



Terms of Reference (TOR) for Clerk of Works Service for the Hurricane Melissa Projects

1. Background

The National Education Trust (NET), in collaboration with the Ministry of Education, Skills, Youth and Information (MoESYI), is implementing rehabilitation and reconstruction works under the Hurricane Melissa Recovery Programme at selected educational institutions across Jamaica.

To support the successful delivery of these projects, NET intends to engage a Clerk of Works (CoW) under a fixed-term service contract to provide site-based inspection, quality monitoring, and construction observation services during project execution.

The Clerk of Works shall function primarily as a site quality and compliance monitor and shall support the Infrastructure Management Unit by observing and reporting on construction activities to ensure compliance with approved drawings, specifications, quality standards, occupational safety requirements, and approved construction methodologies.

The initial engagement shall be for six (6) months, subject to extension based on:

- Satisfactory performance;
- Availability of funding; and
- Continuation of the works programme.

2. Objective of the Engagement

The objective of the engagement is to provide independent site inspection and quality monitoring services to:

- Observe construction activities and workmanship;
- Monitor compliance with approved drawings and specifications;
- Identify defects, deficiencies, and non-conforming works;
- Monitor site safety and housekeeping practices;
- Maintain accurate site records and reports; and
- Provide timely reporting to the Project Manager.

3. Scope of Services and Responsibilities

The Clerk of Works shall perform the following duties:

3.1 Site Inspection and Quality Monitoring

The Clerk of Works shall:

- Conduct regular site inspections of assigned projects;
- Observe construction activities to verify compliance with:
 - Approved drawings;
 - Technical specifications;
 - Approved materials;
 - Applicable codes and standards; and
 - Approved methodologies.
- Monitor workmanship quality throughout construction activities;
- Observe material deliveries and notify the Project Manager of any suspected defective or non-compliant materials;
- Witness relevant testing activities where required;
- Identify visible defects, deficiencies, or non-conforming works and report same promptly;
- Monitor correction of defective works.

3.2 Site Records and Documentation

The Clerk of Works shall:

- Maintain a daily site diary documenting:
 - Labour levels;
 - Work activities;
 - Weather conditions;
 - Delays or disruptions;
 - Deliveries;
 - Safety observations; and
 - Significant site events.
- Prepare weekly progress reports including:
 - Summary of ongoing works;
 - Observed quality issues;

- o Site photographs;
 - o Safety observations;
 - o Delays or concerns requiring escalation.
- Maintain:
 - o Defects logs;
 - o Site observation records; and
 - o Photographic records of progress and deficiencies.
- Submit reports electronically in approved formats.

The Clerk of Works shall not maintain:

- Contract administration records;
- Payment certifications; or
- Programme management schedules.

3.3 Safety and Environmental Monitoring

The Clerk of Works shall:

- Observe contractor compliance with Occupational Safety and Health (OSH) requirements;
- Report unsafe acts, unsafe conditions, or safety breaches immediately to the Project Manager
- Observe housekeeping and environmental management practices;
- Report accidents or incidents observed on site.

The Clerk of Works may recommend suspension of works in situations involving immediate danger to life or property but shall immediately escalate such matters to the Project Manager.

3.4 Coordination and Communication

The Clerk of Works shall:

- Attend site meetings as directed;
- Liaise with the Project Manager regarding site observations and project concerns;
- Communicate observed issues requiring technical or contractual attention;
- Support coordination between NET representatives and contractors where requested.

4. Reporting Relationships

The Clerk of Works shall report administratively to the through the assigned Project Manager.

The Clerk of Works shall work collaboratively with:

- Project Managers;
- Quantity Surveyors;
- Design Consultants;
- Contractors; and
- Other members of the Infrastructure Management Unit.

5. Deliverables

The Clerk of Works shall submit the following deliverables:

| Deliverable | Submission Timeline |
|--|---|
| Daily Site Diary | Daily |
| Weekly Progress Reports with Photographs | Every Monday |
| Defects/Non-Conformance Log | Updated Weekly |
| Safety Observation Reports | As Required |
| Site Observation Reports | As Required |
| Final Site Observation Report | Within fourteen (14) days of project completion |

6. Duration and Assignment Location

The Clerk of Works may be assigned to one or multiple project sites under the Hurricane Melissa Recovery Programme and may be required to travel between project locations as directed by NET.

Working hours shall generally align with active construction operations and may include weekends or extended hours where necessary.

7. Required Qualifications and Experience

The successful candidate shall possess:

- Diploma, Associate Degree, or equivalent qualification in Construction Management, Building Construction, Civil Engineering, Structural Engineering, NVQ-J General Construction Level 3, or a related field;
- Minimum of five (5) years' experience in construction inspection, site supervision, or Clerk of Works services;
- Experience observing building or infrastructure construction projects;
- Knowledge of Jamaican construction standards and building practices;

- Working knowledge of Occupational Safety and Health requirements;
- Strong written reporting and communication skills;
- Proficiency in Microsoft Office applications;
- Valid Driver's Licence and access to a reliable motor vehicle.

8. Performance Standards

Performance shall be evaluated based on:

- Timeliness and quality of reports;
- Accuracy of observations and documentation;
- Attendance and site coverage;
- Professional conduct and communication;
- Responsiveness to identified issues;
- Quality of record keeping.

Unsatisfactory performance may result in termination or non-renewal of the engagement. Either party may terminate this Agreement by providing fourteen (14) days written notice to the other party. The Employer reserves the right to terminate the Agreement immediately for cause, including but not limited to misconduct, breach of contract, negligence, dishonesty, or failure to perform duties satisfactorily.

9. Contract Terms and Payment Structure

The Clerk of Works shall be engaged under a fixed-term service contract with an estimated total value of J\$1,010,000.00 structured as follows:

| Item | Monthly Rate (JMD) | Estimated Total (JMD) |
|---------------------------------------|----------------------|-----------------------|
| Professional Remuneration | 160,000.00 | 960,000.00 |
| Communication Allowance (Mobile Data) | \$5000.00 | 30,000.00 |
| Safety Shoes | 3,333 | 20,000 |
| Total Estimated Contract Value | \$168,333.33 | 1,010,000.00 |
| Hourly Rate for Part Time | =\$960 per hr | |

Mileage reimbursement shall only be paid for approved project-related travel and shall be supported by mileage logs approved by NET. PPE including helmet and vest shall be provided. COWs responsible to provide own phone, laptop and safety shoes.

Payments shall:

- Be made monthly;
- Be subject to satisfactory performance and submission of required reports;
- Require submission of invoices and supporting documentation; and
- Be subject to applicable statutory deductions.

10. Confidentiality and Ethics

The Clerk of Works shall:

- Maintain confidentiality of all project information;
- Avoid conflicts of interest;
- Not accept gifts or inducements from contractors, suppliers, or consultants;
- Perform duties in accordance with NET policies and Government of Jamaica ethical standards.

11. Submission Requirements

Applicants shall submit:

- Curriculum Vitae (CV);
- Copies of academic and professional qualifications;
- Copy of valid Driver's Licence;
- Copy of Tax Compliance Certificate (TCC) or Tax Registration Number (TRN);

12. Evaluation Criteria

Applications shall be evaluated based on:

- Qualifications and technical competence;
- Relevant experience;
- Experience on similar projects;
- Reporting capability;
- Availability and capacity to perform the assignment.

Only applicants meeting the minimum requirements shall be considered.