

DESA

ST. VINCENT AND THE GRENADINES - ADMINISTRATIVE ARRANGEMENTS
FOR AN OPAS EXPERT - QUANTITY SURVEYOR

27 MAY - 11 DEC 1975

PLEASE RETAIN
ORIGINAL ORDER

UNCLASSIFIED
10/16 MAR 2015

UN ARCHIVES

SERIES 5-1906
BOX 78
FILE 3
ACC. TE 432/21

UNITED NATIONS
DEVELOPMENT PROGRAMME



PROGRAMA DE LAS NACIONES
UNIDAS PARA EL DESARROLLO

OFFICE OF THE RESIDENT REPRESENTATIVE

POSTAL ADDRESS P.O. BOX 726
CABLES: "UNDEVPRO" GEORGETOWN
TELEPHONE: 64048

RECORDS CONTROL

9 - JAN 1976

42 BRICKDAM
GEORGETOWN

REPUBLIC OF GUYANA

REFERENCE: STV/74/020

11 December 1975

~~TE 311/1 STVIN~~

TE 432/21 STVIN (2)


Dear Mr. van Heerden,

Project Revision (B): STV/74/020 - Quantity Surveying

.....

We are pleased to forward one copy of the latest Project Revision for the above project, duly signed by all parties concerned. The Government and UNDP Headquarters are being informed by copy of this letter with attachment.

Yours sincerely,


Josef Schutzenberger
Resident Representative

Mr. J. van Heerden
Chief, Central America, Caribbean
and Regional Projects Section
The Americas Branch
UNOTC
New York

Distribution:

- Agency ✓
- Government
- UNDP/RBLA
- UNDP/MIS
- Project Manager

cc Work-file
cc Zezoulin

UNITED NATIONS DEVELOPMENT PROGRAMME

PROJECT REVISION FORM

COUNTRY: SAINT VINCENT
PROJECT NO: STV/74/020/B/01/01
PROJECT TITLE: QUANTITY SURVEYING

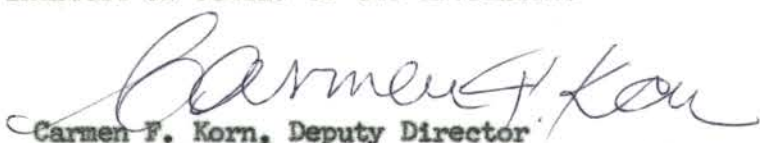
The Government requests that the above project be amended as shown on the attached revised budget. The main objective of the amendment is to cancel this project. The attached budget reflects the actual situation.

* Government's letter

6 November 1975

Submitted on behalf of the Government

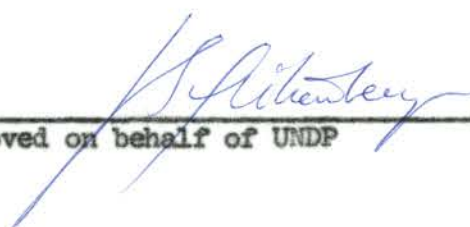
Date


Carmen F. Korn, Deputy Director
The Americas Branch
Office of Technical Co-operation

28 November 1975

Agreed on behalf of the Executing Agency

Date


Approved on behalf of UNDP

6 Dec 75
Date

*copy of letter attached

IN REPLYING THE ABOVE
NUMBER AND DATE OF
THIS LETTER SHOULD BE
QUOTED.

KINGSTOWN,

SAINT VINCENT,

WEST INDIES.

6th November 1975.

Mr. Josef Schutzenberger,
Resident Representative,
United Nations Development Programme,
P.O. Box 726, Georgetown,
REPUBLIC OF GUYANA.

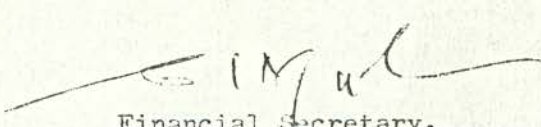
Dear Sir,

Your letter of 20th October 1975 to the Hon. Premier has been referred to me. The position as regards the projects is as follows:-

1. Hospital Administration: We already have a consultant in this field. His services have been provided by the British Government.
2. Civil Aviation: The nomination forms have already been sent to the U.N. Headquarters.
3. Public Administration: We would welcome the services of an economist for two years to assist in the preparation of a five-years plan. He would be attached to the Ministry of Finance and Planning.
Mr. M. Scott has already proceeded to the U.K. on one of the six-months fellowships. We are considering the second candidate.
4. National Accounting: Having had a great deal of experience of how these multi-island projects function or rather mal-function we are understandably sceptical. We trust that the six months extension would be granted to Mr. Sadiq.

We would like the fellowship in this field to continue in abeyance for the time being.

5. Computer Systems Analysis: We would look forward anxiously to the arrival of the expert to conduct the training programme.
6. Co-operatives: We agree that the project should be cancelled.
7. Adult Education: Please proceed as you propose.
8. Fishing Industry: As the OSAS expert would involve expenditure on our part which we cannot now afford, please hold it in abeyance. We are still interested in the fellowship in Marine Biology and the forms would be sent soon.
9. Manpower Statistics: We would prefer to abandon this project and await the Employment Creation team.
10. Quantity Surveying and Training in Port and Marine Department: Both projects should be abandoned.
11. Electrical Inspection: We would still like to have the advise but the fellowships can be abandoned.
12. Legal Drafting: We have spoken to Mr. Heyliger.
13. Teaching of Reading: Please abandon this project.
14. Second Phase of Physical Planning: We are not yet in position to decide if we can sign the Agreement.


Financial Secretary.

