

TERMS OF REFERENCE

Project Title: Organisation of Eastern Caribbean States (OECS) Skills and Innovation Project (P179210)
Position: CONSULTANT FOR DIAGNOSTIC ASSESSMENT – Physical Infrastructure
Location: GRENADA

1. BACKGROUND

The Organisation of Eastern Caribbean States (OECS) Skills and Innovation Project is being implemented by the Government of Grenada (GoG), the Government of Saint Lucia (GoSL), and the OECS Commission (OECSC). It is financed with \$36 million from the International Development Association (IDA), with each of the two participating countries receiving a US\$15 million credit while the OECSC receives a US\$6 million IDA grant.

The OECS Skills and Innovation Project aims to enhance transversal and technical skills, as well as foster regional collaboration and innovation in post-secondary education.

The project consists of four components:

- (i) Fostering regional collaboration for youth skills and innovation in the post-secondary space, implemented by the OECSC,
- (ii) Strengthening post-secondary institutions to deliver priority skills and participate in collaborative innovation, implemented by the GoG and GoSL,
- (iii) Project Management and Technical Assistance, implemented by the GoG, GoSL, and OECSC, and
- (iv) Contingent Emergency Response Component (CERC), which is activated in case of an eligible crisis or emergency.

Rationale for Infrastructure Assessment:

The project will seek to provide direct support to National Colleges and other selected post-secondary institutions to implement Regional Enhancement Plans (REPs), develop new or enhance existing programs for priority skills, and support collaborative innovation projects, with the objective of promoting improved learning environments and fostering better skills and innovation in the OECS to respond to increasing private sector demand for skills. The REPs for each selected post-secondary institution will be informed by a comprehensive institutional assessment covering physical infrastructure, equipment, curricula, learning materials, program offerings, teaching practices, research activities, student services, internal quality assurance systems, governance mechanisms, project management capacity, collaboration and exchanges with other post-secondary institutions in the OECS, engagement with the private sector, EMIS, and GBV prevention and response protocols.

Central to the attainment of this objective is the initial assessment of the physical infrastructure of the beneficiary institutions: the T.A. Marryshow Community College (TAMCC) and New Life Organisation (NEWLO).

The Ministry of Education Grenada is therefore seeking to recruit a **Consulting Firm for Diagnostic Assessment on Infrastructure**. The Consulting firm will work closely with the Project Implementation Unit (PIU) and the Ministry of Education, specifically the Human Resource

Development (HRD) unit as well as with the consulting firm carrying out the pedagogical aspect and institutional capacity assessment of the same two institutions.

2. OBJECTIVE OF THE ASSIGNMENT

The Consulting Firm for the Diagnostic Assessment of the Physical Infrastructure will be responsible to complete an infrastructural assessment of select buildings of TAMCC and NEWLO. This is inclusive of all curricular and co-curricular laboratories and workshops as well as equipment required to support quality, relevant and innovative programme delivery.

The Consulting Firm will conduct structural assessments, including consideration of non-structural elements, cost estimates, bills of quantities and technical specifications for TAMCC and NEWLO.

In addition, engage the private sector to participate in the diagnostic assessment aimed at ensuring the relevance of the physical and digital infrastructure for the educational offerings and for the capacity of the post-secondary institutions to share resources and conduct knowledge exchanges with other OECS Member States.

3. SCOPE OF WORK

The responsibilities of the **Consulting Firm for Diagnostic Assessment on Infrastructure** will include undertaking a detailed assessment of the current status of the physical and digital infrastructure of the T. A. Marryshow Community College (TAMCC) and New Life Organisation (NEWLO). In fulfillment of this assignment, activities include but are not limited to the following:

A. Physical Facilities

1. Conduct a desk review of existing/previous assessments of the TAMCC/NEWLO facilities.
2. Conduct site visits to both institutions for physical measurement and observation.
3. Conduct a physical assessment of the relevant buildings of the TAMCC and NEWLO. The findings from the desk review will inform the following assessments on the two post-secondary institutions:
 - a. A non-invasive infrastructural assessment on the relevant buildings, including all laboratories, workshops and classrooms at the TAMCC and NEWLO. This assessment includes but not limited to physical, electrical, mechanical and plumbing assessments in accordance with established national and regional building codes.
 - b. Architectural assessments in accordance with established national and regional building codes and industry standards with specific focus on accessibility for persons with disabilities and health and safety.
 - c. Repair estimates for relevant buildings including all laboratories, workshops and classrooms.
 - d. A capability assessment of the different buildings, laboratories, workshops and classrooms with regards to their suitability for current and future actions in light of the OECS SKIP Project objectives and institutional plans.
 - e. The assessment shall recommend solutions for repair/reconstruction of the classrooms, laboratories, and workshops in line with national, regional and international best practices. Locally available materials and industry building methodologies should be preferred. Pictures, illustrations, and/or aerial/drone footage of buildings/sites or relevant components are to be included.

