



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
National Consultant - District Engineer for Dolakha

Date: 28 August 2017

Reference No.: UNDP/PN/36/2017

Country: Nepal

Description of the assignment: UNDP/CDRMP through its ongoing projects aim at addressing the last mile connectivity issues facing the owner-driven reconstruction in the earthquake affected districts. Through the support from ECHO for the project titled "Resilient Communities through Building Back Better in Districts most severely affected by 2015 Earthquake", UNDP/CDRMP is working in 5 VDCs (now converted into wards of rural municipalities and municipalities) each in Sidhupalchowk and Dolakha districts with specific focus on the poor and vulnerable people in the rural areas, to equip them with knowledge, skills and resources to rebuild in a resilient manner reducing their vulnerabilities in the process. The objective of this consultancy service is to provide coordination and technical support at ward/rural municipality/municipality levels to lead and execute project level activities relating to respective results as well as facilitate project monitoring as under:

1. Reconstruction Action Plans are updated at Ward level and followed in the process of reconstruction.
2. Community outreach through trained artisans on disaster resistant technologies through construction of Technology Demonstration Houses (TDHs).
3. Reconstruction support through Awas Nirman Saathis (ANSs) and Mobile Technology Clinics (MTCs).
4. Reconstruction support through the establishment of Safer Construction Clinic with Hardware shop and reconstruction grant (in-kind).

Project/Agency name: Comprehensive Disaster Risks Management Programme (CDRMP)/UNDP

Period of assignment/services (if applicable): 4 months from September 2017

No. of Consultant Required: One

Duty Station: Kathmandu: Dolakha, Nepal

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/36/2017– District Engineer for Dolakha)**, UN House, Pulchowk, Lalitpur, Nepal by email to procurement.np@undp.org no later than **5:00PM on 10 September 2017**. Proposals received after the deadline shall not be considered.

Written inquiries must be submitted to the email: query.procurement.np@undp.org mentioning Procurement Notice Ref: UNDP/PN/36/2017 (UG), on or before 12:00 Noon, 04 September 2017. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

As per the Procurement Notice, detailed Terms of Reference (Annex I), General Condition of Contract for the services of Individual Contractors (Annex II), P11 Form (Annex III) and Offeror's Letter to UNDP (Annex IV).

Please submit your application at the following email address: procurement.np@undp.org

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

- Bachelor degree of Civil Engineering (preferred) or, Architecture. Master degree in Structural Engineering (preferred) or Planning.

II. Experience:

- Bachelor degree with 5 years of experience or, Master of Engineering with 3 years of experience in building design and construction.
- Demonstrated technical skills in code-compliant and safer construction practices
- Experience of working with or exposure to community planning process.
- Knowledge of AutoCAD, Structural Analysis, GIS and MS Office
- Proficiency in written and spoken Nepali and English languages with demonstrated report writing skills.

III. Other competencies:

- Excellent communication and interpersonal skills, experienced working in a team, interest and experience of working in multi-cultural environment;
- Professional attitude in related field of work and ability to work in multicultural environments;
- Knowledge on project monitoring and reporting;
- Strong understanding of the local context (district/regional);
- Knowledge of and familiarity with the UNDP project operations would be an advantage;
- Demonstrated skills on preparing quality reports and other knowledge products
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Results-oriented, creative, confident and self-motivated person able to work independently; follow through initiatives and meet deadlines; is a good team player;

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

To be included as part of the proposal:

- A cover letter explaining your suitability for the work (300 words or under);
- A brief methodology on how you will approach and conduct the work (1000 words or under)

2. Financial proposal:

Financial Proposal indicating a lumpsum fee. Please see section 5. GUIDANCE FOR FINANCIAL PROPOSAL. *(DSA and transport cost will be borne by UNDP for mission in the field, if any).*

3. UN Personnel History (P11) Form (attached as Annex III).

Note:

- a. Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy;
- b. The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP).
- c. Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.
- d. This application system allows uploading only one file per application; we therefore, recommend to upload the completed P11 Form. If the applicant wishes to include additional information, they may be attached to the P11 form.

4. GUIDANCE FOR FINANCIAL PROPOSAL

• Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wishes to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and*
- b) 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 49 points (70%) in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
Criterion A: <ul style="list-style-type: none">• Experience of working in building design and construction with technical skills in code-compliance and safer construction practices	20%	20
Criterion B: <ul style="list-style-type: none">• Experience of coordinating/working with the government agencies in the related field	20%	20
Criterion C : <ul style="list-style-type: none">• Experience of working in/dealing with the communities	20%	20
Criterion D: <ul style="list-style-type: none">• Results-oriented, creative, confident and self-motivated person able to work independently; meet deadlines; and a good team player	10%	10
<u>Financial</u>		
<ul style="list-style-type: none">• <i>Lowest financial proposal</i>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% in technical evaluation.