RECEIVED

16 DEC 1975

PRPS/ELAIP/OTC

COUNTRY: SAINT VINCENT
PROJECT NO: STV/74/020/B/01/01
PROJECT TITLE: QUANTITY SURVEYING

		TOTAL	
		<u>m/m</u>	<u>\$</u>
19	PROJECT PERSONNEL COMPONENT	(36)	(88,800)
29	SUBCONTRACT COMPONENT	-	-
39	TRAINING COMPONENT	(36)	(21,600)
49	EQUIPMENT	-	-
59	MISCELLANEOUS	-	-
99	GRAND TOTAL		(110,400)

ORIGINAL DIRECT

RECORDS CONTROL

RM/jd
11 DEC 1975

2 December 1975

Mr. A. Hatami
Technical Assistance Recruitment Service

TE 432/21 STVIN (2)

Evner Ergun, Chief
Technical Co-operation Section (Africa and the Americas)
Centre for Housing, Building and Planning
Post STV-620-006-0 (OPAS), Quantity Surveyor

1. Since we have been informed by OTC that the Government of St. Vincent no longer requires this project, we are returning herewith ~~the~~ files of the six candidates you transmitted to us for evaluation in your memorandum of 6 November 1975.

ORIGINAL LETTER

RECEIVED CONTROL
Cleared: Mr. Bourjolly

3 DEC 1975

file → ORIGINAL ON FILE

TE 311/1 STVIN

TE 432/21 STVIN (2)

28 November 1975

Dear Mr. Schutzenberger,

STV/74/020 -Quantity Surveying

STV/74/021 -Training of Personnel in Port and Marine Department

As requested in your letters dated 14 November 1975, please find
..... herewith attached three copies each of the project revisions for
the above projects showing their cancellation. Would you please
return one fully signed copy of each to us in due course.

Yours sincerely,

Jan van Heerden
Chief, Central America, Caribbean
and Regional Projects Section
The Americas Branch, OTC

Mr. Josef Schutzenberger
Resident Representative UNDP
P.O. Box 726
Georgetown, Guyana

UNITED NATIONS
DEVELOPMENT PROGRAMME



PROGRAMA DE LAS NACIONES UNIDAS PARA EL DESARROLLO

ENCLOSURE ATTACHED

OFFICE OF THE RESIDENT REPRESENTATIVE

POSTAL ADDRESS P.O. BOX 726
CABLES: "UNDEVPRO" GEORGETOWN
TELEPHONE: 64048

REFERENCE: STV/74/020

19 NOV 1975
ACTION TO:
Mr. Van Heerden
42 BRICKDAM
GEORGETOWN
REPUBLIC OF GUYANA
BRING FORWARD
ON DAY MONTH YR.
TO:

14 November 1975

Dear Mr. Van Heerden,

STV/74/020 - Quantity Surveying

With reference to your letter of 30 September on the subject project, we have now been informed by the Government of St. Vincent that this project is no longer required. A copy of the Government's letter to that effect is attached herewith.

It would therefore be much appreciated if you could prepare the necessary project revision in order to cancel this project and submit three copies endorsed on behalf of UNOTC, for our approval.

Yours sincerely,

Josef Schutzenberger
Resident Representative.

Mr. Jan H. van Heerden, Chief
Physical Resources Projects Section
Europe, Latin America and
Interregional Projects Branch
Office of Technical Co-operation
United Nations, New York.

OFFICIAL CORRESPONDENCE	CONTROL NO.
MUST BE RETURNED TO RECORDS CONTROL ROOM 2074	11/481

RECEIVED

20 NOV 1975

PRPS/ELAIP/OTC

KINGSTOWN,

SAINT VINCENT,

WEST INDIES.

6th November 1975.

IN REPLYING THE ABOVE
NUMBER AND DATE OF
THIS LETTER SHOULD BE
QUOTED.

Mr. Josef Schutzenberger,
Resident Representative,
United Nations Development Programme,
P.O. Box 726, Georgetown,
REPUBLIC OF GUYANA.

FILE	Pa CP/STV
X-REF	STV/74/2006/1/2001/10/10
ACTION: BN/TSR	
ACTION: TAKEN	

Dear Sir,

Your letter of 20th October 1975 to the Hon. Premier has been referred to me. The position as regards the projects is as follows:-

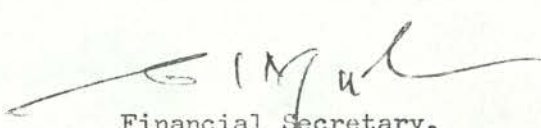
1. Hospital Administration: We already have a consultant in this field. His services have been provided by the British Government.
2. Civil Aviation: The nomination forms have already been sent to the U.N. Headquarters.
3. Public Administration: We would welcome the services of an economist for two years to assist in the preparation of a five-years plan. He would be attached to the Ministry of Finance and Planning.
Mr. M. Scott has already proceeded to the U.K. on one of the six-months fellowships. We are considering the second candidate.
4. National Accounting: Having had a great deal of experience of how these multi-island projects function or rather mal-function we are understandably sceptical. We trust that the six months extension would be granted to Mr. Sadiq.

We would like the fellowship in this field to continue in abeyance for the time being.

.../2

*I presume you are
interested in the
form given to the Hon. Premier
for the purpose of the project!*

5. Computer Systems Analysis: We would look forward anxiously to the arrival of the expert to conduct the training programme.
6. Co-operatives: We agree that the project should be cancelled.
7. Adult Education: Please proceed as you propose.
8. Fishing Industry: As the OSAS expert would involve expenditure on our part which we cannot now afford, please hold it in abeyance. We are still interested in the fellowship in Marine Biology and the forms would be sent soon.
9. Manpower Statistics: We would prefer to abandon this project and await the Employment Creation team.
10. Quantity Surveying and Training in Port and Marine Department: Both projects should be abandoned.
11. Electrical Inspection: We would still like to have the advice but the fellowships can be abandoned.
12. Legal Drafting: We have spoken to Mr. Heyliger.
13. Teaching of Reading: Please abandon this project.
14. Second Phase of Physical Planning: We are not yet in position to decide if we can sign the Agreement.


Financial Secretary.

STV 74/020
STV 74/021

STV 75/001

TE

Drafted by: ^{ADK} Angela Van Rynbach/kk
cc: Mr. A. Hatami

ORIGINAL DIRECT

RECORDS CONTROL

2 - OCT 1975

TE 432/21 STVIN (2)

30 September 1975

Dear Mr. Schutzenberger,

Subject: STV/74/020 Quantity Surveying

As requested in your UNDP Gram of 5 September 1975 we have inquired into the status of recruitment for the Quantity Surveyor (OPAS) post, STV-620-006-0.

