

**CARIBBEAN DEVELOPMENT BANK**



**NOTIFICATION OF APPROVAL BY THE PRESIDENT OF THE USE OF FUNDS**  
**PARTIAL CONDITION SURVEY – PUBLIC SECTOR BUILDINGS – ST. KITTS AND NEVIS**  
**AND ST. VINCENT AND THE GRENADINES**

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Notified at the Two Hundred and Eighty-Fifth Meeting  
of the Board of Directors on March 28, 2019

**MARCH 2019**

*Head (Acting), Renewable Energy/Energy Efficiency Unit      Joseph Williams*  
*Office of Vice-President (Operations)*

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**CARIBBEAN DEVELOPMENT BANK**

**TWO HUNDRED AND EIGHTY-FIFTH MEETING OF THE BOARD OF DIRECTORS**

**TO BE HELD IN BARBADOS**

**MARCH 28, 2019**

**PAPER BD13/19**

**NOTIFICATION OF APPROVAL BY THE PRESIDENT OF THE USE OF FUNDS  
PARTIAL CONDITION SURVEY – PUBLIC SECTOR BUILDINGS – ST. KITTS AND NEVIS  
AND ST. VINCENT AND THE GRENADINES**

In accordance with the authority delegated by the Board of Directors at its Two Hundred and Eighty-Third Meeting (Minute 283.27), the President approved the use of funds in an amount not exceeding the equivalent of forty-eight thousand United States dollars (USD48,000) from the Caribbean Development Bank's Special Funds Resources/Other Special Funds under the Sustainable Energy for the Eastern Caribbean Programme, to finance the recruitment of consultants to conduct a partial condition survey of selected Public buildings in St. Kitts and Nevis and St. Vincent and the Grenadines.

2. It is a condition of the aforementioned delegated authority that each technical assistance project approved by the President be reported to the Board at its first convenient scheduled meeting after approval of the project.
3. The Board is therefore asked to note the approval by the President of the above-mentioned project.

**CARIBBEAN DEVELOPMENT BANK**

**RECOMMENDATION AND APPROVAL OF TECHNICAL ASSISTANCE**

(Up to USD50,000)