*** The method of evaluation is a desk review of P11. Please highlight in the P11 form major report you have prepared.**

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3-P11 Form

ANNEX 4- Confirmation of Interest and Submission of Financial Proposal

Annex I

UNITED NATIONS DEVELOPMENT PROGRAMME

Comprehensive Disaster Risk Management Programme (CDRMP)

Terms of Reference

To provide coordination and technical (Civil/structural works) support for implementation of project activities at Ward/Rural Municipality/Municipality level in Sindhupalchowk/Dolakha under ECHO funded project

Position:	District Engineer
Duty Station:	Sindhupalchowk & Dolakha (one in each district)
Duration:	4 months
Type of Assignment:	Individual Consultant
Project Title:	Resilient Communities through Building Back Better in the districts most severely affected by 2015 Nepal Earthquake (CDRMP/UNDP Nepal)
Expected Starting Date:	September 2017

1. Background

In the aftermath of the earthquake of 25th April 2015, MoHA figures indicate casualty of 8,979 with 199 people still missing, while PDNA notes that the number of houses fully or partially damaged exceed 7,50,000 in all the 14 most affected districts. The situation after removal of construction debris at site depicts that there is tendency of repairing the house or reconstructing the house using Build as Usual practices. The house owners in rural areas are eager to rebuild their houses at the earliest. The available masons lack knowledge and experience in conventional methods of re-strengthening the houses. Many of these techniques are explained in existing NBC, but they are unaware of this. Hence, to build back better shelters/ housing, we need to emphasize on quick delivery of earthquake resistant advisory support to these masons'/ house owners.

The April 2015 earthquake exposed the high vulnerability of rural poor in most of the 31 affected districts. With recovery and reconstruction activities poised to commence shortly, the biggest risk is that unless specific measures are initiated aimed at the poor, vulnerable and marginalized households, they may end up rebuilding pre-existing vulnerabilities.

UNDP has been supporting the Government of Nepal for safer construction in EQ affected districts, especially 14 severely affected districts. Under CDRMP, the support is being provided to Dolakha and Sindhupalchowk districts through different initiatives.

UNDP's CDRMP seeks two individual consultants (Engineer-Civil) to support implementation of reconstruction project in Sindhupalchowk and Dolakha district and this ToR provides details about the roles, responsibilities, working mechanisms and other details.

2. Context

UNDP/CDRMP under its NBC/RSLUP component's ongoing projects aim at addressing the last mile connectivity issues facing the owner-driven reconstruction in the earthquake affected districts. Through the support from ECHO for the project titled "Resilient Communities through Building Back Better in Districts most severely affected by 2015 Earthquake", UNDP/CDRMP is working in 5 VDCs (now converted into wards of rural municipalities and municipalities) each in Sindhupalchowk and Dolakha districts with specific focus on the poor and vulnerable people in the rural areas, to equip them with knowledge, skills and resources to rebuild in a resilient manner reducing their vulnerabilities in the process. The project basically is focused on three outputs: monthly updates of reconstruction action plans (RAPs) of the five former VDCs in the two districts, training of 150 masons through on-the-job training, to construct 25 technology demonstration houses and providing socio-technical support to the house-owners through the Awas Nirman Sathis and Mobile Technology Clinics in ensuring earthquake safe features during reconstruction of their houses. The five former VDCs in Sindhupalchowk are Kubhinde, Irkhu, Bhotsipa, Sipapokhare and Badegau and in Dolakha are Fasku, Katakuti, Lakuridanda, Magapauwa and Bocha.

3. Objectives of the Assignment

2.1 The overall objective: The objective of this assignment is to provide coordination and technical support at ward/rural municipality/municipality levels to lead and execute project level activities relating to respective results as well as facilitate project monitoring as under:

- Reconstruction Action Plans are updated at Ward level and followed in the process of reconstruction
- Community outreach through trained artisans on disaster resistant technologies through construction of Technology Demonstration Houses (TDHs)
- Reconstruction support through Awas Nirman Saathis (ANSs) and Mobile Technology Clinics (MTCs).
- Reconstruction support through the establishment of Safer Construction Clinic with Hardware shop and reconstruction grant (in-kind).