..... TARS has advised us that the job description is being circulated, but to date no responses have been received. As you will note from the attached copy of the job description, the nomination period is scheduled to end by 24 October 1975.

We hope to have further news for you soon.

Yours sincerely,

Jan H. van Heerden, Chief
Physical Resources Projects Section
Europe, Latin America and
Interregional Projects Branch
Office of Technical Co-operation

Mr. J. Schutzenberger
Resident Representative of the
United Nations Development Programme
in Guyana
P. O. Box 726
Georgetown, Guyana

UNDEVPROGRAM

IMMEDIATE ACTION

REFERENCE

STV/74/020

Jan H. van Heerden
Chief, Physical Resources Projects
Section
Europe, Latin America & Interregional
Projects Branch
Office of Technical Co-operation
United Nations, NEW YORK

DATE

5/9/75

J. Schutzenberger
Resident Representative
UNDP
Georgetown
GUYANA

STV/74/020 QUANTITY SURVEYING OURLET 8/7. PLEASE
ADVISE STATUS RECRUITMENT POST QUANTITY SURVEYOR (OPAS).

cc. Mr. Hatanu 14/9

TE 432/21 STVIN (2)

RECEIVED IN RECORDS CONTROL	
12 SEP 1975	
ACTION TO:	
2	Mr. Van Heerden
3	Triswinski
Y	PUT AWAY
IN	FILE
ENTERING FORWARD	
ON	DAY MONTH YR.
TO:	

OFFICIAL CORRESPONDENCE	CONTROL NO.
MUST BE RETURNED TO RECORDS CONTROL, ROOM 2874	9 311

RECEIVED

13 SEP 1975
PRPS/ELAIP/OTC

UNDEVELOPMENT

IMMEDIATE ACTION

1. Schuttenberger
Resident Representative
UNDP
Georgetown
GUAYANA

DATE
2/9/75

United Nations, NEW YORK
Office of Technical Co-operation
Projects Branch
Europe, Latin America & Interregional
Section
Chief, Physical Resources Projects
Jan H. van Heerden

REFERENCE
STV/74/020

ADVISE STATUS RECRUITMENT POST QUANTITY SURVEYOR (OPS)
STV/74/020 QUANTITY SURVEYING CURLET 8/7. PLEASE

cc: Mr. H. van Heerden

Je 43/74 stv (2)

RECORDS CONTROL, FROM 2014
MUST BE RETURNED TO
OFFICIAL CORRESPONDENCE
CONTROL NO. 9311

RECEIVED

PREPARED BY
5



Technical Assistance Recruitment Services
United Nations, New York 17, New York

Bureau européen de Recrutement pour l'Assistance
Technique, Palais des Nations, Genève, Suisse

28 August 1975

Request from the Government of Saint Vincent

Quantity Surveying

JOB DESCRIPTION

STV-620-006-0(OPAS)

Post title: Quantity Surveyor

Duration: One year, with possibility of extension

Date required: February 1976

Duty station: Kingstown

Duties: The Quantity Surveyor will be responsible to the Chief Engineer, Head of the Public Works Department, and for the:

1. Cost estimations of proposed Government projects;
2. Valuing of executed building or engineering works;
3. Measurement and valuation of variations made during the progress of the contract period in building operations;
4. Assistance in organizing a cost-estimation and accounting department.

Qualifications: Chartered surveyor qualified in building surveying or general sections of the CISC examination with professional experience as a quantity surveyor.

Language: English

Purpose of the project: To ensure that public works will be carried out at the lowest possible cost, and to attain a well-functioning Quantity Surveying Division in the Public Works Department.

UNITED NATIONS



NATIONS UNIES

OFFICE OF TECHNICAL CO-OPERATION

Date: 31 July 1975

File No: TE 432/21 STVIN (2)

TO: Mr. Max E. Doerner, Acting Chief

Administrative Section, OTC

Cleared by: Mr. G. Bourjolly

FROM: Jan H. van Heerden, Chief

Physical Resources Projects Section, ELAIPB/OTC

Country: Saint Vincent

Project title: Quantity Surveying

Project symbol no.: STV/74/020

Budget identification no.: IP-006-630-0

Please issue P.5 for:

Recruitment ☒

*Extension ☐

**Change of duty station ☐

*** Detail of staff member to OTC project ☐

Name:

Title of post: Quantity Surveyor (OPAS)

Expert post code: STV-620-006-0

Duration: One year with possibility of extension

Effective date: 1 February 1976

Duty station: Kingstown, Saint Vincent

OTC Minute reference (if applicable):

Job description: Attached _____
Has already been transmitted to TARS ☒

REMARKS

*Expert is willing to accept, subject to agreement of his permanent employer. TARS has been requested to negotiate with appropriate authorities.

**It is recommended that the expert receive full subsistence/installation allowance under Staff Rule 203-9, for the reasons listed below.

***Necessary action has been taken. No action necessary to obtain the Secretary-General's approval for travel.

c.c. TARS

mk
A. Van Rynbach/kk
cc: Mr. V. Kandaswamy

UNITED NATIONS - NATIONS UNIES

OFFICE OF TECHNICAL CO-OPERATION

Date: 31 July 1975

File No: Te 432/21 STVIN (2)

TO: Mr. Abolghassem Hatami
Recruitment Officer, TARS

FROM: Jan H. van Heerden, Chief
Physical Resources Projects Section, ELAIPB/OTC

SUBJECT: Request for Recruitment Action

Expert Post Code: STV-620-006-0

Duration of initial appointment: One year
with possibility of extension

Post Title: Quantity Surveyor (OPAS)