<b>1. Country:</b> St. Kitts and Nevis and St. Vincent and the Grenadines	<b>2. Project Title:</b> Partial Condition Survey – Public Sector Buildings	<b>3. PRN:</b> 4107										
<b>4. Grantee:</b> N/A	<b>5. Beneficiary:</b> Governments of St. Kitts and Nevis (GOSKN) and St. Vincent and the Grenadines (GOSVG)	<b>6. Executing/Implementing Agencies:</b> Caribbean Development Bank (CDB)/ Ministry of Sustainable Development GOSKN Ministry of Finance and Energy (GOSVG)										
<b>7. Sector:</b> Energy	<b>8. Date of Application:</b> N/A	<b>9. Type of Financing:</b> Use of Funds (UOF)										
<b>10. Source of Funds:</b> Special Funds Resources (SFR)/Other Special Funds (OSF)/Sustainable Energy for the Eastern Caribbean (SEEC) – Component II, shared between the contributions of European Union-Caribbean Investment Facility (EU-CIF) (60%) and the Department for International Development (DFID) (40%).												
<b>11. Legal Status:</b> N/A												
<b>12. Objectives and Priorities:</b>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"><b>CDB’s Strategic Objective/s:</b></td> <td>Supporting inclusive sustainable growth and development within its Borrowing Member Countries (BMC).</td> </tr> <tr> <td><b>CDB’s Corporate Priority/ies:</b></td> <td>Strengthening and modernising economic and social infrastructure and promoting environmental sustainability.</td> </tr> <tr> <td><b>Regional Objective/s:</b></td> <td>The promotion of energy efficiency (EE) and renewable energy (RE) for more affordable and stable energy costs.</td> </tr> <tr> <td><b>CDB’s Special Development Fund (SDF) 9 Strategic Theme:</b></td> <td>Environmental and Social Review Procedures.</td> </tr> <tr> <td><b>CDB’s Technical Assistance (TA) Policy and Operational Strategy:</b></td> <td>Strengthening the synergies between TA operations and the Bank’s investment lending.</td> </tr> </table>			<b>CDB’s Strategic Objective/s:</b>	Supporting inclusive sustainable growth and development within its Borrowing Member Countries (BMC).	<b>CDB’s Corporate Priority/ies:</b>	Strengthening and modernising economic and social infrastructure and promoting environmental sustainability.	<b>Regional Objective/s:</b>	The promotion of energy efficiency (EE) and renewable energy (RE) for more affordable and stable energy costs.	<b>CDB’s Special Development Fund (SDF) 9 Strategic Theme:</b>	Environmental and Social Review Procedures.	<b>CDB’s Technical Assistance (TA) Policy and Operational Strategy:</b>	Strengthening the synergies between TA operations and the Bank’s investment lending.
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<p>The Project is consistent with the United Nations’ Sustainable Development Goals (SDG), in particular Goal 7: “Ensure access to affordable, reliable, sustainable and modern energy for all”. The Project contributes to SDG targets of an improved rate of EE and increased share of RE.</p>												
<b><u>Gender Marker Summary</u></b>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Gender</th> <th style="width: 20%;">Analysis</th> <th style="width: 20%;">Design</th> <th style="width: 15%;">Score</th> <th style="width: 30%;">Code</th> </tr> </thead> <tbody> <tr> <td><b>Marker</b></td> <td style="text-align: center;"><b>0</b></td> <td style="text-align: center;"><b>0</b></td> <td style="text-align: center;"><b>0</b></td> <td style="text-align: center;"><b>NO<sup>1/</sup></b></td> </tr> </tbody> </table>			Gender	Analysis	Design	Score	Code	<b>Marker</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NO<sup>1/</sup></b>
Gender	Analysis	Design	Score	Code								
<b>Marker</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NO<sup>1/</sup></b>								
Further details on the Gender Marker Analysis are outlined in Appendix 1.												

<sup>1/</sup>NO: No contribution to gender equality, it is not reflected in the project, or appears as a formal reference only.

**12. Budget:** The budget is summarised below. Further details are provided at Appendix 2.

<b>Contributor</b>	<b>Amount (USD)</b>	<b>%</b>
CDB	48,000	100
<b>Total</b>	<b>48,000</b>	<b>100</b>

**13. Project Background:**

The CDB Energy Policy and Strategy recognises the critical role of the energy sector in achieving business and economic competitiveness and growth. The transformation of the energy sector to significantly increase energy security and sustainability would thus enable economic growth.

The SEEC Programme intends to reduce participating Organisation of Eastern Caribbean States member countries' dependency on imported fossil fuels. In that regard, the Programme includes the provision of TA for supporting RE and EE projects. Under Component II, participating countries can carry out targeted studies and activities to support RE and EE investment directly or indirectly, e.g. audits, feasibility studies and preparation of other specific projects. Through the SEEC Programme, CDB provided a grant to the GOSKN and GOSVG, to conduct energy audits (EAs) in government buildings/facilities. Investment grade EAs (Level III), are being conducted in 17 buildings or facilities in St. Kitts and Nevis (SKN) while in St. Vincent and the Grenadines (SVG), 20 buildings or facilities were audited. (See Appendix 3 for list of buildings/facilities.) Lessons learned from EAs conducted in other countries, have identified defects such as cracks, mould, missing ceiling tiles and damaged windows. Additionally, other evidence revealed that the building envelopes were not adequately sealed, which impacted energy efficient cooling in those buildings. Consequently, to achieve the energy savings projected for SKN and SVG, any building defects that impact the achievement of the benefits of the EE investment must be rectified. Only defects that relate to the EE objective would be considered in this partial condition survey, which will make recommendations for, and prioritise, required repairs and determine the associated costs.

