**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

**(*International or National Competition)***

Date: June 5, 2018

**REF NO.:** BBRSO47920

**Job Title: Technical Consultant to undertake Topographical Survey**

**Country: Grenada**

UNDP Barbados and the OECS – **Grenada**

**Description of the assignment:** The technical consultant will undertake a topological survey to determine the volume of water flow during peak periods and the capacity of the drainage system in the La Sagesse area

**Project name:** Japan Caribbean Climate Change Partnership

**Period of assignment/services (if applicable):** 14 days

1. **ADMINISTRATION -**

To apply, interested persons should upload the **combined\*** *Technical Proposal/Methodology* (if applicable), *CV* and *Offeror’s Letter* to “UNDP Jobs” by navigating to the link below and clicking “APPLY NOW”, no later than the date indicated on the “UNDP Jobs” website. **Applications submitted via email will not be accepted\*\***: -

UNDP Job Site – <https://jobs.undp.org/cj_view_job.cfm?cur_job_id=79287> (cut and paste into browser address bar if the link does not work)

***\* PLEASE NOTE: The system allows the upload of one (1) document ONLY – if you are required to submit a Technical Proposal/Methodology, this document along with your CV/P11 and Offeror’s Letter, MUST be combined and uploaded as one.***

**NOTE:** The *Financial Proposal* **should not** be uploaded to “UNDP Jobs”.

**<IMPORTANT>**

**\*\***Please email the **password-protected** *Financial Proposal* to [**procurement.bb@undp.org**](mailto:procurement.bb@intranet.undp.org). The subject line of your email must **only** contain the following reference number: **BBRSO47920**

**No other text, words, names, spaces, quotation marks, punctuation, or numbers should be included in the subject of your email.**

***If* the password for your Financial Proposal is required, it will be requested by the Procurement Unit**.

Any request for clarification must be sent in writing to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) within three (3) days of the publication of this notice, ensuring that the reference number above is included in the subject line. The UNDP Barbados & the OECS Procurement Unit will post the responses\*\*\* two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

<http://procurement-notices.undp.org/view_notice.cfm?notice_id=47039> (cut and paste into browser address bar if the link does not work)

**A detailed Procurement Notice, TOR, and all annexes can be found by clicking the above link**.

***\*\*\**** *UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary*

1. **Background**
2. **BACKGROUND**

Caribbean countries share similar economic and sustainable development challenges, including a small population, remoteness, susceptibility to natural disasters, and most importantly, vulnerability to climate change. Given the current condition of the marine environment, most coastal areas have few defences against the raging surfs of hurricanes and tropical storms, and the likely consequences would be significant coastal damage including beach erosion and infrastructure damage. Negative impacts associated to climate change on land, water resources and biodiversity have also been predicted, and ultimately, tourism and agriculture will be negatively impacted by these changes. Meanwhile, Caribbean countries emit such relatively small amounts of greenhouse gas emissions, which mean that they will suffer disproportionately from the impacts of climate change.

The Government of Japan has been one of leading donors in the target of climate change. Japan has delivered development assistance total of $17.6 billion to vulnerable countries from October 2009 to December 2012 for mitigation and adaptation. The Government of Japan intends to continue its assistance in this area to create enabling environment with a view to formulate a new framework applicable to all Parties by COP 21 in 2015. Especially, the Government of Japan sees it important to assist Small Islands Developing States (SIDS), and in this context, is interested in establishing a new regional assistance programme for Caribbean and/or CARICOM in the area of climate change under the framework of the Partnership for Peace, Development and Prosperity between Japan and the Member States of the Caribbean Community (CARICOM) .

As such, the Government of Japan through the Japan-Caribbean Climate Change Partnership aims to support the implementation of actual technology that is both low-emission and advances climate risk management, including demonstration in the target countries. To this end, eight demonstration projects are planned for Grenada which are tailored to meet the specific needs and vulnerabilities within local communities.

Specifically, the required services will support one approved pilot initiative with a disaster risk resilience and sustainable agriculture focus through the implementation of climate smart infrastructure to reduce flooding of the agricultural lands in the target area and to rehabilitate key infrastructure to increase agricultural productivity and improve climate resilience among small farmers.