-
1. Attached is a copy of the draft job description for the above post. It has been cleared with the Substantive Office (the Project Manager if applicable).
 2. The Personnel Action (P.5)
() has been sent to TARS
(x) will be sent to TARS as soon as possible.
(state reason and estimated forwarding date)
 3. The OTC Programme Management Officer is: Ms. Angela Van Rynbach
 4. The Substantive Officer or Technical Adviser is: Mr. Richard May
 5. It is suggested that the job description be given -
(x) GENERAL DISTRIBUTION to all recruitment sources:
(x) Regular circulation () Urgent circulation () Revised j.d.
() LIMITED DISTRIBUTION ONLY because:
() Associate Expert is to be recruited _____
(name of senior supervising expert)
() Government has requested that recruitment be limited to _____
(country or region)
() NO DISTRIBUTION because
() Secretariat member is to be detailed _____
(name)
() Expert in the field is to be reassigned _____
(name)
() Requesting Government nominee is to be recruited _____
(name)
 6. Remarks: Project Document attached for your information.

c.c. TARS Roster Unit, Room 3274
(Please include copy of draft job description)

31 July 1975

REQUEST FROM THE GOVERNMENT OF SAINT VINCENT

QUANTITY SURVEYING

STV-620-006-0 (OPAS)

Post Title: Quantity Surveyor

Duration: One year with possibility of extension

Date Required: 1 February 1976

Duty Station: Kingstown, Saint Vincent

Purpose of Project: To ensure that public works will be carried out at the lowest possible cost. To attain a well-functioning Quantity Surveying Division in the Public Works Department.

Duties: Cost estimations of proposed Government projects. Valuing of executed building or engineering works. Measurement and valuation of variations made during the progress of the contract period in building operations. Assistance in organising of a cost-estimation and accounting department. The Quantity Surveyor will be responsible to the Chief Engineer, Head of the Public Works Department.

Qualifications: Chartered Surveyor qualified in Building Surveying or General Sections of the CISC examination with professional experience as a Quantity Surveyor.

Languages: Fluency in English essential.

Background Information: The Public Works Department of the Ministry for Communications, Works and Labour is carrying out a comprehensive building and construction programme. During the current financial year the cost of road programme is estimated at about EC\$3.5 million and the maintenance of public buildings at about EC\$809,000, and about EC\$2 million for the construction of new ones, e.g. a building for the Marketing Board and a new Police Barrack.

/....

There is an urgent need to improve road facilities and public buildings and the Government is giving high priority to such infrastructural investments. The building programme is, however, very costly and it is essential that the programme can be carried out at the lowest possible cost, in view of the Government's tight financial situation.

The Quantity Surveying Division of the Public Works Department is entrusted with the task of keeping the cost of public works under control. The Division is, however, unable to comply with the requirements, since it has not been possible to fill the post of Quantity Surveyor, Head of the Division.

UNDEVPROGRAM

IMMEDIATE ACTION

REFERENCE

STV/74/020
STV/74/021

Mr. J.H. Van Heerden
Chief, Physical Resources Projects
Section
Europe, Latin America & Interregional
Projects Branch
Office of Technical Co-operation
United Nations, NEW YORK

DATE

8/8/75

J. Schutzenberger
Resident Representative
UNDP
Georgetown

GUYANA
RECEIVED IN RECORDS CONTROL

Mr. Van Heerden

AAA YOUR LETTER TE 322/1 STV (151-1) OF 14 JULY TRAINING OF PERSONNEL IN THE PORT AND MARINE DEPARTMENT STV/74/021. GOVERNMENT SUBMITTING CANDIDATES TWO-YEAR FELLOWSHIP IN ACCOUNTING AND ONE-YEAR FELLOWSHIP IN DIESEL ENGINEERING. WILL FORWARD UPON RECEIPT, HOPEFULLY NEXT WEEK.

BBB YOUR LETTER TE 311/1 STVIN OF 24 JUNE STV/74/020 QUANTITY SURVEYING. ALSO HOPE TO POUCH NEXT WEEK NOMINATION FORMS GOVERNMENT'S NOMINEE THREE-YEAR FELLOWSHIP IN QUANTITY SURVEYING

Ref TE 323/1 STVIN

TE 432/21 STVIN(2)

Drafted by: Angela Van Rynbach/kk

ORIGINAL DIRECT
Mr. S. Gold, Senior Administrative Officer
for Technical Co-operation Finance Matters
DAFO, ESA

28 July 1975

TE 432/21 STVIN(2)

Jan H. van Heerden, Chief
Physical Resources Projects Section
ELAIPB/OTC

STV/74/020 Quantity Surveying

..... Please find attached one copy of the fully signed Project Document
STV/74/020/A/01/01. It would be appreciated if a PSD could be issued
in accordance with the document.

AVK
Drafted by: Angela Van Rynbach/kk

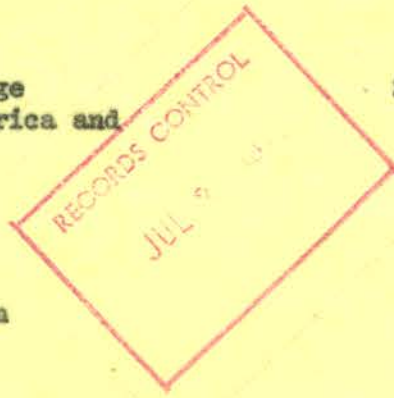
ORIGINAL DIRECT
Mr. V. Kandaswamy, Officer-in-Charge
Technical Co-operation Section (Africa and
the Americas), CHBP

28 July 1975

TE 432/21 STVIN (2)

Jan H. van Heerden, Chief
Physical Resources Projects Section
ELAIPB/OTC

STV/74/020 Quantity Surveying



..... Please find attached for your information one fully signed
copy of the Project Document, STV/74/020.

ENCLOSURE ATTACHED

UNITED NATIONS
DEVELOPMENT PROGRAMME



PROGRAMA DE LAS NACIONES
UNIDAS PARA EL DESARROLLO

17 JUL 1975

ACTION TO:

1 *Mr. Van Heerden*

2

3

☒ PUT AWAY

INITIALS *huk*

☐ BRING FORWARD

ON

DAY MONTH YR.