The information gathered from the conduct of the partial building condition survey in SKN will inform the appraisal mission for the EE investment project, while in SVG, it will be an input into the Design and Build Tender. A similar study was conducted in Grenada, whereas in Dominica, it has been included as a part of the grant for EAs approved.

**14. Proposal/Description:**

The Project involves the recruitment of a Consultant to conduct a partial condition survey of the buildings/facilities for which Level III EAs were completed. For each building/facility, the Consultant will identify the required building repairs, and the associated costs. The Terms of Reference (TOR) for the Consultancy are at Appendix 4.

The results of this intervention will inform the Design and Build tender for implementing the proposed EE measures resulting from the EAs in St. Vincent. For St. Kitts, the repair works will inform the scope of the investment project under preparation.

SEEC grant financing will be used by CDB to meet the cost of consultancy fees and reimbursable expenses such as air travel, hotel accommodation and per diems.

**15. Project Outcome:**

The overall objectives of this TA is to maximise the EE benefits to be achieved by the investment through (i) the identification of the building repairs and associated costs necessary to allow the new energy efficient air conditioners to operate at their optimal levels; and (ii) to confirm the soundness of the building to improve the resilience of the EE investment. A Results Framework for the Project is presented at Appendix 5.

**16. Project Justification and Benefits:**

The Project is justified in that it will contribute to the maximisation of the benefits to be derived from undertaking EE measures in the public sector buildings. The EE intervention, supported by the Project, will directly reduce GOSKN and GOSVG expenditure for electricity as a result of a reduction in kilowatt hours consumed and will assist GOSKN and GOSVG in meeting their targets for greenhouse gas reduction, as well as provide the governments with the needed fiscal space.

The project recommendations will be inputs into the development of the scope of works and costings of the Design and Build tender for the EE investment.

Furthermore, the knowledge gained and lessons learned will inform subsequent RE and EE interventions in other CDB BMCs.

**17. Risks and Mitigation Measures:**

Risk Category	Risk Type	Description of Risk	Mitigation Measures
Operational	Institutional capacity/coordinating.	Lack of institutional capacity or the inability to effectively coordinate work among agencies or the lack of appropriate governance processes to ensure coordination.	Operations officer to closely monitor implementation of the TA.

**18. Environmental Impact:  
Social Impact:**

Major  
Major

Minor  
Minor

Not Applicable ✓  
Not Applicable ✓



**GENDER MARKER**

Project Cycle Stage	Criteria	Score
Analysis:	Sex-disaggregated data included in the background analysis, and/or baselines and indicators, or collection of sex-disaggregated data required in TOR.	N\A
Background	Socioeconomic/Sector/Institutional analysis considers gender disparities, or TOR require the identification of socioeconomic, sectoral and institutional gender issues.	N\A
Design:	TA interventions are designed, or will be identified as part of the project, that address gender disparities or enhance gender capacities.	N\A
Project Proposal/Definition /Objective	Project objective/outcome includes the enhancement of gender capacities, gender data collection, gender equality or the design of gender-responsive policies or guidelines.	N\A
<b>Maximum Score 0</b>		
<i>Based on code and descriptions below, insert relevant description here, e.g. GM: gender mainstreamed: the project has the potential to contribute significantly to gender equality</i>		

<b>Scoring Code</b>
<b>Gender Specific (GS) or Gender Mainstreamed (GM):</b> 3- 4 points
<b>Marginally Mainstreamed (MM):</b> if 2 points.
<b>NO:</b> if projects score 0-1, if NO give justification why or indicate Not Applicable

**Gender Specific (GS):** the project’s principal purpose is to advance gender equality.

Gender Specific Projects are projects which directly enhance gender

**Gender Mainstreamed (GM):** the project has the potential to contribute significantly to gender equality.

The project is gender mainstreamed when gender considerations have been taken fully into account.