B. Equipment Assessment: All Laboratories and Workshops

The Consulting Firm shall complete an equipment assessment. This assessment should rely on existing/previous assessment reports and should include the following in reference to all laboratories and workshops of TAMCC and NEWLO:

1. (i) a condition rating of equipment, and an estimate of the remaining useful life.
(ii) a statement of any impact the condition of the equipment has on stakeholder health and safety.
2. a functionality assessment of laboratories and workshop equipment in relation to technological relevance and suitability for current and future functions, and in accordance with international and regional standards and/or good practice for laboratory and/or workshop equipment.
3. a condition index. That is, the cost of repair relative to the cost of replacement of all laboratory and workshop equipment. Photos of all relevant equipment are to be included.
4. an assessment of inventory and accessibility of equipment to faculty, students, and staff for teaching, research, and administrative purposes.
5. an assessment of utilisation and efficiency of equipment. This is inclusive of the identification of underutilised or redundant equipment.
6. an assessment of funding or budgetary allocations for the purchase and maintenance of equipment.
7. an assessment of safety standards, training, and risk management for the use of equipment.
8. an assessment of the impact of existing equipment on learning and research.
9. an assessment of the environmental sustainability of all equipment and laboratories.
10. an assessment of the strategic planning and development regarding equipment. That is:
 - (i) **future needs:** Identification of future equipment needs based on emerging trends, technological advancements, and strategic goals.
 - (ii) **long-term planning:** Development of long-term plans for equipment procurement and upgrades.
11. an assessment of the level of stakeholder involvement in the selection/purchase of equipment.
12. an assessment of the availability and usability of user training manuals for equipment and the availability of technical support for equipment procured.

C. Technological Infrastructure

The Consulting Firm shall complete an assessment of the technological infrastructure. This assessment should rely on existing/previous assessment reports and should include the following in reference to all laboratories and workshops of TAMCC and NEWLO:

1. an assessment of the availability and quality of IT infrastructure, including but not limited to computers, internet access, software,
2. an assessment of the capacity and reliability of network infrastructure. This includes, but is not limited to, Wi-Fi/broadband connectivity LAN.

D. Library Resources

The Consulting Firm shall complete an assessment of the library resources. This assessment should rely on existing/previous assessment reports and should include the following in reference to all laboratories and workshops of TAMCC and NEWLO:

1. an assessment of the size, scope, and accessibility of the institutions' library collection, including digital resources.
2. an assessment of the availability of study spaces and technology within the library.

E. Maintenance

The Consulting Firm shall complete an assessment of the maintenance practices. This assessment should rely on existing/previous assessment reports and should include the following in reference to all laboratories, workshops and equipment of TAMCC and NEWLO:

1. an assessment of existing/proposed maintenance manual/plan/strategy for relevant buildings, laboratories, workshops, physical equipment. technology equipment maintenance, repair and replacement. This is inclusive of:
 - i. an assessment of the sustainability of the maintenance manual/plan/strategy.
 - ii. identification of existing gaps, and recommendations for enhancement.
2. an assessment of the annual budgetary allocation for the maintenance. This is inclusive of the sustainability of the institutions' annual budget.
3. an assessment of **long-term** strategic planning and development. That is, development of long-term plans for building and equipment maintenance and upgrades.

F. Strategic Planning and Development

The consulting Firm shall complete an assessment of the strategic development plans. This assessment should rely on existing/previous assessment reports and should include the following in reference to all laboratories and workshops of TAMCC and NEWLO.

The assessment of ongoing investments and existing infrastructure development plans (short and long term) with a view to evaluating implementation and successful completion of initiatives

1. an assessment of the alignment of infrastructure development with the institutions' strategic goals.
2. an assessment of the level of stakeholder involvement in infrastructure planning and development.
3. an assessment of the sustainability of the strategic infrastructure plan of TAMCC and NEWLO.

