

**Terms of Reference
for
Airport Infrastructure Specialist
Caribbean Regional Air Transport Connectivity Project – Saint Lucia**

Project Background and Objectives

The Caribbean Air Transport Connectivity Project (CATCOP)—Saint Lucia (the Project) is one of three in a regional series of projects financed by the World Bank. In addition to Saint Lucia, two other countries including Grenada, and Haiti are participating and all support the common goal of improving regional air transport connectivity and climate/disaster resilience of associated infrastructure.

The objectives of CATCOP—Saint Lucia are to (a) improve operational safety and navigation efficiency of air transport in Saint Lucia, (b) enhance resilience of Saint Lucia’s airport infrastructure to natural disasters, and (c) to improve Saint Lucia’s capacity to respond promptly and effectively to a crisis or emergency.

The Project includes five components: (1) improvement of UVF runway safety and resilience; (2) modernization of air navigation systems; (3) institutional strengthening; (4) Project Management; and (5) Contingent Emergency Response. Total Project cost is estimated at US\$45 million. Implementation is anticipated to require about six years – from 2021 through 2027.

Component 1 of the Project – the focus of these Terms of Reference – includes for Hewanorra International Airport (UVF), Saint Lucia’s main airport: (a) rehabilitation of the runway pavement and construction of runway shoulders; (b) upgrade of marking and installation of energy-efficient LED lighting system on the runway; (c) construction of paved stopways and Runway End Safety Areas (RESAs); (d) improvement of airfield drainage; (e) improvement of Crash Fire Rescue facilities; and (f) technical assistances related to these civil works, including engineering design and supervision, social and environmental safeguard activities.

A Project Implementation Unit (PIU) has been established within the Saint Lucia Air and Sea Ports Authority (SLASPA) to lead the implementation of the project. The PIU’s responsibilities include: (a) overseeing and directing Project implementation; (b) procuring the services of contractors and managing/supervising construction and rehabilitation works; (c) disbursing funds and ensuring proper use and accounting of funds disbursed; (d) regular reporting to SLASPA, the Government of Saint Lucia and the World Bank on Project implementation; and (e) ensuring compliance of the Project with environmental and social safeguards of the World Bank as well as national environmental laws and regulations.

Objectives of Assignment

To support fulfillment of these responsibilities, the PIU intends to hire a dedicated Airport Infrastructure Specialist (AIS), amongst other specialists. The AIS will serve in a full-time position supporting the PIU on-site in Saint Lucia and primarily focus on the successful implementation of Component 1 (Improvement of UVF Runway Safety and Resilience), although support and coordination with other

Project components will also be required. The role is for one year initially with up to five additional one-year extensions possible depending upon performance and Project needs. Additional details regarding the assignment are included in the position description below

POSITION DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Airport Infrastructure Specialist	Direct Reports:	
Reports to:	Project Manager and collaborates with other members of the PIU, especially Air Navigation Systems Specialist	Internal Contacts:	
Department:	CATCOP PIU	External Contacts:	

JOB SUMMARY:

The Airport Infrastructure Specialist (AIS) will provide specialist technical and engineering support for the **Caribbean Regional Air Transport Connectivity Project (CATCOP) – Saint Lucia** which will involve investments in safety, operational, and climate / disaster resilience improvements for Saint Lucia’s air transport sector. Specifically, the role will require overseeing and coordinating design and implementation of the CATCOP-Saint Lucia airport infrastructure improvements outlined in Component 1 of the Project. Key job responsibilities will include engineering design reviews; infrastructure works oversight and inspection; procurement support and coordination; cost and schedule analysis; work planning; resource scheduling; coordination with other Project elements; and coordination of inspections and certifications by regulators. The AIS will monitor and guide all CATCOP-Saint Lucia infrastructure improvement activities to ensure timely, coordinated implementation and compliance with all reporting and documentation requirements. In support of this, the AIS will communicate Project information as appropriate to the Project Manager, contractors, and key stakeholders and on a monthly basis provide a written Infrastructure Progress Report to the Project owner (Government of Saint Lucia) and lender (World Bank).