**Marginally Mainstreamed:** the project has limited potential to contribute to gender equality.

**NO:** no contribution to gender equality, it is not reflected in the project, or appears as a formal reference only.



**CONDITION SURVEY AND COST ESTIMATE – PUBLIC SECTOR BUILDINGS, ST. KITTS  
AND NEVIS AND ST. VINCENT AND THE GRENADINES**

**BUDGET**  
**(USD)**

<b>Item</b>	<b>CDB (SEEC)</b>
Professional Fees	
Travel to SKN and SVG	
Accommodation	
Per Diem	48,000
Bank Transfer Fees	
<b>Sub-Total</b>	
Contingencies	
<b>Total</b>	<b>48,000</b>

**LIST OF TARGETED BUILDINGS**

**ST. KITTS AND NEVIS**

#		Name of Building	Annual Consumption (MWh)
1.	<b>Buildings – St. Kitts</b>	CFBC College	268
2.		Fisheries Complex	63
3.		Pogson Hospital	355
4.		Court House	410
5.		Joseph N. France Hospital	1,709
6.		Ministry of Finance	472
7.		General Post Office	180
8.		Warner Park Stadium – Lighting	438
		<b>Total Buildings</b>	<b>3,895</b>
9.	<b>Public Buildings – Nevis</b>	Administration Building	151
10.		Water Dept. and Labour Office	66
11.		Alexandra Hospital	765
12.		Tourist Bureau	180
13.		Charlestown Police Station	170
14.		Abattoir	765
15.		Newcastle Airport	383
16.		Long Point	560
		<b>Total Public Buildings</b>	<b>3,040</b>
17.	<b>Schools – Nevis</b>	Charlestown Secondary School	86
		<b>Grand Total</b>	<b>7,021</b>

**ST. VINCENT AND THE GRENADINES**

#	Name of Facility	Annual Consumption (MWh)
1.	Financial Complex	681
2.	Joshua Airport (ET Joshua Airport)	261
3.	Port Authority Transition Building	235
4.	Georgetown Secondary	109
5.	Central Medical Complex	144
6.	Community College	255
7.	Agricultural Department	169
8.	Archives (National Archives)	53
9.	Royal St. Vincent Police Head Quarters	236
10.	Campden Park Secondary	59
11.	New Kingston Fish Market	268
12.	SVG Postal Corporation	108
13.	Technical College	70
14.	Boys Grammar School of St. Vincent	74
15.	Public Works Department	215
16.	Lauders	46
17.	Coast Guard	118
18.	Ministry of Health	12
19.	Ministry of Education	58
20.	Government Computer Centre	159
	<b>Total</b>	<b>3,330</b>

**CONDITION SURVEY – PUBLIC SECTOR BUILDINGS – ST. KITTS AND NEVIS  
AND ST. VINCENT AND THE GRENADINES**

**TERMS OF REFERENCE**

**1. BACKGROUND**

1.01 The Caribbean Development Bank’s Energy Policy and Strategy recognises the critical role of the energy sector in achieving business and economic competitiveness and growth. The goal of the Bank is the transformation of the energy sector to significantly increase energy security and sustainability thus enabling economic growth. To achieve this, one area of focus for the Bank is to help ensure the environmental and social soundness and sustainability of investment projects.

1.02 The Sustainable Energy for the Eastern Caribbean (SEEC) Programme intends to reduce participating Organisation of Eastern Caribbean States’ member countries’ dependency on imported fossil fuels. In that regard, the Programme includes the provision of TA for supporting renewable energy (RE) and energy efficiency (EE) projects. Under Component II, participating countries can carry out targeted studies and activities to support RE and EE investments directly or indirectly (such as audits, feasibility studies, and other preparation of specific projects).

1.03 CDB has made grants available for conducting Level III EAs at various buildings/facilities. The Energy Audits (EAs) provide detailed project cost and savings calculations with the high level of confidence required for major capital investment decisions. That level of audit will identify some prima-facie defects which are to be rectified to enhance the performance of the energy efficient equipment.