TO:

OFFICE OF THE RESIDENT REPRESENTATIVE

POSTAL ADDRESS: P.O. BOX 726

CABLES: "UNDEVPRO" GEORGETOWN

TELEPHONE: 64040, 64048, 71569

42 BRICKDAM

GEORGETOWN

REPUBLIC OF GUYANA

REFERENCE:

STV/74/020

8 July 1975

Dear Mr. van Heerden,

Subject: STV/74/020 - Quantity Surveying

We wish to acknowledge receipt of three copies of the Project Document endorsed by your Agency, covering the above-cited project request from the Government of St. Vincent.

.....
We are pleased to return herewith, for your records, one signed copy of the Project Document signifying our approval of the project.

By copy of this letter with attachment, we are informing our Headquarters of this approval action.

We look forward to the early submission of suitable candidate(s) for the expert post, for the Government's consideration.

Yours sincerely,

D. Alexander Simon
D. Alexander Simon
Resident Representative a.i.

Mr. J. van Heerden
Chief, Physical Resources Projects Section
Europe, Latin America and Interregional
Projects Branch
Office of Technical Co-operation
United Nations
NEW YORK

OFFICIAL CORRESPONDENCE	CONTROL NO.
MUST BE RETURNED TO RECORDS CONTROL, ROOM 2074	7/530

RECEIVED

10 JUL 1975

PRPS/ELAIP/OTC

TE 432/21 STVIN (2)

UNITED NATIONS DEVELOPMENT PROGRAMME

Project of the Government of

ST. VINCENT

Title: Quantity Surveying

Number STV/74/020/A/01/01

Duration: Three years

Sector: Social Security and other
Social Services

Subsector: Housing, building and
Physical planning

Government Co-operating Agency:

Ministry of Communications,
Works & Labour

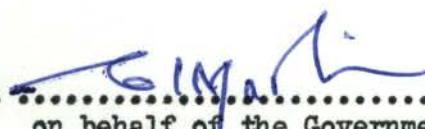
Executing Agency: United Nations

Date of Submission: April 1975

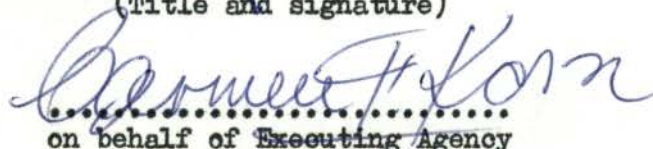
Starting Date: 1st September 1975

Government Contribution: EC\$52992

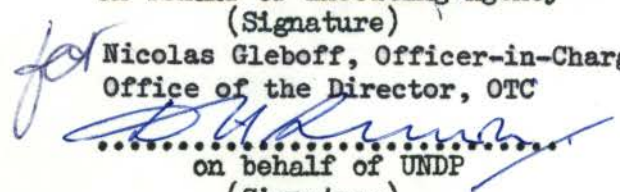
UNDP Contribution: US\$110.400

Approved 
on behalf of the Government
(Title and signature)

Date: 


on behalf of Executing Agency
(Signature)

Date: 20 June 1975

for 
Nicolas Gleboff, Officer-in-Charge
Office of the Director, OTC

.....
on behalf of UNDP
(Signature)

Date: 

1. BACKGROUND AND SUPPORTING INFORMATION

A. Justification for the project

The Public Works Department of the Ministry for Communications, Works and Labour is carrying out a comprehensive building and construction programme. During the current financial year the cost of road programme is estimated at about EC\$3.5 million and the maintenance of public buildings at about EC\$809,000, and about EC\$2 million for the construction of new ones, e.g. a building for the Marketing Board and a new Police Barrack.

There is an urgent need to improve road facilities and public buildings and the Government is giving high priority to such infrastructural investments. The building programme is, however, very costly and it is essential that the programme can be carried out at the lowest possible cost, in view of the Government's tight financial situation.

The Quantity Surveying Division of the Public Works Department is entrusted with the task of keeping the cost of public works under control. The Division is, however, unable to comply with the requirements, since the post of Quantity Surveyor, Head of the Division, has not been possible to fill. The UNDP is, therefore, requested to provide an OPAS Expert for the post as Quantity Surveyor and to provide for training of local personnel within this field.

B. Institutional framework

The Quantity Surveying Division is a part of the Public Works Department of the Ministry of Communications, Works and Labour. The Quantity Surveyor will be responsible to the Chief Engineer, Head of the Public Works Department.

C. Provision for Government follow-up

The requested training in quantity surveying will provide for the follow-up of the work of the OPAS Expert when his contract has come to an end.

D. Other related activities

Nil.

E. Future UNDP assistance envisaged in same field

None envisaged.

11. OBJECTIVES OF THE PROJECT

This project is included in the Country Programme for UNDP assistance to St. Vincent 1974-78, paragraph 43 of page 15 in the Caribbean Country Programme refers.

A. Long-range objectives

To ensure that public works will be carried out at the lowest possible cost.

B. Immediate objectives

To attain a well-functioning Quantity Surveying Division in the Public Works Department.

C. Does this project have an investment potential?

No.

111. WORK PLAN

A. Description of project activities

<u>Project activities</u>	<u>Location</u>	<u>Proposed duration and starting date</u>
1. Cost estimation of proposed Government projects	Kingstown	Three years (1st September 1975)
2. Valuing of executed building on engineering works.		
3. Valuation of variations made during the process of the contract period on building operations.		
4. Assistance in the organization of a cost-estimation and accounting department.		
5. Training in Quantity Surveying	United Kingdom	Three years (1st September 1975)

B. Description of UNDP inputs

1. Assignment of international staff

The UNDP is requested to provide on OPAS expert which is a chartered surveyor qualified in Building Surveying on General Sections of the R.I.S.C. examination with professional experience as quantity surveyor.

1. Assignment of international staff(cont'd)

2. Provision of subcontractual services

N I L

3. Training provisions

Location

Proposed Duration
and Starting Date

The UNDP is requested
to provide one group
II fellow-ship for

three years in
Quantity Surveying

United Kingdom

Three years
(1st September 1975)

4. UNDP-provided supplies and equipment

Delivery Date

N I L

C. Description of Government inputs

1. Pre-requisite activities

None required.

