

GOVERNMENT OF ANTIGUA AND BARBUDA
MINISTRY OF WORKS AND HOUSING

ROAD INFRASTRUCTURE REHABILITATION
COMMUNITY LIAISON OFFICER

REQUEST FOR EXPRESSIONS OF INTEREST

The Government of Antigua and Barbuda (GOAB) has applied for financing from the Caribbean Development Bank (CDB) – United Kingdom Caribbean Infrastructure Partnership Fund towards the cost of Road Infrastructural Rehabilitation and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of GOAB and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOAB shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

This Project is being implemented by the Ministry of Works and Housing (MWH), Road Division. A Project Coordinator within Road Division shall be responsible for the day-to-day management of project activities. Engineering Consultants shall be retained by MWH to assist with the supervision of the contract.

MWH (hereinafter referred to as “the Employer”) intends to engage the services of a Community Liaison Officer (CLO) for the duration of the project implementation phase. The CLO will be appointed to ensure that a best practice approach is employed to provide stakeholders with a number of opportunities to participate in the decision making regarding issues that affect them as the project progresses.

The objective of the assignment is to enhance project benefits, mitigate community dissatisfaction and avoid implementation delays.

The CLO will be a member of the project management team and will report to the Project Coordinator. The overall responsibility of the CLO is to formulate and implement the project’s Stakeholder Participation Plan inclusive of clearly defined Communication Strategies.

The specific responsibilities of the CLO are:

- (a) identifying project stakeholders;
- (b) identifying project issues that will impact different groups of stakeholders;
- (c) developing and maintaining constructive stakeholders relationships;
- (d) determining appropriate engagement levels, techniques and duration to provide timely input into project development;
- (e) providing communities affected and the general population with regular information regarding progress of project implementation and implication of works proposed;

- (f) promoting awareness of gender and disability-responsive safety issues related to construction and road use by arranging road safety workshops/talks;
- (g) identifying any new issues that may arise prior to and during implementation;
- (h) monitoring implementation of social mitigation measures during construction guided by the Environmental and Social Management Plan;
- (i) monitoring stakeholder attitudes to the development;
- (j) encouraging the participation of women and persons with disabilities in non-traditional roles during project implementation;
- (k) monitoring direct and indirect employment under the Project (disaggregated by males, females and nationality);
- (l) monitoring gender, disability and cultural responsiveness of the communication plan;
- (m) monitoring and evaluating community participation;
- (n) collaborating with other members of the Project Coordinating Team to effectively execute the Stakeholder Participation Plan inclusive of Communication Strategies; and
- (o) coordinate the establishment and effective functioning of formal Community Participation Groups (CPGs)¹ consisting of representatives of residents and businesses along the rehabilitated roads, as well as MWH representatives.

The duration of the assignment is expected to be for a period of twenty-four (24) months.

GOAB now invites interested eligible individuals to submit Expressions of Interest indicating qualification and experience required to provide these services.

Individual Consultant shall be eligible to participate if:

- (a) the persons are citizen or *bona fide* residents of an eligible country;
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country; and
- (c) the consultant is not subjective to any restrictions under European Council Regulation No 2580/2001 of 27 December 2001 or the Terrorism (United Nations Measures) 2009 of the UK with a view to combating terrorism.

Eligible countries are member countries of CDB.

¹ The objectives of the CPG is to: (a) keep community members informed on matters related to implementation including unexpected disruptions and inconveniences that could emerge; and (b) facilitate reporting to MWH, on matters of concern to residents and the business community.

The attention of interested Consultants is drawn to paragraph 1.9 of CDB's Guidelines for the Selection and Engagement of Consultants (2011), setting forth CDB's policy on conflict of interest.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. Prospective candidates should have at a minimum:

- (a) Bachelor's Degree in the Social Sciences or Mass Communication;
- (b) a minimum of ten years practical experience in stakeholder assessments and participatory assessment and communication techniques;
- (c) a strong background in community research; and
- (d) sensitivity to gender, disability and labour issues would be an asset.

All information must be submitted in English. Further information may be obtained from the third address below between 0800 and 1600 hours, Mondays to Fridays.

Four (4) hard copies of the Expressions of Interest must be received at the first address no later than 1500 hours on December 16, 2016 and one hard copy must be sent simultaneously to CDB at the second address below. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked "**Expression of Interest – Community Liaison Officer, Road Rehabilitation Project**".

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. GOAB reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

1. Antigua and Barbuda Tenders Board
Ministry of Finance and Corporate
Governance
Parliament Drive
Government Office Complex
St. John
ANTIGUA AND BARBUDA

Tel: +268 462-2953 7
Fax: +268 462 4622
Email: robelto.isaac@ab.gov.ag

2. Procurement Officer
Procurement Policy Unit
Caribbean Development
Bank
P O Box 408, Wildey
St. Michael
BARBADOS, W. I.

Tel: +246-431-1600
Fax: +246-426-7269
Email:

procurement@caribank.org

3. Project Coordinator
Ministry of Works and Housing
St. John's Street
St. John's
ANTIGUA AND BARBUDA

Tel: +268 562 1867
Fax: +268 462 4622
Email: projectcoordinator.works@ab.gov.ag