

Terms of Reference (TORs)

For the Elaboration of UNDP Office Preliminary Renovation Design and Estimate Consultancy

Location:	Maputo, Mozambique
Application Deadline:	3 rd July 2017
Type of Contract:	Individual Contract
Post Level:	National and Local Consultants
Languages Required:	English and Portuguese
Starting Date:	10 July 2017
Duration of Contract:	30 days

Proposals should be submitted to the following address United Nations Development Program, Mozambique, Maputo, Av. Kenneth Kaunda n° 931, P.O. Box 4595, Maputo no later than 3rd July 2017.

Any request for clarification must be sent in writing, or by standard electronic communication to the following e-mail: procurement.mz@undp.org. The procuring UNDP entity will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. Background

The UNDP ‘Dispensário’ apartment building in Maputo was build 25 years ago as a residential (rental) apartment building for UN staff. The property is in an area of 5600 square meter plot located on C Street (Rua C), No 90, Coop neighborhood, in the city of Maputo, Mozambique. The building consists of 2-story load-bearing brick masonry structure with concrete iron columns and beams, with two distinct block/building linked to each other in U-shaped and connected forming an enclosure with walkways and gardens.

The building is no longer used as a residential property and UNDP wishes to renovate the facility to be used as its new office. UNDP has obtained the required permit from the city government to do a renovation and is currently working to get an update record of the property from the city registry. These permits are required before any work can be done on the premises.

While the process to plan, and renovate the property is going on UNDP must relocate to a new office premises. The preferred option – if cost effective – is to build a prefab facility in the same property, invest in the required perimeter and site security requirements, and relocate UNDP to the temporary facilities while the renovation of the main building takes place.

In July 2016 UNDP commissioned a new security assessment of the property. The assessment was conducted by the UNDP Regional Security Advisor and the recommendations from that report need to be incorporated into the renovation project.

The renovation of the SMV Building should

- Provide UNDP, its staff and clients / partners a modern, secure (following UNDSS security requirements) and “green” space and adequate to the type of work done by UNDP.
- the design of the new office space should promote greater integration, collaboration of functions and people

- The renovated building should offer a healthier, safer and efficient (green) work space for all and that in turn is an important element to increase staff morale, productivity and efficiencies
- The renovated facility should comply with international environmental and civil engineering standards, and meet all local building regulations in force in the Mozambique.
- The new renovated facility should incorporate features that will enable the user to use water and energy more efficiently and affordably.

2. Duties and Responsibilities:

The Consultant will work under the direct supervision of the Deputy Country Director Operations and close consultation with the Operations team when carrying out the following tasks:

The client profile

- Conduct an in-depth consultation to understand the mission, purpose and work of the agency assess the collective, team and individual requirements of the client and its work force;
- Meet with senior and middle management to determine client needs;
- Have access to and relevant information on UNDP corporate requirements and protocols regarding security, IT systems and user requirements;
- Meet with IT and security officers to understand corporate requirements and guidelines

The renovation project

- Complete a Site survey;
- Perform a structural review of the building to determine it can be renovated;
- Map existing electrical, waters, sewage systems (Metrics survey);
- Prepare updated and technically sound architectural drawings of the building
- Based on the client needs and existing features of the property prepare a renovation project proposal for consideration by the client that includes both the proposed pre-fab facility and the main renovation proposal

Building information and permits

- Review relevant existing documentation on the property
- Advise and or obtain all relevant construction permits required for the renovation

The bidding documents

- Advise on technical matters to be used on the ToR for the Bidding
- Assists the CO in drafting a comprehensive Request for proposal for submission to UNDP management team (in Maputo and New York) for review and endorsement before his advertisement;
- Advise the UNDP evaluation committee with the review of proposal submitted by the architectural and engineering firms;
- Review the designs and technical drawings for construction/renovation, ensuring these meet the UN specification standards, and ensuring maximum efficient usage of office space, common areas, etc.

3. Key Deliverables:

- A technically sound Terms of Reference for the Invitation to Bid tender document;

- Detailed preliminary designs and renovation project: i.e. utilities, building security, electricity, drainage system, cleaning including garbage disposal, gardening, and maintenance and a narrative portion outlining expected non-quantifiable benefits.
- A Bill of Quantities and a more detailed cost estimates of the one-time capital investment
- More detailed cost estimates of the security requirements specified in the UNDP Security assessment.
- A detailed analysis of the technical specification, including current workplace environment and comfort, space lay-out, rent, operating and maintenance costs and staffing numbers and grades; the proposed premises situation, including requirements for a better workplace environment and comfort, space (office and common areas) requirements,
- Other pertinent information.

4. Competencies:

Partnering and networking:

- Initiates and sustains relationships with key constituents;
- Builds and sustains effective partnerships with UNDP Staff;
- Advocates effectively, engaging others to take action in desired directions;
- Communicates sensitively and effectively across different constituencies;
- Seeks and applies knowledge information and best practices from within and outside the UN Country Team.

