



CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE

Building Resilience. Securing Our Future

TERMS OF REFERENCE

Project Engineer

Dominica Community Resilience Enhancement Project (DOMCREP)

PROJECT

I. PROJECT SUMMARY

Country:	Dominica
Donor:	Green Climate Fund (GCF)
Project Name:	Dominica Community Resilience Enhancement Project (DOMCREP)
Contract Title:	Project Engineer -DOMCREP
Contract #:	#140/2026/GCF/DOM/CCCCC
Number of Positions:	1
Type of contract:	Individual Consultant (Parttime)
Estimated Start Date:	December 2026
Contract duration:	24 Months- Renewal upon satisfactory performance (6 Months' Probation Period)
Main duty station:	Dominica
Budget:	USD \$46,920 annually
Deadline for Submission:	<u>on or before 2:00pm (GMT-6), Tuesday, 27 October 2026</u>

II. BACKGROUND

The Caribbean Community Climate Change Centre, in partnership with the Government of the Commonwealth of Dominica (GoCD), is implementing the Green Climate Fund-funded project entitled “**Dominica Community Resilience Enhancement Project (DOMCREP)**”. The aim of DOMCREP is to promote resilient and sustainable small-scale interventions in eight communities identified as the most vulnerable to climate change impacts. The project seeks to significantly reduce the effects of climate-induced hazards and extreme weather events on the lives and livelihoods of these communities by strengthening resilience at the local and national levels.

To achieve this objective, DOMCREP is structured around three key outcome areas:

- **Outcome 1: Improved community livelihood resilience to climate variability and change**
This outcome focuses on addressing the livelihood challenges faced by vulnerable communities, particularly within the agricultural sector. It responds to key constraints such as high climate vulnerability, limited adaptive capacity, inadequate access to climate-smart technologies and infrastructure, insufficient technical knowledge and skills, and limited access to financial resources.
- **Outcome 2: Enhanced disaster management systems that promote resilience to climate variability and change**
This outcome aims to strengthen disaster preparedness and response systems by improving early warning systems, retrofitting emergency shelters, and enhancing human and institutional capacity at both the national and community levels.
- **Outcome 3: Strengthened institutional capacity and public awareness in support of climate resilience**
This outcome focuses on creating an enabling environment for climate resilience through strengthened policy, regulatory, and legislative frameworks, the establishment of a climate resilience knowledge hub, and the implementation of awareness and capacity-building initiatives.

Engineering and civil works are central to the delivery of DOMCREP. Under Output 2.2, the project will conduct detailed engineering assessments and designs and retrofit four multi-purpose emergency shelters — the Tete Morne Resource Centre, Bellevue Chopin Primary School, Bagatelle Primary School and Preschool, and Pierre Charles Secondary School — upgrading the buildings' envelopes, water storage capacity, and solar photovoltaic systems. Under Outcome 1, the project will support the rehabilitation of agro-processing plants and the adoption of climate-resilient technologies such as irrigation systems, rainwater harvesting, water storage, shade/greenhouses, and hydroponic systems. Output 2.1 will upgrade the national early warning system, including the installation of eight additional automatic weather stations and a mobile water level meter. To support the design, supervision, and implementation of these works, DOMCREP will recruit a Project Engineer who will provide engineering support across all project activities that require engineering input.

III. OBJECTIVE OF THIS ASSIGNMENT

The Project Engineer will provide specialized technical leadership and engineering support across all of DOMCREP's activities requiring engineering input, with particular focus on the detailed engineering designs and retrofitting of multi-purpose emergency shelters under Output 2.2 and civil engineering support to the Help Desk under Activity 1.3.3. The Project Engineer will oversee and provide technical input for Output 2.2's activities, will be an integral member of DOMCREP's Project Office, and will ensure that all engineering works are delivered in accordance with approved national standards, international best practices, and project implementation schedules.

Specific objectives include:

1. Ensure that all civil works, retrofitting, water storage, and hybrid solar PV installations under Output 2.2 meet approved technical specifications, national building codes, climate-resilience standards, and environmental and social safeguards.
2. Provide technical oversight of detailed engineering designs, procurement of works and goods, construction supervision, commissioning, and handover of upgraded emergency shelters.
3. Deliver engineering technical assistance through the project help desk to support climate-smart agricultural infrastructure and agro-processing facility upgrades.