4. an assessment of safety and security measures in place to protect the infrastructure of TAMCC and NEWLO.

4. EXPECTED DELIVERABLES

- **Inception Report and Work Plan** – within **one (1) week** of contract signing.
- **First Progress Report**- This Consulting Firm shall report modularly on the tasks outlined in the Scope of Work. The report will be reviewed by the relevant stakeholders and feedback shall be provided modularly. The first progress report shall be submitted **six (6) weeks** following the submission of the inception report.
- **Second Progress Report**- The Consulting Firm shall submit this report **six (6) weeks** following the submission of the first progress report. The consultant shall present key aspects of the report to key stakeholders for feedback. Provide Assessment of activities regarding progress/bottlenecks and make recommendations to the National Project Coordinator.
- **Final Report**- On completion of the assignment, a Final Report (compilation of all the outputs, findings, conclusion, feedback and recommendations) with copy of any materials prepared for the purpose of the work carried out, recommendations and action plan to expand this process shall be submitted.

5. EXPERTISE AND EXPERIENCE OF THE CONSULTING FIRM

Qualifications and Experience Required from the Consulting Firm

- Minimum of 7 years' experience in Civil or Structural Engineering, Architectural, Facilities Management, Surveying, Physical Planning and or related field within the higher education sector.
- Proven record of at least two (2) completed assignments related to higher education sector assessments with demonstrated ability to conduct Physical Infrastructure assessments of post-secondary institutions in accordance with national and regional building standards.

General Team Skills

- Demonstrated experience in preparation and implementation of architectural and infrastructure projects.
- Knowledge of regional and international best practices in structural, infrastructure, electrical or mechanical designs in collaboration within the post-secondary education context.
- Prior exposure and ability to identify and connect with key industry players/ stakeholders.
- Strong understanding of the challenges and opportunities faced by post-secondary institutions in developing and implementing innovation initiatives.
- Excellent communication skills with ability to engage stakeholders to foster collaboration.
- Good networking skills with ability to connect with the students.
- Strong analytical and problem-solving skills, with the ability to identify barriers and propose innovative solutions.
- Proven ability to work effectively in a multidisciplinary and multicultural team environment and foster collaboration.
- Strong interpersonal skills and the ability to build relationships with stakeholders.

- Proficient in using office productivity software (Windows, including Microsoft Office – MS Word, Publisher, Excel and PowerPoint) and data management systems knowledge.
- Ability to conduct research and present data in a succinct and well-written manner.
- Knowledge of the Eastern Caribbean region and its education system is an asset.

Required Technical attributes of the Team

- Deep understanding of building standards, safety regulations, and accessibility standards.
- Familiarity with sustainability practices.
- Knowledge of the latest trends in higher education infrastructure.

The Consulting Firm shall comprise of a team of suitably qualified experts to complete the assignment. The team shall have a lead and include but not limited to a locally certified civil engineer, architect and quantity surveyor.

Team Member	Qualifications and Experience
Civil Engineer (Team Lead)	<ul style="list-style-type: none"> • Master’s degree in civil engineering with at least seven (7) to ten (10) years’ working experience in the related field, of which at least three (3) years should be in education sector/higher education infrastructure OR a Bachelor’s degree in civil engineering with at least ten (10) years’ working experience in the related field, of which at least three (3) years should be in education sector/higher education infrastructure
Architect	<ul style="list-style-type: none"> • Bachelor’s degree in architecture. • At least five (5) years’ experience in building designing, ideally within the education sector (higher education). • Knowledge and experience in retrofit projects, and rehabilitation projects, ideally within the education sector (higher education)
Quantity Surveyor	<ul style="list-style-type: none"> • Bachelor’s degree in quantity surveying. • At least three (3) to five (5) years’ experience in building estimating. • Knowledge and experience preparation of bills of quantities for building projects

6. WORKING AND REPORTING ARRANGEMENT

The Consulting Firm for Diagnostic Assessment of the physical infrastructure will work closely with the Ministry of Education, specifically the Human Resource Development (HRD) unit.

In addition, provide reports to the National Project Coordinator and collaborate closely with the the OECS Skills and Innovation Project, Project Implementation Unit (PIU) in Grenada.

7. CONTRACT DURATION AND LOCATION

Duration

The Consulting Firm will be engaged for a period of five (5) months.

Location

The Consulting Firm will work with the Project Implementing Unit (PIU) at the Ministry of Education.