People Skills:

- Recognizes and responds appropriately to the ideas, interests and concerns of others;
- Builds trust and engenders morale by displaying open, transparent and credible behavior;
- Respects individual/cultural differences;
- Utilizes diversity to foster teamwork;
- Ensures others' understanding of, involvement in, adaptation to a change process;
- Sets clear performance goals and standards;
- Executes responsibilities accordingly;
- Provides and responds constructively to feedback (correction or recognition);
- Self analyzes performance problems;
- Seeks appropriate direction and support.

Corporate Responsibility and Direction:

- Has strategic vision, strong technical and analytical capacities, and sound judgment.

Organizational skills:

- Has ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships with all colleagues;
 - Ability to meet deadlines, problem solve, work independently and as part of a team.

Communication:

- Excellent written and oral communication skills;
- Proficiency in office automation – word processing, spread sheets, database management and internet skills;
- Dependability and reliability, initiative and acceptance of needed responsibility;
- Confidentiality.

5. Qualifications, Experience and Language

Education:

- Masters' degree in Architecture or civil/Mechanical Engineering, Business Administration or Project Management.

Experience:

- A minimum of five (5 years of progressively responsible professional experience in working with government entities, developers, municipalities and contractors on similar projects. Background in developing countries with demonstrated strong project management experience and skills is preferred;
- Experience with Quality Control of construction projects;
- A good knowledge of local real estate/construction market and pertinent legislation;
- Experience in qualitative research methods (key informant interviews and focus groups).

Language:

- Excellent English and Portuguese communication and reading skills, excellent writing skills in both English and Portuguese.

6. Evaluation Criteria

The individual consultant will be evaluated based on the cumulative analysis methodology and the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation:
 - Technical Criteria weight: 70%
 - Financial Criteria weight: 30%

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation!

Criteria	Weight	Max. Point
<u>Technical</u>		
Proposed Methodology and Approach	40	
Is the approach adopted appropriate for the task?		20
Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the evaluation?		20
CV (P11 form) and explanation of the suitability for the assignment reflect the following:	30	
Education Masters' degree in Architecture or civil/Mechanical Engineering, Business Administration or Project Management.		10
A minimum of five (5 years of progressively responsible professional experience in working with government entities, developers, municipalities and contractors on similar projects. Background in developing countries with demonstrated strong project management experience and skills is preferred		10
A good knowledge of local real estate/construction market and pertinent legislation;		10

Experience with Quality Control of construction projects;		15
Experience in qualitative research methods (key informant interviews and focus groups).		7.5
Knowledge of Portuguese and English		7.5
<i>Subtotal technical evaluation</i>	70%	100
Minimum to be considered for the Financial Evaluation – 70 points under the Technical Evaluation!		
<i>Financial</i>	30%	100

Calculation of the financial score: 100 points will be allocated to the financial proposal with the lowest price proposal; all other price proposals will receive points in inverse proportion, using the formula:

$$pF = 100 (\mu/z)$$

Where:

pF = points for the Financial Proposal being evaluated

μ = price of the lowest priced Financial Proposal

z = price of the Financial Proposal being evaluated

The cumulative score will be then calculated using the formula:

$$CS = pT*0.7 + pF*0.3$$

Where:

pT – technical score

pF – financial score

7. ***Guiding Principles and Values***

The evaluation will be undertaken in-line with the following principles:

- Independence
- Impartiality
- Transparency
- Disclosure
- Ethical
- Partnership
- Competencies and Capacities
- Credibility
- Utility

The consultant must be independent from the delivery and management of development assistance process that is relevant to the Project's context. Therefore, applications will not be considered from those who have had any direct involvement with the design or implementation of the Project. Any previous association with the Project must be disclosed in the application. This applies equally to firms submitting proposals as it does to individual evaluators. If selected, failure to make the above disclosures will be considered just grounds for immediate contract termination, without recompense. In such circumstances, all notes, reports and other documentation produced by the evaluator will be retained by UNDP.

8. Scope of Bid Price and Schedule of Payments

This consultant will be issued a fixed output-based price contract regardless of extension of the specific duration. The Proposer must include in the computation of the proposed contract price a total lump sum amount which should include all the costs related to the consultant's execution of this assignment, including, the fee, travel, allowances, taxes, translations, communication, other as relevant, etc.

The payments will be made against the delivery of the expected outputs as follows:

- 1) A technically sound Terms of Reference for the Invitation to Bid tender document; – **20%**
- 2) Detailed preliminary designs and renovation project: i.e. utilities, building security, electricity, drainage system, cleaning including garbage disposal, gardening, and maintenance and a narrative portion outlining expected non-quantifiable benefits. – **25%**
- 3) A Bill of Quantities and a more detailed cost estimates of the one-time capital investment – **20%**
- 4) More detailed cost estimates of the security requirements specified in the UNDP Security assessment. – **15%**
- 5) A detailed analysis of the technical specification, including current workplace environment and comfort, space lay-out, rent, operating and maintenance costs and staffing numbers and grades; the proposed premises situation, including requirements for a better workplace environment and comfort, space (office and common areas) requirements. – **20%**

9. Approval

This TOR is approved by: DCD(O), ai

Signature _____

Name and Designation Mr. Abdourahmane Dia

Date of Signing _____