4. Strengthen local technical capacity through knowledge transfer, training of shelter managers, community disaster management committees, and apprentices

IV. DUTIES AND RESPONSIBILITIES

A. Coordination and Supervision of Output 2.2 Activities (Emergency Shelter Upgrades)

1. Lead and oversee Activity 2.2.2 (detailed design for retrofitting community multi-purpose emergency shelters). This includes the review and approval of detailed engineering designs, drawings, technical specifications, bills of quantities, and cost estimates submitted by qualified personnel contracted through the project, for building envelope retrofits, structural strengthening, accessibility improvements (including for persons with disabilities), drainage, internal facilities, and integration of independent electricity and water systems for the selected shelters (including Tete Monde Resource Centre, Bellevue Chopin Primary School, Pierre Charles Secondary School, and Bagatelle Primary School and Preschool).
2. Provide full technical oversight of Activity 2.2.3 (Retrofit multi-purpose emergency shelters to ensure the safety of the most vulnerable), including site supervision, quality control, verification of materials and workmanship, progress monitoring, certification of works, and management of variations and claims in accordance with contract conditions.
3. Supervise Activity 2.2.4 (Establish water storage capacity at multi-purpose emergency shelters), including design review, installation of rubber water tanks and associated systems (rainwater harvesting and municipal supply connection), establishment of water quality monitoring protocols covering physical, chemical, and microbiological parameters, development of maintenance guides, and capacity building for shelter managers and community members. Supervise Activity 2.2.5 (Procure, install and commission hybrid solar PV systems at multi-purpose emergency shelters), including review of system designs (roof-mounted hybrid off-grid/on-grid systems with battery storage), ensuring structural integrity of roofs, coordination with Dominica Electricity Services and the Independent Regulatory Commission for interconnection and net metering/billing, commissioning, development of maintenance guides, and support to the renewable energy apprenticeship programme.
4. Ensure that all designs and works under Output 2.2 are climate-resilient (including resistance to high winds and extreme rainfall), socially inclusive (gender-responsive design, accessibility for elderly, children, persons with disabilities, and measures to reduce risk of gender-based violence), and compliant with Dominica's building codes, physical planning requirements, and environmental and social safeguards (Category C).

B. Engineering Support to the Help Desk and Other Project Components (Output 1.3 and cross-cutting)

5. Serve as the civil/project engineering specialist on the DOMCREP technical help desk (Activity 1.3.3), providing technical guidance to farmers, agro-processors and other applicants on the design, procurement, installation and maintenance of climate-smart technologies and infrastructure (including irrigation systems, shade houses/greenhouses, water storage, agro-processing facility upgrades, and related civil works).
6. Review technical proposals, designs and cost estimates submitted under the matching grant mechanism; advise on technical feasibility, value-for-money, and compliance with environmental and social safeguards.
7. Contribute to the development and maintenance of the help desk technical assistance manual, databases of pre-approved vendors/contractors, and technical specifications for climate-resilient infrastructure interventions.

8. Provide ad-hoc engineering advice and quality assurance support to other project components as requested by the project management team (e.g., community nursery infrastructure, EWS-related civil works, or knowledge hub facilities).

C. General Project Engineering and Coordination Duties

9. Prepare and/or review technical terms of reference, bidding documents, evaluation criteria, and contract documents for works, goods and related services under the Engineer's responsibility, in accordance with CCCCC procurement policies and GCF requirements.
10. Monitor physical and financial progress of assigned activities; prepare monthly and quarterly progress reports, technical briefs, site inspection reports, and inputs to Annual Performance Reports and other GCF reporting requirements.
11. Identify risks, issues and bottlenecks related to engineering and works implementation; propose mitigation measures and escalate critical matters to the Project Manager in a timely manner.
12. Support capacity building of national counterparts, shelter managers, community disaster management committees, and apprentices through on-the-job training, technical workshops, and development of practical maintenance manuals and standard operating procedures.
13. Ensure proper documentation, as-built drawings, operation and maintenance manuals, and asset handover packages are prepared and transferred to the relevant national entities (Local Government Division, ODM, and shelter custodians).
14. Perform any other engineering or technical duties as reasonably assigned by the Project Manager in support of the successful implementation of DOMCREP.

