deliverables submitted.
- vi. In close collaboration with the National Education Trust (NET), the Technical Services Unit (TSU), develop contract management plans and monitor the implementation progress of all contracts related to infrastructure financed under the Project, with regards to contractor/consultant compliance with the contract conditions, timely delivery of goods, works and services, etc.
- vii. Submit monthly progress reports identifying (i) implementation progress, (ii) budget performance, (iii) issues affecting performance of the contract (from the side of consultants, contractors or the implementing agency), (iv) recommendations for improvements; (v) any other relevant issue that may be requested by the Project Manager.
- viii. Attend technical meetings with counterparts & project participants and regular PIU coordination meetings.
- ix. Regularly liaise with the NET, Department of Technical Services, Procurement Specialist, Financial Management Specialist, Environmental Specialist, Social Development Specialist and Monitoring and Evaluation Specialist to ensure achievement of the Project objectives, as well as ensure compliance with World Bank procedures.

- x. Ensure that the contractors work in compliance with environmental best practice, the Environmental and Social Management Framework (ESMF) for the project, and the Environmental and Social Management Plans (ESMPs) for the various civil works.
- xi. 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 construction activity are compatible and to clarify specific requirements.
- xii. Maintains lessons learnt register based on infrastructural activities.
- xiii. Any other duties assigned by the Project Manager.

7. DELIVERABLES

- Contracts Management database developed and implemented
- Contract management plans developed and monitored
- Technical advice on civil work related activities provided
- Monthly monitoring reports on the status of infrastructural activities in compliance with ESMF and ESMPs prepared and submitted as per agreed timelines
- Lessons learnt register maintained

8. COMPETENCIES & SKILL

- High proficiency in computer software operations (Microsoft Word, Excel, Power-Point and data-base management etc.).
- Experience with using project management software, such as MS Project and familiarity with AutoCAD.
- Demonstrated ability to read and understand construction drawings.
- Excellent communication, interpersonal, organization and time management skills with attention to detail.
- 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.
- Strong analytical and report writing skills.

9. QUALIFICATION & EXPERIENCE

- Minimum of a Bachelors degree in civil engineering, Structural Engineering, Construction Engineering or Architectural Engineering.

- Minimum five (5) years' experience related to contract management role, such as purchasing and contracting.
- Expertise in contract management, planning and analysis, preferably in construction and large infrastructure related investment projects.
- Prior work experience in contract management of goods, services and Works contracts, including handling claims.
- Proven experience with donor-funded procurement and/or financial management procedures and proven knowledge of procurement regulations/guidelines of the World Bank or other Multilateral Banks is an advantage.

10. REMUNERATION

The Junior Engineer will be paid at a rate of xxxxx along Pay Band 10 per annum, on a monthly basis.