2.2 Specific Objectives: The specific objectives of the assignment are as follows:

- Monitor technical trainings to ensure artisan trained are per DUDBC guidelines and able to build houses as per the Nepal National Building Code. Plan, mobilize and train the local artisan on-site during TDH construction.
- Prepare detail design, drawing & cost estimation of TDHs as decided through the design workshops at TDH site following a participatory method, maintaining the budget limit. Prepare material and labor breakdown sheet of each TDH.
- Prepare procurement plan and ensure timely delivery of materials at site. Ensure the quality of construction materials and regular monitoring of logistics log book.
- Provide technical inputs in the RAPs update and monitor the process of reconstruction according to the RAPs. Lead technical assessments at field level in coordination with the partner organization ensuring assessment findings are well documented. Gather new information,

publications, policies, trends for construction, advocacy and trainings. Contribute to regular updates on progress regarding housing reconstruction along with the other district level teams

- Undertake regular monitoring visits to different wards to evaluate levels of compliance to earthquake resistant reconstruction techniques and provide any technical advice to the mobile teams, local authorities and partner staff to improve quality of constructions;
- Support Project Coordinator and project officer in preparation of Detail Implementation Plan, Procurement Plan, M&E Plan etc.
- Report regularly to the project coordinator on the progress of housing related training for masons, progress of the TDHs and the progress on the implementation of RAP.
- Collect and comply, reports, data, news, events, human interest stories, challenges and lessons learnt to publish in periodic reports
- Support and facilitate community consultation meeting with Ward Reconstruction Committee to identify appropriate building technology and site for demonstration building construction.
- Supervise and provide technical backstopping to Junior engineers, field supervisors, Awas Nirman Saathi and Mobile Technology Clinic (MTC) Engineers for construction of Technology Demonstration Houses (TDHs) and training of artisans. Based on field needs, provide technical advice to MTC Engineers to ensure that MTC IEC materials are customized to meet the different phase need of house-owners. Support in conducting safer building construction related capacity development and awareness raising within the community.
- Support cross-cutting issues such as gender mainstreaming, social inclusion, empowerment, etc. are adequately addressed in the above.
- Visit house-owners' reconstruction sites to observe and provide technical advices as required, discuss with house-owners and collect major technical issues. Compile major issues raised and share with central team without any delays.
- Coordinate with Ward, NRA's district officials/engineers and other key stakeholders working in the localities, share/exchange technical matters, cooperate each other and share the progress and major issues with central team. Work in close coordination and build linkages with the technical experts from NRA and DUDBC at the regional/ district level.
- Professionally discharge other mutually agreed tasks assigned by the project management team including knowledge management related tasks;
- Provide technical inputs in the establishment of safer construction clinic with hardware shop and prepare quantity estimate of construction materials to be procured for the construction of houses selected to receive support through reconstruction grant (in-kind)

4. Coordination and Liaison

The Individual Consultant (IC) shall work in close collaboration with the ECHO project team under the overall guidance of Program Manager and supervision of Project Coordinator and Senior Project Officer-NBC-RSLUP component. IC will work very closely with the Project Officer and with Senior Social Worker and other project personnel and CDRMP's staff team to provide technical and facilitative support to execute project activities. The consultant will work closely with Monitoring & Evaluation, Knowledge Management/Communication and GESI Officer of CDRMP to ensure these cross-cutting issues are adequately addressed in the project implementation.

The IC should perform planned activities under this assignment with full professional commitment and dedication under the direct supervision and guidance of Project Coordinator of ECHO and Senior Project Officer of NBC-RSLUP to ensure the quality and timely accomplishment of proposed activities.

5. Expected Outputs

The expected output of the activity will be in line of the following achievements:

- Reconstruction Action Plans are monthly updated and followed in the process of reconstruction
- 25 locally accepted technology demonstration houses constructed along with 150 masons trained during the process of construction as "On the Job Trainees"
- 500 HHs are outreached through ANS for ensuring disaster resilient construction practices are undertaken.
- 100 HHs are supported through Reconstruction Grant (in-kind) with the establishment of four safer construction clinics with Hardware shops.
- Dedicated implementation support and necessary mentoring is provided in all the related activities.

6. Required Qualification/ Experiences:

Education:

- Bachelor degree of Civil Engineering (preferred) or, Architecture. Master degree in Structural Engineering (preferred) or Planning.

Experience:

- Bachelor degree with 5 years of experience or, Master of Engineering with 3 years of experience in building design and construction.
- Demonstrated technical skills in code-compliant and safer construction practices
- Experience of working with or exposure to community planning process.
- Knowledge of AutoCAD, Structural Analysis, GIS and MS Office
- Proficiency in written and spoken Nepali and English languages with demonstrated report writing skills.

Language:

- Fluency in English and Nepali at professional level are essential.