1.04 The recommendations of the EAs once accepted by the beneficiary Government, will include the change of existing lighting to more efficient light-emitting-diodes (LEDs), to energy efficient air conditioning units (ACs) and water pumps. In the case of St. Kitts and Nevis (SKN), while conducting the EAs, the Consultant will note any building defects and repairs, which would enhance the operation and sustainability of the recommended EE measures. In the case of St. Vincent and the Grenadines (SVG) the building defects were not recorded while conducting the EAs therefore there is a need to have them done so as to inform the “design and build tender” for the EE investment capital project.

1.05 In light of the foregoing it is necessary to conduct a condition survey to determine (i) the scope of the retrofits required for the selected buildings to address deficiencies and ensure realisation of estimated benefits; and (ii) the cost estimates for the repair works.

**2. OBJECTIVES OF THE ASSIGNMENT**

2.01 The objectives of the Consultancy are:

- (a) to provide targeted assessment of the physical condition (including structural where relevant) of the facilities/buildings listed in Appendix 3. This is to confirm defects highlighted in the EA report, and any additional ones that may affect the performance of the recommended EE measures, as well as the soundness of the facilities to adverse weather conditions; and
- (b) to establish a budget for correcting the relevant identified defects.

**3. SCOPE OF SERVICES, TASKS (COMPONENTS) AND EXPECTED DELIVERABLES**

3.01 For each building/facility, the assessment will include observations in relation to the physical condition and integrity of the following: (i) building envelope; (ii) the main structure; and (iii) building services equipment and installations (electrical and mechanical), and electrical installations. Also the Consultant will assess any issues in these areas which could potentially affect the health and safety of building occupants, or building operations and maintenance personnel.

3.02 The Consultant shall investigate, inspect, research, analyse, assess, and deliver a comprehensive report. All information and attachments necessary to substantiate the Consultant's depth of inquiry, source of materials, observations, findings and recommendations for further actions shall be included. The Consultant shall clearly separate facts and observations from inferences and conclusions.

3.03 Preliminary costings should reflect as much information as possible and accompanying notes should highlight any limitations to the costs provided.

3.04 With regard to the inspection of the selected properties, the Consultant is to make arrangements through the implementing agencies in SKN and SVG to visit the buildings/facilities and inspect all accessible exterior and interior building spaces and surfaces.

3.05 The following are among the items the Consultant will be expected to address:

(a) Building Site:

- (i) inspect the building sites to identify vulnerability to hazards, including wind and wind-blown hazards, flooding, fire, and earthquakes; and
- (ii) describe (based on a visual inspection only) the adjacent buildings, topography, trees, etc., and indicate potential sources of wind-blown debris, flood hazards, etc.

(b) Building Structure (envelope and core structure):

- (i) describe structural system and look for any signs of structural problems, settlement, cracking, excessive deflections at lintels and beams, etc.;
- (ii) undertake sufficient analysis, using current methods, to comment on the ability of the structure to withstand the identified hazards; and
- (iii) make a determination of the capacity of the structure to house the EE investment and not compromise the building, thereby making it more susceptible to withstand wind and seismic forces in accordance with applicable national, regional and international standards and codes.

(c) Building Façade: examine general condition of wall system, including glazing, sealants, flashings, doors and frames, sills, etc. and note any signs of water intrusion such as efflorescence, loose mortar, or interior staining or previous remedial work such as tuck pointing, or wet sealing.

(d) Roof: prepare a report describing the roof condition, including a layout showing the defects and deficiencies noted, and a detailed list of the costs of anticipated repairs.