2. Assignment of national staff

3. Training provisions

The Government has identified a candidate for the requested fellowship and will undertake to maintain the trainee during the training period.

4. Government-provided supplies and equipment

The Government will provide ample office space and necessary supplies for the OPAS-expert.

WORK PLAN - BAR CHART

	Preparatory	19.75	19.76	1977.	19..78	19...
Prior obligations or preparatory activities by Government (legislation, premises, etc.)						
Assignment of international experts (indicate team-leader if applicable)	12-01 Quantity Surveying		-----			
Assignment of Government counterpart personnel						
Training Schedule	31-01 Fellowship in Quantity Surveying		-----			
Delivery of major items of equipment (UNDP)						
Availability of Government supplies and equipment						
Provision of miscellaneous items						

PROJECT BUDGET COVERING UNDP CONTRIBUTION
(in U.S. Dollars)

Country: ST. VINCENT
Project No: STV/74/020/A/01/01
Title: Quantity Surveying

		<u>TOTAL</u>		<u>1975</u>		<u>1976</u>		<u>1977</u>		<u>1978</u>		<u>19</u>
		m/m	\$	m/m	\$	m/m	\$	m/m	\$	m/m	\$	m/m
10.	<u>PROJECT PERSONNEL</u>											
12	<u>OPAS Expert</u>											
12-01	Quantity Surveyor	36		4		12		12		8		

PROJECT BUDGET COVERING GOVERNMENT CONTRIBUTION IN KIND

(in EC dollars)

Country: ST. VINCENT

Project No: STV/7Y/020/A/01/01

Title: Quantity Surveying

		<u>TOTAL</u> m/m \$	<u>1975</u> m/m \$	<u>1976</u> m/m \$	<u>1977</u> m/m \$	<u>1978</u> m/m \$	<u>1979</u> m/m \$
10.	<u>PROJECT PERSONNEL</u>						
	Quantity Surveying	36	4	12	12	8	
19	Component Total	36 38412	4 4268	12 12804	12 12804	8 8536	
29.	<u>SUBCONTRACT</u>						
30.	<u>TRAINING</u>						
31-01	Maintenance of trainee	14580	1620	4860	4860	3240	
39	Component Total	14580	1620	4860	4860	3240	
49	Equipment						
59	Miscellaneous						
99.	Total Government Contribution in Kind	52992	5888	17664	17664	11776	

OPAS APPOINTMENTS - CHECK LIST

INFORMATION NEEDED FOR CONSIDERATION OF REQUESTS

Designation: Quantity Surveyor

Duty Station: Kingstown

Duration: Three years

When Required: 1 September 1975

Duties: Cost estimations of proposed Government projects.
Valuing of executed building or engineering works.
Measurement and valuation of variations made during the progress of the contract period in building operations.
Assistance in organising of a cost-estimation and accounting department.

Qualifications: Chartered Surveyor qualified in Building Surveying or General Sections of the CISC examination with professional experience as a Quantity Surveyor.

Languages: Fluency in English essential.

Background Information:

Designation of

Immediate Supervisor: Chief Engineer, Public Works Department

Training of a Not applicable
Successor:

Administrative and
Financial Obligations
of the Government:
(To be expressed in
local currency and
on a per annum basis)

1. Local Base Salary and Grade:
EC\$10,200
2. Allowances:
 - i) Spouse:
Children:
Other dependents:
 - ii) Cost of living adjustment: EC\$900
 - iii) Expatriate allowance:
 - iv) Housing allowance:
 - v) Any other allowance: travel allowance maximum
EC\$1,704
 - vi) Terminal bonus:
3. Total Gross Emoluments:
4. Income Tax: (attach copy of local income tax
schedule)
5. Social Security and other Deductions:
6. Total Net Emoluments:
7. Annual Leave: 28 days per annum
8. Sick Leave:
6 months with full salary; and
12 months with half salary.
9. Medical Facilities available:

15. BUILDING AND LOAN ASSOCIATION

Persons who have obtained loans should obtain a statement of Interest paid and Dividends credited and submit it with the Return, the amount shown on the statement being reflected in the annual value or Rent Return. Amounts paid on account of amortisation are not allowed in any case.

16. INTEREST ON SAVINGS BANK ACCOUNT

This should be shown in Section 7 whether withdrawn or not.

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Relief is due in respect of actual interest paid. The name and address of the person to whom paid should be stated, as well as the precise purpose for which the loan was obtained.

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It is an offence against the Ordinance for a Trader not to keep proper accounts in English. Accounts can be drawn up to a date other than December 31st if prior consent is obtained from the Comptroller. All companies and also other traders whenever possible should produce Balance Sheets in addition to the Trading and Profit and Loss Accounts.

19. LIABILITY TO MAKE RETURNS

Every person liable to pay Income Tax is required by law to render a return of income without being called upon to do so. The return is due to be rendered not later than 31st March, but it would help the Department if it were rendered before then. It should be noted that failure to make the return by the due date may involve a penalty.

ALLOWANCES

On the basis of the Ordinance as at 1st January the following are the allowances which may be claimed by filling up the form and signing the Declaration on page 7. If you are in doubt as to whether they apply to you please enquire as directed in paragraph 1.

20. EARNED INCOME RELIEF

10% of the earned income up to a maximum of \$500 total allowance.

21. PERSONAL ALLOWANCE—Single

~~\$600~~ \$ 800

22. ALLOWANCE FOR WIFE

If you are a married man and your wife is living with you during the income year you will be allowed a deduction of ~~\$400~~. You can also claim this allowance if your wife, although not

living with you, was wholly maintained by you. If you are legally separated or the marriage has been dissolved see (23) below.

23. MAINTENANCE AND ALIMONY

Under section 31 of the Income Tax Ordinance No. 21 of 1967 relief is due in respect of any payments consisting of

(a) Maintenance or separation allowance to a wife under a registered deed of separation or an order of any Court of competent jurisdiction or

(b) Alimony to a former wife where the marriage has been dissolved by any court of competent jurisdiction.