Other Competencies:

- Excellent communication and interpersonal skills, experienced working in a team, interest and experience of working in multi-cultural environment;
- Professional attitude in related field of work and ability to work in multicultural environments;
- Knowledge on project monitoring and reporting;

- Strong understanding of the local context (district/regional);
- Knowledge of and familiarity with the UNDP project operations would be an advantage;
- Demonstrated skills on preparing quality reports and other knowledge products
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Results-oriented, creative, confident and self-motivated person able to work independently; follow through initiatives and meet deadlines; is a good team player;

7. Key Deliverables, Timeline and Payment Schedule

	Deliverables	M1		M2	M3	M4	Payment schedule
1	Upon submission of Inception report (within a week from the date of contract)						12%
2	<p>Upon the submission of the monthly(progress) report by the end of first month on implementation of district level activities relating to respective results:</p> <p>Reconstruction Action Plan is monthly updated and followed in the process of reconstruction</p> <p>Community outreach through trained artisans on disaster resistant technologies through construction of Technology Demonstration Houses (TDHs)</p> <p>Reconstruction support through Awas Nirman Saathis (ANSs) and Mobile Technology Clinics (MTCs).</p> <p>Reconstruction support through reconstruction grant (in-kind) along with the establishment of Safer Construction Clinic & Hardware shop.</p> <p>Other related works</p>						22%
2	<p>Upon the submission of the monthly(progress) report by the end of second month on implementation of district level activities relating to respective results:</p> <p>Reconstruction Action Plan is monthly updated and followed in the process of reconstruction</p> <p>Community outreach through trained artisans on disaster resistant technologies through construction of Technology Demonstration Houses (TDHs)</p> <p>Reconstruction support through Awas Nirman Saathis (ANSs) and Mobile Technology Clinics (MTCs).</p> <p>Reconstruction support through reconstruction grant (in-kind) along with the establishment of Safer Construction Clinic & Hardware shop.</p>						22%

	Other related works						
3	<p>Upon the submission of the monthly(progress) report by the end of third month on implementation of district level activities relating to respective results:</p> <p>Reconstruction Action Plan is monthly updated and followed in the process of reconstruction</p> <p>Community outreach through trained artisans on disaster resistant technologies through construction of Technology Demonstration Houses (TDHs)</p> <p>Reconstruction support through Awas Nirman Saathis (ANSs) and Mobile Technology Clinics (MTCs).</p> <p>Reconstruction support through reconstruction grant (in-kind) along with the establishment of Safer Construction Clinic & Hardware shop.</p> <p>Other related works</p>					22%	
	<p>Upon the submission of the monthly(progress) report by the end of last month on implementation of district level activities relating to respective results:</p> <p>Reconstruction Action Plan is monthly updated and followed in the process of reconstruction</p> <p>Community outreach through trained artisans on disaster resistant technologies through construction of Technology Demonstration Houses (TDHs)</p> <p>Reconstruction support through Awas Nirman Saathis (ANSs) and Mobile Technology Clinics (MTCs).</p> <p>Reconstruction support through reconstruction grant (in-kind) along with the establishment of Safer Construction Clinic & Hardware shop.</p> <p>Other related works</p>					22%	

Note: The Individual Consultant should submit progress on monthly basis. The reporting format will be made available by CDRMP to the Individual Consultant. In case of trainings, workshops and awareness raising activities, separate reports on these events should be submitted within a week from the dates of execution.

Before releasing any payment, the project team will ensure and verify the deliverables in terms of their quality, quantity, and timelines.

8. Monitoring and Reporting

The Individual Consultant should work in close consultation with the CDRMP team under the overall guidance of National Project Manager and Senior Project Officer, NBC-RSLUP and under direct supervision of Project Coordinator of ECHO and update progress on regular basis. S/he should work very closely with CDRMP M&E/Knowledge Management Officer. Monitoring & Evaluation (M&E) will be conducted regularly by the UNDP. IC should ensure that there will be no changes in either the technicality or the timing of key deliverables. In any unavoidable circumstances, IC should inform the situation so that right decisions can be taken on time.

He/she should bear equal responsibility for monitoring of tasks under this assignment, focusing on the collection of views, experiences and feedbacks. Feedback from CDRMP team should be incorporated into the revision of the deliverables.

In addition to the submission requirement mentioned in the deliverables (above), IC should update the CDRMP team on monthly basis about the work progress with key performance during the period. In case of trainings, workshops and awareness raising activities, separate reports on these events should be submitted within a week from the dates of execution. Wherever appropriate, disaggregated data (by sex, ethnicity, poverty, etc.) should be collected, analysed and used in the reports.

9. Copyright of Publication and Production of Materials

All developed products and reports under this ToR will belong to UNDP and the Individual Consultant will not have any right to publish them all or partly in any forum/print material. Only titles and logos of UNDP Nepal and Government of Nepal will appear on front pages of any reports/products to be developed under the agreement. The title and logo of the Individual Consultant will not appear on the front page of the reports/deliverables. Such acknowledgement will be made on the inside page of the any report/deliverables.