



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
International Consultant – Shelter Specialist

Date: 14 September 2017

Reference No.: UNDP/PN/39/2017

Country: Nepal

Description of the assignment: The overall objective of this assignment is to provide technical and advisory support as a Shelter Specialist to UNDP/CDRMP in implementation of the project and its activities in the earthquake affected districts. The Shelter Specialist will provide input in maintaining quality output, during the construction of Technology Demonstration Houses (TDH), technical support to house-owners who are reconstructing their houses (through reconstruction grant), training of local artisans, technical guidance/advice to technical staff and ANSs and establishment of Safer Clinic cum Hardware Shop.

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

Period of assignment/services (if applicable): 40 working days spread over 4 months (October 2017 – January 2018)

No. of Consultant Required: One

Duty Station: Kathmandu: Kathmandu with frequent travel to Sindhupalchowk and Dolakha districts

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/39/2017 : International Consultant – Shelter Specialist)**, UN House, Pulchowk, Lalitpur, Nepal by email to procurement.np@undp.org no later than **5:00PM on 25 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/39/2017 (UG), on or before 12:00 Noon, 19 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:

- Master's degree in Architecture, Structural or Civil Engineering or any relevant field.

II. Experience:

- 7-10 years of work experience in construction field.
- At least 5 years of experience in shelter/ housing/ building projects.
- Humanitarian field experience, post-disaster reconstruction experience will be an asset.
- Experience of working in rural context and hilly ecological region of Nepal will be an asset.

III. Other competencies:

- **Professionalism:** Professional attitude in related field of work and ability to work in multicultural environments. Ability to analyse situation to undertake socio-culturally appropriate intervention to use various methods as well as apply judgement in the context to manage work and conflicting priorities.
- **Communication and Team Work:** Excellent communication and interpersonal skills, experienced working in a team, ensures two-way communication and creating cohesive working environment. Work in coordination and collaboration with colleague to achieve organizational goals.
- **Planning and Organizing:** Develop clear goals and strategies, identify priority activities and assignments, adjust priorities, allocate appropriate time and resources for completing work, foresee risks and allows for contingencies when planning. Knowledge on programme monitoring and has strong understanding of the local context.
- **Language:** Excellent command on spoken and written English language.

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, construction and alternative building technology appropriate to hilly region of Nepal with good know-how on National Building Code of Nepal	20%	20
Criterion B: <ul style="list-style-type: none">Experience of working in post-disaster reconstruction- focus on housing	20%	20
Criterion C : <ul style="list-style-type: none">Experience of providing instruction/guidance and advisory support to people with technical background (engineers, sub-engineers, masons)	20%	20
Criterion D: <ul style="list-style-type: none">Experience of working with communities , preferably in Nepal	10%	10
<u>Financial</u>		
<ul style="list-style-type: none">Lowest financial proposal	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

Provide technical support in implementation of activities related to housing/shelter and safer construction in the earthquake affected districts

Duty Station:	Kathmandu with frequent travel to Sindhupalchowk and Dolakha districts
Duration:	40 working days spread over 4 months (Oct. 2017 – Jan. 2018)
Type of Assignment:	Individual Consultant, International
Project Title:	UNDP's Comprehensive Disaster Risk Management Programme
Expected Starting Date:	September 2017

1. Background

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 in pre-existing vulnerabilities.

The Post Disaster Need Assessment notes that the number of houses fully or partially damaged by April-2015 earthquake exceed 7,50,000 in all of the 14 most affected districts. Till date, 6,26,036 beneficiaries have been enlisted by the National Reconstruction Authority of which 4,52,490 have already received the first tranche. As the reconstruction of the houses are taking momentum with due end of the festival and harvesting seasons, there are also new challenges emerging in the ground, as people eligible for government grant will not be able to build in usual earlier practice.

The house owners in rural areas are eager to rebuild their houses at the earliest. These house owners need innovative cost effective technologies with best utilization of locally available materials to be able to construct house within the limited budget. Also, the available masons lack knowledge and experience in new technologies as well as conventional methods of re-strengthening the houses. Many of these techniques are explained in existing NBC, but they are unaware of this. Hence, in order to build back better shelters/ housing, we need to emphasize on quick delivery of earthquake resistant advisory support to these mason and house owners.