V. EXPECTED DELIVERABLES

The Project Engineer shall produce, inter alia, the following deliverables (timing to be agreed in the inception work plan):

1. Detailed work plan covering all project activities requiring engineering input, submitted within thirty (30) days of commencement of the assignment.
2. Structural condition and integrity assessment report, particularly the existing structural condition, wind & seismic resistance and capacity to support proposed solar panels and water tanks, for the four multi-purpose emergency shelters (Tete Morne Resource Centre, Bellevue Chopin Primary School, Bagatelle Primary School and Preschool, and Pierre Charles Secondary School). Each report should clearly identify any immediate safety concerns and the strengthening needed, supported by calculation and testing where applicable or necessary.
3. Detailed engineering designs, technical specifications, cost estimates, and Bills of Materials for the retrofitting of the building envelopes, water storage systems, and solar PV systems at the four shelters.
4. Site supervision and quality assurance/quality control reports, including inspection records, test results, and certificates of practical completion of works.
5. Operation and maintenance manuals, training materials, and as-built documentation for completed shelter upgrades and solar/water systems.
6. Monthly progress and site inspection reports covering all assigned activities, submitted monthly, and forming the basis for the release of monthly remuneration. Each report shall prioritize reporting on outstanding defects, unresolved claims, and a responsibility schedule identifying the party responsible for follow-up on each item. Where the appointment extends into the defects liability period, a defects closeout inspection record shall be submitted and approved before final completion.
7. Help Desk technical advisory reports documenting support provided to farmers, agro-processors, and grantees on the design and implementation of climate-resilient technologies and agro-processing plant rehabilitations.

8. Inputs to quarterly, annual and final project reports, and contributions to the climate resilience knowledge hub and project's Environmental and Social Compliance monitoring reports on engineering and civil works activities.
9. Final consultancy report summarising achievements, lessons learned, and recommendations for sustainability of the upgraded infrastructure.

VI. REPORTING ARRANGEMENTS

The Project Engineer will report directly to the DOMCREP National Project Coordinator and will work as an integral member of the Project Implementation Unit. Technical guidance and quality assurance support will be provided by relevant CCCCC headquarters specialists as needed. The Consultant will also coordinate closely with designated focal points in the Ministry of Finance, Economic Development, Climate Resilience and Social Security, the Office of Disaster Management, Local Government Division, and other implementing partners

VII. LOCATION OF ASSIGNMENT

The Project Engineer will be stationed in Dominica. The Project Engineer will not be required to be physically stationed at a designated office on a full-time basis but will be required to attend meetings and sessions with the project management team. Site visits shall follow an agreed inspection schedule, with mandatory attendance at critical construction stages, inspections, testing, commissioning and handover. Additional visits shall be undertaken where necessary to address technical issues or verify corrective works. The Project Engineer shall physically check in with the National Project Coordinator once per week at the Ministry of Finance. The initial contract duration is for two (2) years with a probationary period of six (6) months, and subject to extension, contingent on performance and availability of funding.

VIII. REMUNERATION

While services will be required for the entire five-year project period, the initial contract duration of the Project Engineer is for two (2) years with a probationary period of six (6) months. Further extension of the contract will be considered but on the satisfactory performance of the incumbent. Remuneration will be made in monthly instalments upon the submission and acceptance of a monthly report and invoice.

IX. QUALIFICATIONS AND EXPERIENCE

Education

- a) Bachelor's degree in Civil Engineering, Structural Engineering, or a closely related engineering discipline from a recognised university is required.

Professional Registration

Professional registration or eligibility for registration with a recognised engineering body (e.g., Dominica Association of Professional Engineers or equivalent) is highly desirable.

Experience

- a) A minimum of eight (8) years of progressive professional experience in civil or structural engineering, including planning, design, construction supervision and contract management of building or infrastructure projects.

- b) Demonstrated experience with climate-resilient or disaster-resilient infrastructure design and retrofitting (preferably emergency shelters, public buildings, or community facilities) is required.
- c) Practical experience with solar photovoltaic systems (hybrid/off-grid), water storage/rainwater harvesting systems, or similar resilient infrastructure components is a strong advantage.
- d) Experience working on projects financed by international development partners (GCF, World Bank, CDB, EU, or similar) and familiarity with associated procurement, safeguards and reporting requirements is desirable.
- e) Prior work experience in Dominica or the Eastern Caribbean, and knowledge of local building codes, physical planning processes, and community engagement practices, will be considered a significant asset.