- (e) Mechanical and Plumbing: review and inspect mechanical systems, including water supply and sanitary systems, noting condition, state of repair and useful life of major components.
- (f) Ventilation Duct System: describe layout, condition of individual vents, and specifications of the ducting systems.
- (g) Electrical Systems: review and inspect electrical systems (electrical circuitry, panels and transformers) providing explanations with the aid of engineering drawings and noting capacity of the system and its ability to provide the services required at the building; describe the condition and capacity of any additional electrical components such as energy management systems. The electrical standard to be used will be that directed by the government of SKN or the government of SVG, as applicable, Electrical Engineering Department.

**4. QUALIFICATIONS AND EXPERIENCE**

4.01 The Consultant should possess the following qualifications and experience:

**Qualifications and Skills:**

- (a) A Master’s degree from an accredited university in Civil Engineering.
- (b) Fluency in both written and spoken English.
- (c) Fully computer literate in Microsoft (MS) Office and construction/engineering related software.

**General Professional Experience:**

- (a) 12 years’ minimum post-qualification experience in the construction sector.

**Specific Professional Experience:**

- (a) Minimum of five years’ similar experiences within the last five years.
- (b) Specific experience in building design in tropical countries.

**Other:**

- (a) Membership in a registering/accreditation body.

**5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES**

5.01 The Consultant will be required to submit the following deliverables.

<b>Item</b>	<b>Notes</b>
Draft final report	Due 14 calendar days following the commencement date of the assignment. CDB and country implementing agencies will provide comments within five working days.
Final report	Due four calendar days following receipt of comments.

5.02 Reports are to be submitted in English and in electronic format with the main report in both MS Word and PDF formats. All findings will be adequately substantiated either through photographs or other engineering applications. The report will contain a list of all assumptions. Construction estimates should be based on current construction rates.

**6. DURATION**

6.01 Duration of the assignment is 24 calendar days for each country.

**7. COUNTRY RESPONSIBILITIES, COUNTERPART PERSONNEL AND LOCATION OF SERVICES**

7.01 The Consultancy services will be provided in both SKN and SVG. To accomplish the objective of this assignment, it is expected that:

- (a) the implementing agency will assign a Technical Officer from its Ministry to accompany the Consultant on site visits; and
- (b) the implementing agency will facilitate access by the Consultant to relevant information and facilities in conducting the survey.

**8. MONITORING AND EVALUATION**

8.01 To be carried out by the Governments of SVG and SKN and an assigned Operations Officer from CDB. Monitoring indicators will include: project progress meetings, quality and sufficiency of reports and final project reports.

## RESULTS FRAMEWORK

Design Summary	Performance Indicators/Targets	Data Sources/Reporting	Assumptions
<p><b>1. <u>Impact:</u></b></p> <p>Design/build tender informed by recommended repairs and EE measures for sustainable and optimal energy use in public sector buildings in the respective country.</p>			
<p><b>2. <u>Outcome:</u></b></p> <p>Informed GOSKN and GOSVG decisions on scope of EE investments in the selected buildings of the respective country.</p>	<p>Recommended repairs accepted by the national government for inclusion in investment projects.</p>	<p>CDB's project appraisal report approved for presentation to CDB's Board of Directors.</p>	<p>GOSKN and GOSVG remains supportive of the enhanced EE intervention.</p>
<p><b>3. <u>Outputs:</u></b></p> <p>Final TA report indicating relevant buildings/facilities' defects and the associated costs to rectify same.</p>	<p>TA report submitted by December 31, 2018.</p>	<p>TA report.</p>	<p>Stakeholders provide necessary data and information.</p>
<b>4. <u>Inputs:</u></b>	<b>USD</b>		
<b>Item</b>	<b>CDB (SFR)</b>	<b>Total</b>	<p>(a) Consultant selected and engaged. (b) CDB disbursement record.</p>
Consultancy Fees	48,000	48,000	
Travel, Accommodation, Per Diem Contingencies			
<b>Total</b>	<b>48,000</b>	<b>48,000</b>	
<b>Percentage</b>	<b>-</b>	<b>100%</b>	