



**ANTIGUA AND BARBUDA**  
**Department of Environment**  
**Terms of Reference**  
**LANDSCAPER**

<b>Consultancy Title</b>	Landscaping Architect
<b>Contracting Authority</b>	Department of Environment, Ministry of Health and the Environment, Antigua and Barbuda
<b>Date of Issue</b>	September 30 <sup>th</sup> 2021
<b>Deadline:</b>	October 21 <sup>st</sup> 2021
<b>To Apply</b>	<p>Individual consultants or firms are invited to apply for this opportunity. Please email the Procurement Officer at <a href="mailto:doe@ab.gov.ag">doe@ab.gov.ag</a>, copied <a href="mailto:antiguaenvironmentdivision@gmail.com">antiguaenvironmentdivision@gmail.com</a>, to the Project Coordinator - Bryan Payne at <a href="mailto:bryan.payne@ab.gov.ag">bryan.payne@ab.gov.ag</a> and the following:</p> <ul style="list-style-type: none"><li>• A Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment;</li><li>• Personal CVs of technical personnel proposed for this project highlighting qualifications and experience in similar projects;</li><li>• Financial proposal accompanied by a work plan (in line with Section VIII) indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment;</li><li>• Sample work previously done for other clients.</li></ul> <p>Please use email subject line: “Landscaping Architect <i>Special Climate Change Fund (SCCF) Projects</i>”</p> <p><b><i>In the event, that clarification questions are asked the answers will be found at this site:</i></b> <a href="https://www.environment.gov.ag/procurement-opportunities#procurements/opportunities">https://www.environment.gov.ag/procurement-opportunities#procurements/opportunities</a></p>
<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO)</b>	The Department of Environment (DoE) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DoE also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

## I. THE ORGANIZATION

The Department of Environment is a Government agency within the Ministry of Health, Wellness and the Environment in the Government of Antigua and Barbuda. Its overall mission is to provide technical advice on the environment and to design and implement projects on behalf of the Government and the people of Antigua and Barbuda. These interventions are designed to protect and enhance the environment, as well as seek common solutions to national, regional and global environmental challenges. The Department of Environment accomplishes its mission through:

An integrated environmental planning and management system that prioritizes public participation and interagency collaboration,

- Efficient implementation of programs, projects and technical services,
- Providing accurate council on environmental management as well as effective and consistent enforcement of environmental laws and regulations, and
- Disseminating information and providing the public with easily accessible data on the environment.

To achieve its mission, the Department of Environment (DOE) manages projects within four main Programs, aligned with national legislation and international environmental agreements. These are:

- a. Climate Change Program (Adaptation, Mitigation, and Capacity Building)
- b. Biodiversity Program
- c. Pollution Program
- d. Monitoring, Evaluation and Data Management Program

The Project Management Unit (PMU) is the project implementation arm of the DOE. The PMU is staffed with short and long-term consultants, seconded staff from Government agencies, interns and volunteers. The PMU is designed to achieve efficiency and coordination in the management of a range of projects from a variety of donors with specialized reporting and management requirements.

The DOE is focused on designing high-impact, transformational projects that maximize funding directly available to the public, private and civil society actors in order to meet an ambitious environmental agenda. The DOE has an active portfolio of more than 14 projects, with project sizes ranging from US\$50,000 to US\$15 million, with an additional 16 projects under development. Partners of the DOE include UN Environment, UNDP, IUCN, Caribbean Development Bank, Government of Italy, Global Environment Facility, Green Climate Fund, the Adaptation Fund, among others. The DOE was accredited as a direct access entity to the Adaptation Fund in 2015 and to the Green Climate Fund in 2017.

To learn more about the Department of Environment, please visit: <https://environment.gov.ag/en/>

## II. INTRODUCTION OF CONTEXT

**The Special Climate Change (SCCF) Project** is focused on building resilience to Climate Change within vulnerable communities along with to help Antigua and Barbuda better support adaptation and technology transfer which are country driven, cost-effective and integrated into

national sustainable development and poverty-reduction strategies and priorities. It will also promote the implementation of adaptation interventions at the national and local levels by building institutional and technical capacity, while also building the financial capacity to fund the interventions. Major project components will include:

COMPONENT 1. National and local capacity to mainstream adaptation into policy and planning through innovative planning.

COMPONENT 2. Innovative financing mechanisms for adaptation

COMPONENT 3 Adaptive capacity of vulnerable communities and sectors are improved through cost effective pilot interventions.

COMPONENT 4: Sub-regional knowledge and awareness of innovative financing mechanisms and climate change adaptation in the Caribbean.