2. Context

UNDP's Comprehensive Disaster Risk Management Programme (CDRMP) through its ongoing projects aims at addressing the last mile connectivity issues facing the owner-driven reconstruction in the earthquake affected districts. UNDP/CDRMP is mainly working in two earthquake affected hilly districts: Sindhupalchowk and Dolakha. The projects have 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. It provides socio-technical support to the communities affected by the earthquake to build back better and quicker through preparation of reconstruction action plan, training of masons and artisans through on-the-job training to construct technology demonstration houses and providing support to the house owners through the Awas Nirman Sathis (ANS-local trained mason) and Mobile Technology Clinics (MTC-mobile van equipped with IEC materials and engineer) in ensuring earthquake safe features during reconstruction of their houses. UNDP had initiated these two initiatives - ANS and MTC- in earthquake affected districts since the beginning of 2016 to aware/handle the communities on safer construction practices.

At present, the 40 house owners are benefitting from the Technology Demonstration Houses (TDHs) that have already been constructed through on-the-job training of the masons in 2 districts. In the period from September till December 2017, the project aims to construct 25 TDHs, 15 in Sindhupalchowk and 10 in Dolakha district through training of nearly 120 masons. At the same time, there are cases of scarcity of water and timber in the districts, which has resulted in escalation construction cost and delay in reconstruction. Hence, UNDP with support from experts have introduced GI containment technology, which has been approved by the Government of Nepal and is highly relevant in the context of hilly region of Nepal. This technology adheres to the traditional ways of building with stone and mud mortar, while replaces timber by GI wire and mesh to provide vertical and horizontal bonding, hence reduces the cost without compromising the strength and vernacular outlook of the building.

The process of preparation of reconstruction action plan is taking momentum and the validation/updating meetings/events are being organized. Also, the Awas Nirman Sathis and Mobile Technology Clinic are mobilized in the VDCs to provide socio-technical support to the communities to build back better. Further, UNDP/CDRMP aims to implement two new activities: i) supporting the most poor and vulnerable household, who would be supported with reconstruction grant in the form of construction materials and ii) establishment of safer clinic and hardware shop (SCHS), operated by the most vulnerable group, to ease availability of the construction materials.

The technical expert in the capacity of shelter specialist is expected to provide needed technical support in implementation of the activities related to housing/shelter and safer construction under UNDP/CDRMP.

3. Objectives of the Assignment

3.1 Overall Objective:

The overall objective of this assignment is to provide technical and advisory support as a Shelter Specialist to UNDP/CDRMP in implementation of the project and its activities in the earthquake affected districts. The Shelter Specialist will provide input in maintaining quality output, during the construction of Technology Demonstration Houses (TDH), technical support to house-owners who are reconstructing their houses (through reconstruction grant), training of local artisans, technical guidance/advice to technical staff and ANSs and establishment of Safer Clinic cum Hardware Shop.

3.2 Specific Objectives:

The specific objectives of the assignment are as follows:

- Provide advisory support in all aspects of housing/shelter and safer construction.
- Provide necessary technical support and guidance for construction of Technology Demonstration Houses (TDHs). The expert is expected to focus on promoting alternative technology, mainly GI containment, appropriate to the earthquake affected hilly districts.
- Provide direct support for training of engineers, field supervisors and ANSs on alternative building construction technologies, mainly GI containment technology, which also includes production of various IEC materials.
- Provide advisory support and guidance for conducting On-the-Job Training (OJT) of masons, including planning of training, curriculum, quality assurance and feedback mechanism.
- Provide guidance to ANS for ensuring their effective mobilization to provide technical support the house owners.
- Provide necessary technical inputs in rolling out reconstruction grant and establishment and operation of Safer Clinic cum Hardware Shop (SCHS).
- Provide strategic recommendations based on the field experience and learning to CDRMP/project with an objective to feedback NRA to incorporate in overall process of reconstruction.
- Participate, as and when required, in district level technical meetings led by DDC/ DTO or NRA's district office on housing/reconstruction. Share key learnings from project interventions, exchange other learnings on housing issues and take forward steps as per the need.
- Provide support as and when requested by the CDRMP team.

