



GOVERNMENT OF BELIZE

Terms of Reference PROJECT ENGINEER

General Hospital for San Pedro Town and Caye Caulker Village, Belize District

I. BACKGROUND

- 1.1 The Government of Belize has received funding through a grant from the Republic of China (Taiwan) for the construction for **General Hospital Project for San Pedro Town and Caye Caulker Village, Belize District**. The overall objective of the proposed project is to improve lives through the availability and accessibility of quality and affordable primary and secondary health services for the population of Ambergris Caye, Caye Caulker Village, surrounding islands and atoll. The specific objective is to construct and establish a General Hospital, equipped to deliver primary and secondary healthcare in San Pedro, Belize.
- 1.2 In this regard, a vacancy exists for the post of **Project Engineer** for the CEU for the “General Hospital Project for San Pedro Town and Caye Caulker Village, Belize District”.

II. OBJECTIVE AND SCOPE OF WORK

The Project Engineer is responsible for conducting technical, environmental, financial, and sustainability appraisals for both projects. In addition, the Project Engineer shall be responsible for the monitoring of the project along with the Project Manager for the smooth administration and successful implementation of the “General Hospital Project for San Pedro Town and Caye Caulker Village, Belize District” in accordance with procedures and obligations specified in the Agreement and the Government of Belize (GOB) Procurement Guidelines.

III. KEY RESPONSIBILITIES:

- 3.1 The main responsibilities of the Project Engineer include, among others:
 - Perform all duties in keeping with the procedures, guidelines, and agreements provided for by CEU and GOB and the funding agency.
 - Develop infrastructure plans, specifications, bills of quantities, and cost estimates for various social and economic infrastructure projects.
 - In instances where design and supervision consultants are engaged by the CEU/GOB, the project engineer shall review and provide detailed commentary on the quality of outputs provided by the consultants.

- Conduct the technical evaluation of bids for the execution of works and the supply of goods.
- Conduct the evaluation of expressions of interest submitted by consultants, followed by the technical and financial evaluation of proposals submitted for the provision of consultancy services.
- Monitor and supervise the activities of contractors and goods suppliers to ensure that services rendered are in accordance with the terms and conditions of their respective contracts.
- Monitor and supervise the activities undertaken by consultants to ensure that services rendered to the CEU/GOB are in accordance with the terms and conditions of their respective contracts.
- Verify payment certificates submitted by consultants and prepare in-house payment certificates, which shall be used to substantiate the approval of payments.
- Participate in the coordination and supervision of work undertaken by community members as a part of their community contribution.
- Participate in the coordination and supervision of training activities for various stakeholders.
- Prepare infrastructure design changes and budget changes that may arise during the execution of project activities.
- Liaise with various counterparts to ensure the efficient execution of project activities.
- Assume responsibility for the CEU/GOB Assets assigned to the project engineer for the execution of duties;
- Report to the Project Manager on the progress of project activities under execution.
- Any other duties required for the effective functioning of the CEU.

IV. KEY OUTPUTS/ DELIVERABLES & PERFORMANCE INDICATORS

OUTPUT/DELIVERABLES	PERFORMANCE INDICATORS
Annual Operational Plan	
Communication Plan	
Program Operational Manual	
Reports (list listed in key responsibilities)	
Staff performance appraisals	
Recruitment of project staff & consultants	

OUTPUT/DELIVERABLES	PERFORMANCE INDICATORS
Provision of project resources	
Coordination with the Technical Committee	

V. QUALIFICATION AND EXPERIENCE

- A minimum of a Bachelor’s Degree in Civil Engineering, or related field.
- A registered member with the Association of Professional Engineers of Belize.
- A minimum of five (5) years of experience in the development of infrastructure designs, specifications, and estimates.
- A minimum of five (5) years of experience in the supervision of infrastructure works shall be required.
- Computer literate with a working knowledge of the Microsoft Office suite of applications.
- Proficient with computer aided drafting tools.
- Experience in working with international funding agencies.
- Good command of the English language
- Highly proficient in technical writing.
- Able to competently use computer equipment and software that may be required to work efficiently and effectively, particularly with emails, text messages, reprographic equipment, etc.
- Excellent interpersonal skills
- Positive attitude to get along with a high-performance team.

VI. REPORTING REQUIREMENTS

6.1 The Project Engineer reports to the Project Manager and Lead Consultant, CEU. He/she shall work in close coordination with the project staff and especially the members of the CEU.

VII. COMPENSATION

7.1 The Project Engineer will be paid a monthly salary to be established during the contracting process.