1. **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Proposal:

(i) Explaining why they are the most suitable for the work

2. Personal CV including past experience in similar projects and at least 3 references

3. Financial proposal

1. **FINANCIAL PROPOSAL**

* **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

1. **TRAVEL**

*All envisaged travel costs must be included in the financial proposal*. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the *Inidividual Consultant* wish 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.

1. **EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

* *Lowest price and technically compliant offer*

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

1. responsive/compliant/acceptable\*, and
2. offering the lowest price/cost

*\*responsive/compliant/acceptable” can be defined as fully meeting the TOR provided*

\* *Technical Criteria weight; [70%]; \* Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of **49 points** would be considered for the Financial Evaluation –

|  |  |  |
| --- | --- | --- |
| ***Criteria*** | ***Weight*** | ***Max. Point*** |
| *Technical* | **70** | **70** |
| * *Relevant University degree* | 20 | 20 |
| * *Years of experience in the relevant field* | 15 | 15 |
| * *Experience with drainage system design* | 15 | 15 |
| * *Experience with mapping software and production of contour maps* | 15 | 15 |
| * *Experience working with international donors or UNDP* | 5 | 5 |
| *Financial* | **30** | **30** |

1. **ANNEXES**

ANNEX I – TERMS OF REFERENCES (TOR)

ANNEX II – GENERAL TERMS AND CONDITIONS

ANNEX III – OFFEROR’S LETTER

ANNEX IV – FINANCIAL PROPOSAL TEMPLATE

ANNEX V – SAMPLE INDIVIDUAL CONTRACT

1. **Description of Responsibilities**
2. **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The technical consultant, with guidance and supervision of the General Secretary GFAFO, the Pilot Project Works Supervisor and with support from the relevant Ministries, will undertake the following:

1. Undertake a topographic survey of identified 5-acre plot to determine and map the contours of the target area and existing features to support the redesign of the existing drainage system. This should include the following:
   1. Determination of peak periods and the capacity of the existing drainage system in the La Sagesse area to dispose of the water from the upper areas of the watershed.
   2. Assessment of the internal drainage of each identified farm in the target area to ensure drains are well constructed.
   3. Identification of key modifications to improve the existing system
2. Based on the survey, develop a technical guidance document with recommendations for the redesign and reconstruction of the existing and proposed additions to the drainage network and key engineering requirements that should be considered
3. Produce contour maps highlighting key physical features in target area and including the recommended layout placement of drainage network – new and existing
4. Provide support to company/Guide dredging/excavation of new and existing drains
5. **DELIVERABLES**

Expected deliverables and deadlines

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Deliverable | Due Date (*after contract signature*) | % Payment |
| 1 | Inception Report inclusive of planned work schedule | 2 days | 15% |
| 2 | Draft technical Report with required recommendations and guidance for for the redesign and reconstruction of the existing drainage network | 5 days | 25% |
| 3 | Draft contour maps highlighting key physical features in target area and including the recommended layout placement of drainage network | 5 days | 30% |
|  | Final technical report with finalised contour maps and guidance on final layout of drainage system | 2 days | 35% |

1. **Competencies**
2. **REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES**

**I. Years of experience:**

• 3-5 years’ experience in land surveys, contour mapping or hydrographic

• Demonstrated experience in drainage design. Specific experience with agricultural systems would be an asset.

• Demonstrated experience with mapping software and production of contour maps

• Experience working with international donors and UNDP

**II. Competencies:**

**Corporate Competencies**

* Demonstrates integrity by modeling the UN’s values and ethical standards;
* Promotes the vision, mission, and strategic goals of UNDP;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Treats all people fairly without favoritism;
* Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Technical Competencies:**

* Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences;
* Ability to develop and maintain partnerships/relationships, including with clients, focusing on results for the client/partner and responding positively to feedback.

**Professionalism:**

* Excellent analytical and organizational skills;
* Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

1. **Qualifications**
2. **QUALIFICATIONS**

**III. Academic Qualifications:**

* University Degree in land surveying, contour mapping, hydrographic surveying or related discipline
* International land surveyor, hydrographic surveyor certification would be an asset