24. DEDUCTION FOR CHILDREN

The expression "child" includes a step-child or adopted child or an illegitimate child living with and maintained by the person charged. The Allowance is ~~\$200~~ in respect of each child, unless the child is over 16 and receiving full time instruction at any University or other institution of higher learning or undergoing full time training lasting not less than two years for a trade or vocation—\$700 each. \$ 300

25. DEPENDENT RELATIVE

The relative must be incapacitated by old age or infirmity from maintaining himself or herself unless the widowed mother of the Taxpayer or his wife. Where the person in respect of whom a deduction is claimed was maintained by two or more persons the deduction will be apportioned between them in proportion to their respective contributions to the maintenance of that person. The allowance is ~~\$125~~ or apportioned part. \$ 200

26. HOUSEKEEPER

A widower may claim relief of \$200 in respect of a Relative taking charge of his children or acting as his housekeeper.

27. LIFE ASSURANCE PREMIUMS

Relief is limited to a total of one-sixth of the Taxpayer's chargeable income. The premium receipt should be produced. It will be returned. Relief is further restricted in the case of each policy to 7% of the capital sum assured at death.

28. GENERAL DECLARATION

Where any relief is claimed for personal or family allowances the Declaration on Page 7 should be completed.

\$ 600

TAX PAYABLE

After deduction from Gross Income of the total allowances due the taxable income remaining is charged at the following rates:—

RATE						INCOME	TAX
Individuals:—						\$	\$
For every	dollar	of the	First	500 dollars	3 cents	500	15.00
	do.		next	500 dollars	4 cents	1,000	35.00
	do.		do.	500 dollars	6 cents	1,500	65.00
	do.		do.	500 dollars	8 cents	2,000	105.00
	do.		do.	500 dollars	10 cents	2,500	155.00
	do.		do.	500 dollars	14 cents	3,000	225.00
	do.		do.	500 dollars	18 cents	3,500	315.00
	do.		do.	500 dollars	23 cents	4,000	430.00
	do.		do.	500 dollars	28 cents	4,500	570.00
	do.		do.	1,500 dollars	33 cents	6,000	1,065.00
	do.		do.	1,500 dollars	38 cents	7,500	1,635.00
	do.		do.	2,500 dollars	44 cents	10,000	2,735.00
	do.		do.	2,500 dollars	50 cents	12,500	3,985.00
	do.		do.	2,500 dollars	60 cents	15,000	5,485.00
Remainder					65 cents	20,000	8,735.00

Company tax is at the rate of 40 per centum.

ORIGINAL DIRECT

Drafted by: Angela Van Rynbach/kk
cc: Mr. E. Ergun
Mr. G. Valdes S.

OPAS

CONTROL

TE 311/1 STVIN

24 June 1975

TE 432/21 STVIN(2)

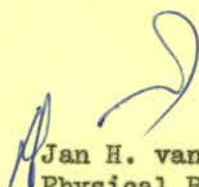
Dear Mr. Simon,

Subject: STV/74/020 - Quantity Surveying

As requested in your 30 April 1975 letter, please find
..... enclosed three copies of the above-cited Project Document duly
signed on behalf of OTC.

Upon signature on behalf of UNDP I would appreciate your
returning one fully signed copy for our records.

Yours sincerely,



Jan H. van Heerden, Chief
Physical Resources Projects Section
Europe, Latin America and
Interregional Projects Branch
Office of Technical Co-operation

Mr. D. A. Simon
Resident Representative of the
United Nations Development Programme
in Guyana, a.i.
P. O. Box 726
Georgetown, Guyana

UNITED NATIONS DEVELOPMENT PROGRAMME

Project of the Government of

ST. VINCENT

Title: Quantity Surveying

Number STV/74/020/A/01/01

Duration: Three years

Sector: Social Security and other
Social Services

Subsector: Housing, building and
Physical planning

Government Co-operating Agency:

Ministry of Communications,
Works & Labour

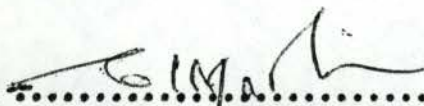
Executing Agency: United Nations

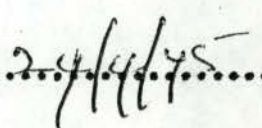
Date of Submission: April 1975

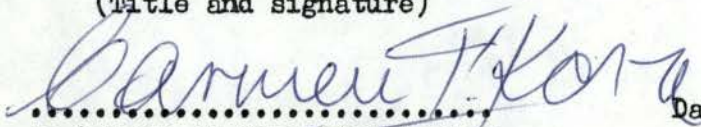
Starting Date: 1st September 1975

Government Contribution: EC\$52992

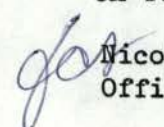
UNDP Contribution: US\$110.400

Approved 
on behalf of the Government
(Title and signature)

Date: 


on behalf of Executing Agency
(Signature)

Date: 20 June 1975

 Nicolas Gleboff, Officer-in-Charge
Office of the Director, OTC

.....
on behalf of UNDP
(Signature)

Date:

1. BACKGROUND AND SUPPORTING INFORMATION

A. Justification for the project

The Public Works Department of the Ministry for Communications, Works and Labour is carrying out a comprehensive building and construction programme. During the current financial year the cost of road programme is estimated at about EC\$3.5 million and the maintenance of public buildings at about EC\$809,000, and about EC\$2 million for the construction of new ones, e.g. a building for the Marketing Board and a new Police Barrack.

There is an urgent need to improve road facilities and public buildings and the Government is giving high priority to such infrastructural investments. The building programme is, however, very costly and it is essential that the programme can be carried out at the lowest possible cost, in view of the Government's tight financial situation.

The Quantity Surveying Division of the Public Works Department is entrusted with the task of keeping the cost of public works under control. The Division is, however, unable to comply with the requirements, since the post of Quantity Surveyor, Head of the Division, has not been possible to fill. The UNDP is, therefore, requested to provide an OPAS Expert for the post as Quantity Surveyor and to provide for training of local personnel within this field.

