

SMALL BUSINESS BUREAU
MINISTRY of TOURISM, INDUSTRY and COMMERCE

TERMS OF REFERENCE – CLERK OF WORKS

1. BACKGROUND

- 1.1 In 2004, the Small Business Act was established to: (1) provide incentive regimes and support programmes for small businesses; (2) establish the Small Business Council (SBC), the Small Business Bureau (SBB) and (3) the Small Business Development Fund (SBDF); to serve as a guide for all aspects above.
- 1.2 The Small Business Council was established via Cabinet Decision in 2005 and consists of eleven (11) members from both the public and private sectors, appointed by His Excellency the President of the Cooperative Republic of Guyana.
- 1.3 The Small Business Act stipulates that the Minister shall establish the Small Business Development Fund, which will provide¹:
 - a) Support and access to financing for small businesses.
 - b) Non-financial services and assistance to help small businesses improve productivity and competitiveness.
 - c) Institutional support for organizations representing, promoting, supporting and strengthening small businesses.
 - d) Funding for the expenses of the Bureau.
- 1.4 The SBC and SBB operate under the umbrella of the Ministry of Tourism, Industry and Commerce.
- 1.5 The Small Business Bureau under the Ministry of Tourism, Industry and Commerce is the executing agency for all of the afore-mentioned.

2. OBJECTIVES

The overall objective of the **Clerk of Works** is to ensure effective on-site supervision, quality assurance, and compliance with approved designs, specifications, safety standards, and contractual obligations for infrastructure works under SBB's Community Development Projects. The Clerk of Works will support the Monitoring and Evaluation Coordinator by providing technical oversight, independent inspection, and accurate reporting to ensure that public funds are safeguarded and that infrastructure delivered meets required standards.

3. RESPONSIBILITIES

The responsibilities of the Clerk of Works will include but not be confined to the following:

- Act as the Small Business Bureau's on-site representative for Community Development Projects.
- Monitor and inspect construction and installation works to ensure compliance with approved drawings, designs, specifications, and bills of quantities.
- Ensure contractors adhere to contractual obligations, timelines, and agreed standards of workmanship.
- Monitor the quality of materials used on site and verify conformity with approved specifications.
- Identify, document, and report defects, deviations, or substandard works, and recommend corrective actions.
- Ensure compliance with occupational health, safety, and environmental standards on project sites.
- Maintain accurate site records, including daily logs, photographs, inspection reports, and progress updates.
- Verify work completed for certification and payment purposes.
- Conduct regular site visits across regions where Community Development Projects are being implemented.
- Support the Monitoring and Evaluation Coordinator in documenting implementation progress and quality assurance findings.
- Provide technical input into monitoring and evaluation reports related to infrastructure and works components.
- Participate in site meetings with contractors, consultants, community representatives, and other stakeholders.
- Assist in post-implementation inspections and handover of completed works to beneficiary communities.
- Any other related duties as assigned by the Monitoring and Evaluation Coordinator.

4. DELIVERABLES

The Clerk of Works shall submit the following:

- Monthly site inspection reports detailing works undertaken, compliance status, defects identified, and corrective actions recommended.
- Progress reports on Community Development Projects, including photographic evidence and site observations.
- Final inspection and completion reports prior to project handover.

- Any additional technical or statutory reports as required by the Small Business Bureau.

5. QUALIFICATION

- Diploma in Civil Engineering, Architecture, Construction Technology, or a related field from a recognized tertiary institution.

6. REQUIRED WORK EXPERIENCE

- A minimum of three (3) to five (5) years' professional experience in construction supervision, site inspection, or related engineering works.
- Demonstrated knowledge of construction methods, materials, and quality control standards.
- Experience in monitoring contractor performance and compliance.
- Ability to prepare clear, accurate, and timely technical reports.
- A valid driver's license and access to a reliable motor vehicle to effectively carry out duties.

7. PREFERRED

- Degree in Civil Engineering, Architecture, or a related discipline.
- Extensive experience supervising community-based or public sector infrastructure projects.
- Demonstrated knowledge of climate-resilient and agricultural infrastructure development.

8. GENERAL SKILLS

- Excellent oral and written communication, interpersonal and problem-solving skills; strong analytical and organizational skills; computer proficient.
- Proven experience working with monitoring and evaluation tools and systems.
- Demonstrable critical thinking, planning, time management, attention to detail and decision-making skills.
- Strong report writing, statistical analysis and presentation skills.
- Proficiency in Microsoft Office Suite (specifically Word and Excel).
- Proven experience in conducting site and monitoring and evaluation visits.

9. WORKING CONDITIONS

- Field-based with regular travel to project sites across Guyana.
- Exposure to construction and agricultural project environments.
- Occasional evenings and weekend work may be required to meet project timelines.

10. DURATION OF APPOINTMENT

The position of Clerk of Works is required on a one (1) year contractual basis. Renewal of contract for additional period, thereafter, subject to satisfactory completion of initial contract.

11. REPORTING OBLIGATION/SUPERVISOR

The Clerk of Works will report directly to the **Monitoring and Evaluation Coordinator**.

REMUNERATION

- Base Salary: G\$250,000
- Allowances: G\$31,000
- Gratuity: 22.5% of monthly salary payable every six (6) months
- Vacation Allowance: One (1) month's salary
- Health and Life Insurance: Assuria