LEVEL OF EFFORT:

The AIS will serve in a full-time position supporting the PIU on-site in St. Lucia. The role is for one year initially with up to five additional one-year extensions possible depending upon performance and Project needs.

DUTIES AND RESPONSIBILITIES

- Oversees and coordinates design and implementation of the CATCOP-Saint Lucia airport infrastructure improvements to ensure completion on schedule, within budget and to technical specifications.
- Coordinates and executes the compilation, analysis and presentation of data gathered from various sources which is required for carrying out engineering design work.
- Coordinates with other CATCOP and non-CATCOP airport improvement activities as necessary to ensure design compatibility, minimize interference and disruption during construction activities, and ensure timely implementation.
- Supports the procurement of design and implementation contractors by providing technical inputs for bidding and contract documents and technical / cost evaluation of bids.

- Oversees, manages, and directs infrastructure design and implementation contractors.
- Conducts cost and schedule analyses, estimating expected costs and timeline for infrastructure improvements.
- Inspects design and construction works regularly and reports on quality and progress vs. expectations.
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including amendments to or termination of contracts if appropriate).
- Addresses technical / engineering questions, concerns, and/or complaints throughout the Project.
- Coordinates with the Project Manager and other Project specialists to ensure all relevant environmental and health requirements are met during infrastructure design and implementation works.
- Coordinate with the Environmental and Social Specialist of the project to ensure that activities specifically any new infrastructure or rehabilitation works are consistent with the Environmental and Social Standard Instruments requirements developed for the project such as the project Environmental and Social Commitment Plan (ESCP), Environmental and Social Assessment (ESA), Environmental and Social Management Plan (ESMP) and Labor Management Procedure (LMP). The activities will take into account required consultations, as defined in the project Stakeholder Engagement Plan (SEP); LMP, including implementing and following occupational health and safety measures, and a code of conduct; dissemination and use of the Grievance Redress Mechanisms of the project.
- Ensures compliance with all relevant regulations, standards, specifications, and best practices including those published by Saint Lucia, Eastern Caribbean Civil Aviation Authority (ECCAA), ICAO, and the World Bank.
- Coordinates inspection and certification activities with SLASPA and ECCAA for new and rehabilitated airport infrastructure.
- Manages and facilitates the application and acquisition of requisite permits and approvals from the local Development Control Authority and other regulatory agencies prior to commencement of any construction-related activities.
- Ensures compliance with Saint Lucia’s evolving COVID-19-related health requirements and regulations as they impact travel, meetings, construction activities, or any other Project activities.
- Prepares a monthly written Infrastructure Progress Report for the Project owner (Government of St. Lucia) and lender (World Bank) presenting critical information on key Project activities and risks, including environmental and social risks, specific to the airport infrastructure related activities including progress vs. plan; key next steps; key risks to be managed; and risk mitigation plans.
- Performs other related duties as assigned.

QUALIFICATIONS, SKILLS & EXPERIENCE

The selected candidate must possess:

- A civil engineering degree from an accredited university. While not required, a master’s degree would be viewed favorably.
- At least 10 years of aviation-related infrastructure engineering and implementation oversight experience with a substantial emphasis on airfield projects.
- Demonstrated substantial experience overseeing airport infrastructure design and implementation projects, including design reviews and quality inspection of construction works. Familiarity with the Caribbean region and donor / lender development projects would be viewed favorably. Experience in World Bank funded projects would be an added advantage.
- Excellent understanding of ICAO’s Standards and Recommended Practices (SARPs) relating to airport infrastructure, facilities, and equipment. Knowledge of SLASPA and ECCAA rules and procedures would be viewed favorably.
- Proven analytical, communication (oral and written), and project coordination skills.

- Strong interpersonal skills and ability to support and/or manage dialogue with a wide variety of specialists and government officials.
- Ability to work successfully in a multi-cultural environment.

FAVORABLE ATTRIBUTES

- Flexible and creative in successfully achieving objectives.
- Self-motivated and proactive.
- Team-work oriented.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____