B. Institutional framework

The Quantity Surveying Division is a part of the Public Works Department of the Ministry of Communications, Works and Labour. The Quantity Surveyor will be responsible to the Chief Engineer, Head of the Public Works Department.

C. Provision for Government follow-up

The requested training in quantity surveying will provide for the follow-up of the work of the OPAS Expert when his contract has come to an end.

D. Other related activities

Nil.

E. Future UNDP assistance envisaged in same field

None envisaged.

11. OBJECTIVES OF THE PROJECT

This project is included in the Country Programme for UNDP assistance to St. Vincent 1974-78, paragraph 43 of page 15 in the Caribbean Country Programme refers.

A. Long-range objectives

To ensure that public works will be carried out at the lowest possible cost.

B. Immediate objectives

To attain a well-functioning Quantity Surveying Division in the Public Works Department.

C. Does this project have an investment potential?

No.

111. WORK PLAN

A. Description of project activities

<u>Project activities</u>	<u>Location</u>	<u>Proposed duration and starting date</u>
1. Cost estimation of proposed Government projects	Kingstown	Three years (1st September 1975)
2. Valuing of executed building on engineering works.		
3. Valuation of variations made during the process of the contract period on building operations.		
4. Assistance in the organization of a cost-estimation and accounting department.		
5. Training in Quantity Surveying	United Kingdom	Three years (1st September 1975)

B. Description of UNDP inputs

1. Assignment of international staff

The UNDP is requested to provide on OPAS expert which is a chartered surveyor qualified in Building Surveying on General Sections of the R.I.S.C. examination with professional experience as quantity surveyor.

1. Assignment of international staff(cont'd)

2. Provision of subcontractual services

N I L

3. Training provisions

Location

Proposed Duration
and Starting Date

The UNDP is requested
to provide one group
II fellow-ship for

three years in
Quantity Surveying

United Kingdom

Three years
(1st September 1975)

4. UNDP-provided supplies and equipment

Delivery Date

N I L

C. Description of Government inputs

1. Pre-requisite activities

None required.

2. Assignment of national staff



3. Training provisions

The Government has identified a candidate for the requested fellowship and will undertake to maintain the trainee during the training period.

4. Government-provided supplies and equipment

The Government will provide ample office space and necessary supplies for the OPAS-expert.

WORK PLAN - BAR CHART

	Preparatory	19.75	19.76	1977.	19..78	19...
Prior obligations or preparatory activities by Government (legislation, premises, etc.)						
Assignment of international experts (indicate team-leader if applicable)	12-01 Quantity Surveying					
Assignment of Government counterpart personnel						
Training Schedule	31-01 Fellowship in Quantity Surveying					
Delivery of major items of equipment (UNDP)						
Availability of Government supplies and equipment						
Provision of miscellaneous items						

PROJECT BUDGET COVERING UNDP CONTRIBUTION
(in U.S. Dollars)

Country: ST. VINCENT
Project No: STV/74/020/A/01/01
Title: Quantity Surveying

		<u>TOTAL</u>		<u>1975</u>		<u>1976</u>		<u>1977</u>		<u>1978</u>		<u>19</u>
		m/m	\$	m/m	\$	m/m	\$	m/m	\$	m/m	\$	m/m
10.	<u>PROJECT PERSONNEL</u>											
12	<u>OPAS Expert</u>											
12-01	Quantity Surveyor	36		4		12		12		8		

PROJECT BUDGET COVERING GOVERNMENT CONTRIBUTION IN KIND

(in EC dollars)

Country: ST. VINCENT

Project No: STV/7Y/020/A/01/01

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31-01	Maintenance of trainee	14580	1620	4860	4860	3240	
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99.	Total Government Contribution in Kind	52992	5888	17664	17664	11776	

OPAS APPOINTMENTS - CHECK LIST

INFORMATION NEEDED FOR CONSIDERATION OF REQUESTS

Designation: Quantity Surveyor

Duty Station: Kingstown

Duration: Three years

When Required: 1 September 1975

Duties: Cost estimations of proposed Government projects.
Valuing of executed building or engineering works.
Measurement and valuation of variations made during the progress of the contract period in building operations.
Assistance in organising of a cost-estimation and accounting department.

Qualifications: Chartered Surveyor qualified in Building Surveying or General Sections of the CISC examination with professional experience as a Quantity Surveyor.

Languages: Fluency in English essential.

Background Information:

Designation of
Immediate Supervisor: Chief Engineer, Public Works Department

Training of a
Successor: Not applicable

Administrative and
Financial Obligations
of the Government:
(To be expressed in
local currency and
on a per annum basis)

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EC\$10,200
2. Allowances:
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Other dependents:
 - ii) Cost of living adjustment: EC\$900
 - iii) Expatriate allowance:
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do. do.	500 dollars	14 cents		3,000	225.00
do. do.	500 dollars	18 cents		3,500	315.00
do. do.	500 dollars	23 cents		4,000	430.00
do. do.	500 dollars	28 cents		4,500	570.00
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do. do.	1,500 dollars	38 cents		7,500	1,635.00
do. do.	2,500 dollars	44 cents		10,000	2,735.00
do. do.	2,500 dollars	50 cents		12,500	3,985.00
do. do.	2,500 dollars	60 cents		15,000	5,485.00
Remainder		65 cents		20,000	8,735.00

Company tax is at the rate of 40 per centum.

AWL
A. Van Rynbach/mg

Mr. Evner Ergun, Chief
Technical Co-operation Section (Africa and
the Americas), CHBP

27 May 1975

~~TE 322/1~~ *STVIN*
~~St. Vincent~~

Jan van Heerden, Chief
Physical Resources Projects Section, ELAIB/OTC

TE 432/21 STVIN (2)

STV/74/020 Quantity Surveying

..... 1. I would appreciate receiving your substantive comments on the attached project document, STV/74/020, Quantity Surveying.

..... 2. Your comments on the attached "check list" for the OPAS expert, Quantity Surveyor, are also requested.