Competencies and Skills

- ☐ Strong technical competence in structural analysis, building design, construction quality control, and cost estimation.
- ☐ Ability to work effectively with multi-disciplinary teams, government counterparts, contractors, and community stakeholders.
- ☐ Strong written and oral communication skills in English; knowledge of Dominican Creole is an asset.
- ☐ Proficiency in AutoCAD or equivalent design software, Microsoft Office, and project management tools.
- ☐ Commitment to gender equality, social inclusion, and environmental sustainability principles.

X. EVALUATION CRITERIA

	DESCRIPTION	WEIGHT
A	QUALIFICATIONS (35)	
A1	Bachelor's degree in Civil Engineering, Structural Engineering, or a closely related engineering discipline from a recognised university is required.	20
A2	Professional registration or eligibility for registration with a recognised engineering body (e.g., Dominica Association of Professional Engineers or equivalent) is highly desirable.	15
B	SPECIFIC EXPERIENCE REQUIRED (45)	
B1	A minimum of five (5) years of progressive professional experience in civil or structural engineering, including planning, design, construction supervision and contract management of building or infrastructure projects.	15
B2	Demonstrated experience with climate-resilient or disaster-resilient infrastructure design and retrofitting (preferably emergency shelters, public buildings, or community facilities) is required.	10
B3	Practical experience with solar photovoltaic systems (hybrid/off grid), water storage/rainwater harvesting systems, or similar resilient infrastructure components is a strong advantage.	10

B4	Experience working on projects financed by international development partners (GCF, World Bank, CDB, EU, or similar) and familiarity with associated procurement, safeguards and reporting requirements is desirable.	5
B5	Prior work experience in Dominica or the Eastern Caribbean, and knowledge of local building codes, physical planning processes, and community engagement practices, will be considered a significant asset.	5
C	GENERAL EXPERIENCE REQUIRED (20)	
C1	Proficiency in AutoCAD or equivalent design software, Microsoft Office, and project management tools.	10
C2	Strong technical competence in structural analysis, building design, construction quality control, and cost estimation.	10
	TOTAL	100

INTERVIEW (or equivalent)

The evaluation committee may interview the experts shortlisted, after having written provisional conclusions, but before concluding the technical evaluation. The interview shall be conducted by telephone or other electronic media and the date and time of these interviews will be confirmed or notified to the consultant at least 5 days in advance. If a consultant is unable to participate in an interview by force majeure, a mutually convenient alternative date and time is arranged with the tenderer. If the consultant is unable to participate in this second scheduled time, he/she will be eliminated from the evaluation process.

All suitably qualified firms are invited to submit an Expression of Interest (EOI) which includes the following elements:

- a. Letter of motivation outlining motivation and how your experience, skills, qualifications, and professional networks fit with the required job description.
- b. Curriculum vitae or Résumé with full details of experience, achievements, qualifications relevant to the services outlined in the TOR.
- c. Evidence from at least 2 comparable building assessments or retrofit assignments, identifying the candidate's actual responsibilities.
- d. Contact details of three (3) professional references.
- e. Be a national of one of the CARICOM Member States living in and eligible to work in Dominica and
- f. Copy of a Valid National ID

Application Submission Procedure

The CCCCC's Bonfire Procurement Portal shall be used to manage the submission, withdrawal, substitution, or modification of EOI's. Consultants must first register by creating a Username, profile and password before accessing the bid submission form at the URL: <https://caribbeanclimate.bonfirehub.com/>

Prior to EOI Submission, Consultants will be required to complete the submission form with fields that include:

- i. Name of Consultant (Company):

- ii. Contract Reference:
- iii. Contract Title:
- iv. Name and Email address of uploader

Submissions of EOIs

- i. EOI should be addressed to Colin A. Young, Ph.D., Executive Director, Caribbean Community Climate Change Centre
- ii. **EOI must be uploaded as PDF file to <http://caribbeanclimate.bonfirehub.com/>**
The subject matter of the email must read: **“Project Engineer -DOMCREP”**
- iii. All request for clarification must be submitted electronically to <http://caribbeanclimate.bonfirehub.com/> through the Vendor discussion section under the **“Project Engineer -DOMCREP”**.
- iv. Request for Clarification should be received by the CCCCC no later than **Thursday, 15th October 2026** Consultants are advised that the responses to requests for clarification will be posted by **Monday, 19th October 2026** on the CCCCC’s webpage at through the vendor discussion section.
- v. **The deadline for submission of EOI is on or before 2:00 p.m. (GMT-6), Tuesday, 27 October 2026**