4. Coordination and Liaison

The Individual Consultant (IC) as Shelter Specialist (SS) should work closely with the CDRMP project staffs and other related staffs of the respective districts working under the project. Besides, if needed IC should facilitate/coordinate in building liaison between local government and concerned line agencies on technical matters as well as to ensure the sustainability of the activities. The consultant will work closely with Monitoring & Evaluation, Knowledge Management/ Communication and GESI Officer of CDRMP, so that these cross-cutting issues are adequately addressed in the project implementation.

The IC should perform planned activities under this assignment with professional commitment and dedication under the direct supervision and guidance of the Program Manager and in close coordination with the Project Coordinator and Senior Project Officer-NBC/RSLUP, to ensure the quality and timely accomplishment of proposed activities.

The duration or, the time management should be prioritized according to the need of the project ensuring effective implementation of the overall project and as per the requirement of district level and CDRMP team.

5. Expected Outputs

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

- Training/ orientation provided on alternative building technologies, appropriate to the hilly districts of Nepal, to the engineers, sub-engineers and ANS.
- Instruction/guidance (on-site/off-site) provided to the district team during construction of the TDHs and timely mentoring to ensure quality during on-the-job training of 120+ masons
- Provide guidance to Awaas Nirman Saathi, who would provide technical support to the house owners/ reconstruction grant beneficiaries
- Provide technical inputs and advisory support in establishment and operation of SCHS
- Documentation of key issues/learning which can be shared with NRA and district stakeholders as feedback in reconstruction process/procedures

6. Required Qualification/ Experiences:

Education:

- Master's degree in Architecture, Structural or Civil Engineering or any relevant field.

Experience:

- 7-10 years of work experience in construction field.
- At least 5 years of experience in shelter/ housing/ building projects.
- Humanitarian field experience, post-disaster reconstruction experience will be an asset.
- Experience of working in rural context and hilly ecological region of Nepal will be an asset.

Language:

- Excellent command on spoken and written English language.

Other Competencies:

- **Professionalism:** Professional attitude in related field of work and ability to work in multicultural environments. Ability to analyse situation to undertake socio-culturally appropriate intervention to use various methods as well as apply judgement in the context to manage work and conflicting priorities.

- **Communication and Team Work:** Excellent communication and interpersonal skills, experienced working in a team, ensures two-way communication and creating cohesive working environment. Work in coordination and collaboration with colleague to achieve organizational goals.
- **Planning and Organizing:** Develop clear goals and strategies, identify priority activities and assignments, adjust priorities, allocate appropriate time and resources for completing work, foresee risks and allows for contingencies when planning. Knowledge on programme monitoring and has strong understanding of the local context.

7. Key Deliverables, Timeline and Payment Schedule

Sn	Deliverables	M1 10 work Days	M2 10 work Day	M3 10 work Days	M4 10 work Days	Payment schedule
1	<p>Upon the submission of the first (progress) report by the end of first month:</p> <ul style="list-style-type: none"> ▪ Report on training provided on construction technology to engineers, field supervisors and ANSs. Provide advisory support on the construction of Technology Demonstration House and On-the-Job-Training (OJT) of local artisans in the district. 					20%
2	<p>Upon the submission of the second (progress) report by the end of second month report:</p> <ul style="list-style-type: none"> ▪ Report on technical support and necessary supervision provided during construction of TDHs, OJT of local artisans and establishment of SCHS serving the selected pockets of 2 districts. 					30%
3	<p>Upon the submission of the third (progress) report by the end of third month report:</p> <ul style="list-style-type: none"> ▪ Report on technical support and necessary guidance provided on TDH construction, enhancing capacity of artisans and engineers, documentation of learnings and issues and establishment of SCHS, to the CDRMP and district team. 					30%

Sn	Deliverables	M1 10 work Days	M2 10 work Day	M3 10 work Days	M4 10 work Days	Payment schedule
4	<p>Upon the submission of the final report before end of fourth month:</p> <ul style="list-style-type: none"> Report on technical support and necessary guidance provided on various aspects of housing and shelter related activities, documentation of learnings and way-forward to the CDRMP and district team. 					20%

Note: The Individual Consultant should submit progress on monthly basis. 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 overall guidance of National Project Manager, Project Coordinator and in close consultation with Senior Project Officer, NBC-RSLUP 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.