**The Adaptation Fund (AF) project** is focused on reducing the community's climate vulnerability by increasing the ability of the watershed to handle extreme rainfall events while increasing the resilience of the built environment simultaneously to cope with the multiple stressors of climate change. In doing so, the Project will facilitate the transition of the Gambles and McKinnon's area into resilient communities through civil participation, life enrichment, employment, housing improvement, infrastructure upgrade that promotes health and stability & reduces the risk profile of the communities.

COMPONENT 1. Implement concrete adaptation actions to support natural and physical drainage systems along the Woods to McKinnon's waterway to meet projected climate change and extreme hydro-meteorological events while reducing disease vectors.

COMPONENT 2. Disburse concessional loans through a revolving fund mechanism to vulnerable households to meet new adaptation guidelines and standards for built infrastructure to withstand extreme climate variability.

COMPONENT 3 Support social adaptive capacity and local ownership through community-awarded contracts and climate resilient community-built infrastructure

Under Component 1 of the AF Project & Component 3 of the SCCF project, the Department of Environment has undertaken the rehabilitation of woods pond, which includes widening the pond to increase its capacity and improving the culverts/ drainage of the pond to improve flow rate.

### **III. PURPOSE/OBJECTIVES OF ASSIGNMENT**

The Department of Environment, under the Ministry of Health, Wellness and the Environment is interested in hiring a Landscaping Architect to create designs which will transform The Woods Pond into an attractive, comfortable and relaxing green area for individuals using ecosystem-based adaptation concepts.

#### **IV. EXPECTED DELIVERABLES**

Under the supervision of the Project Coordinator at the Department of Environment the selected individual for the landscaping should undertake the following tasks with the highest professionalism and care to ensure the orderly progress of the assignment. They are responsible for meeting the requested deliverables which consists of:

1. Working with DoE personnel to create and design feasible, environmentally conservative plans for Woods Pond using computer aided design programs.
2. Create a workplan outlining the process in which all work will be undertaken.
3. Undertake Site Surveys and Assessments.
4. Community Consultations (seeking opinions of locals, business and others in the area who will potentially use the site)
5. Manage safety, quality and productivity.
6. Provide blueprints, structural drawings and specifications to implement the produced designs.
7. Provide development trends that might affect long term strategies.
8. Provide monthly reports which will outline adherence to time schedule and updates on the delivery of the produced designs.
9. Ensure that all work activities are carried out in a safe and efficient manner, and that all crew members are in compliance with government and company standards.

#### **V. REPORTING REQUIREMENTS**

The consultant will be required to produce monthly reports to the Project Coordinator at the Department of Environment within seven (7) days after the end of each month. These reports should include thorough updates as to works done over the past month as according to the workplan. Any setbacks or issues must be immediately reported to the Project Coordinator.

#### **VI. SCHEDULE OF PAYMENTS**

- |                                     |     |
|-------------------------------------|-----|
| 1. Signing & Inception report       | 15% |
| 2. Approval of designs and workplan | 15% |
| 3. Mobilization                     | 55% |
| 4. Final approval of works          | 15% |

#### **VII. INTELLECTUAL PROPERTY**

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) created under this consultancy shall remain the property of the Department of Environment who shall have exclusive rights over their use. Except for purposes of this assignment, the

information shall not be disclosed to the public nor used in whatever form without written permission of the Department of Environment.

### **VIII. QUALIFICATIONS AND EXPERIENCE**

1. Bachelor's Degree or equivalent in Landscape Architecture
2. Minimum of 5 years' experience in the landscaping industry
3. Working knowledge of the environmental laws and policies of Antigua and Barbuda
4. Drawing and IT Skills, including the ability to use computer aided design and interpretation of blueprints and specifications
5. Excellent verbal and written communication skills.

### **IX. EVALUATION CRITERIA**

<b>Category</b>	<b>Description</b>	<b>Weighting</b>
1	Qualification <input type="checkbox"/> Knowledge <input type="checkbox"/> Skills <input type="checkbox"/> Attitude/attention to details	15%
2	Agency Collaboration <input type="checkbox"/> Data collection & data representation methodologies <input type="checkbox"/> Capacity building methodologies	15%
3	Technical proposal outlining how the objectives will be achieved <input type="checkbox"/> Scope Management Plan (25) <input type="checkbox"/> Time Management (5) <input type="checkbox"/> Risk Management (5) <input type="checkbox"/> Cost Management (5)	40%
4	Financial proposal for consultancy	30%
	<b>TOTAL</b>	<b>100</b>