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Resilient nations.

Terms of Reference (TOR) Road Design Specialist

A. Project Title: Paving the Roads to SDGs through Good Local Governance

B. Background/Context

Efficient, resilient, and well-planned road networks ensure that no one is left behind in the drive for inclusive growth. This is why roads are considered as an important foundation for the Sustainable Development Goals (SDGs), and a prerequisite for bringing communities together.

At present, only 24.6% of all provincial roads in the Philippines are of acceptable quality. Of the 12,726km of provincial core roads, 57.2% are unpaved and in need of upgrading, while 20.2% are in poor condition and in need of rehabilitation. The situation is similarly dire for the 19,098 km of non-core roads, with 67% needing upgrading and 7% in need of rehabilitation.

To address this situation, the Department for the Interior and Local Government (DILG) has launched the **Conditional Matching Grant to Provinces (CMGP)** initiative to improve the quality of the local road network across the country, by providing both financial investment for capital outlay, as well as strengthening the governance processes so that provincial governments are themselves able to effectively plan, design, implement and maintain their road networks. The Program addresses the underinvestment in local roads, and improvement of national-local roads connectivity to increase economic activity, and improve public access to facilities and services in the provinces.

For FY 2017 General Appropriations Act (GAA), the Program has a total budget of P18.03 Billion under the Local Government Support Fund (LGSF). Aside from this, the DILG budget also has an allocation of P564.256 Million for FY 2017 intended to support the governance reform, quality assurance, and monitoring of road projects of the PLGUs.

The Program, however, is not only a road engineering intervention, it is also a governance reform program in local roads management (LRM) and public financial management (PFM). Thus, in partnership with DILG, UNDP has launched a project **“Paving the Roads to SDGs through Good Governance (Roads2SDGs)”** which aims to provide support to the governance reform and quality assurance components of CMGP through the ‘Road to SDGs’ framework. This framework will anchor the prioritization, planning, design, implementation, and maintenance of infrastructure projects to the achievement of the SDGs, incorporating the elements of partnership building, climate change and disaster risk reduction, gender mainstreaming, and citizen participation for transparency and

accountability.

In line with the agenda to push for governance reforms on road projects, an integral component of the DILG-CMGP and Roads2SDGs is the provision of technical assistance to provincial local governments. This includes upholding minimum design criteria in road engineering based on DPWH standards. Hence, CMGP provincial engineers who provide technical assistance to the provincial LGUs in the preparation and submission of detailed engineering designs (DEDs) of proposed road projects should have the technical know-how on road designs. In addition, capacities of provincial local governments themselves in the aspect of road engineering should also be enhanced. The need for a training intervention on road design engineering was expressed by the CMGP provincial engineers during the Quality Assurance training in September 2018. This need for capacity development was jointly discussed and recognized by the UNDP Roads Team and the CMGP Project Management Office.

It is in this light that the Roads2SDGs project proposes the hiring of a Road Design Engineer, who will be the focal person to deliver capacity development interventions on road design. It will be a short-term engagement with possibility for extension depending on the results of the interventions.

Outcome

It is desired that at the end of Six (6) months, CMGP provincial engineers and road design engineers of provincial local governments shall have increased knowledge and skills on road design engineering.

Objectives

To achieve the foregoing, the engagement of a UNDP road design engineer shall seek to achieve the following:

1. Address the training gaps on road design engineering among CMGP provincial engineers;
2. Increase knowledge of provincial local governments on road design engineering through technical modules, which discusses design standards that adhere to CMGP Minimum Design Requirements, DPWH Standards and other recognized technical standards in road design; and,
3. Develop capacities of implementers through other interventions necessary towards relevant and responsive provision of technical assistance on road design engineering to provincial local governments.

Expected Outputs

1. Conduct of Training of Trainers on Road Design Engineering
2. Provision of technical assistance to CMGP PMO and provincial engineers related to the submission of the provincial local governments' Detailed Engineering Designs (DEDs)
3. Technical Modules for provincial local governments on Road Design Engineering
4. Work Plan on the roll-out and proposed activities for capacity development of local government units on road design engineering

C. Scope of Work

The Roads2SDGs Project Manager and the Roads Manager shall have direct supervision of the Road Design Engineer. They may assign a focal person who shall coordinate with the Vendor. The Vendor shall undertake the following:

1. Organize/attend technical meetings between UNDP and DILG-CMGP Project Management Office
2. Serve as key resource person; Organize the conduct of a Training of Trainers (ToT) on road design engineering to be participated by CMGP PMO, Regional and Provincial engineers and other identified participants
3. Provide technical assistance to field implementers related to the submission of Detailed Engineering Designs (DEDs) of the provincial local governments
4. Draft technical modules which will serve as reference of provincial engineers on road design engineering
5. Pilot the use of technical modules to a select sample among provincial local government units
6. When necessary, engage in fieldwork to identify capacity development needs of stakeholders on road design engineering
7. Draft a work plan for the roll-out of capacity building interventions among provincial local governments

D. Expected Outputs and Deliverables

The Vendor shall deliver the following outputs for the Project, with the corresponding timeline:

Activity	Deliverable/Output	Responsible party/ Approving party	Proposed timeframe/ Submission date
Prepare inception report	Inception report	IC, Project Manager, Roads Manager	1 st Month
Conduct of ToT on Road Design Engineering	2 batches of ToT (Luzon and Visayas-Mindanao)	IC, Project Manager, Roads Manager	2 nd Month
Provision of technical assistance to field implementers	Field visits and coaching sessions	IC, Project Manager, Roads Manager	
Develop technical modules on road design engineering	A set of technical modules on road design engineering as reference of the provincial local governments	IC, Project Manager, Roads Manager	3 rd Month
Pilot testing of the technical modules	Coaching/mentoring sessions to sample provincial LGUs	IC, Project Manager, Roads Manager	4 th Month
Finalize technical modules	Final Road Detailed Engineering Design Modules	IC, Project Manager, Roads Manager	5 th Month
Work Plan for the roll-out of capacity development interventions	Work plan for March – May 2018	IC, Project Manager, Roads Manager	6 th month

E. Institutional Arrangements

The Roads2SDGs Project Manager and Roads Manager shall directly supervise the Vendor. They may assign a focal person to coordinate with the Vendor in relation to the project. UNDP, through the Roads2SDGs Project, shall be responsible for the following:

- Make available to the Vendor all necessary information concerning the Roads to SDGs project, including background reference materials;
- Review, provide comments and recommendations, and approve all submissions of the Vendor on a timely basis;
- Arrange meeting/s with the Contractor particularly concerning the review of deliverables

Further, the Vendor shall be responsible for the following:

- Organize and attend technical meetings between UNDP and CMGP PMO
- Organize and serve as key resource person in the ToT on road design engineering
- Engage in field work to provide technical assistance in the submission of DEDs by provincial local governments and other necessary visits to determine capacity development needs of stakeholders on road design engineering
- Develop technical modules on road design engineering for roll-out to provincial local governments
- Pilot the technical modules and enhance based on the results of the pilot
- Draft a work plan on the roll-out of training to provincial local government engineers and other capacity building interventions on road design engineering
- Respect the confidentiality of information as may be deemed necessary by UNDP, partners, and informants
- Report to the Project Manager and Road Sector Manager, promptly and in writing, matters that may affect the conduct of the workshop and quality and timely submission of the reports and/or other deliverables
- Attend meetings as may be arranged by UNDP, particularly concerning the review of deliverables and presentation of findings.

F. Duration of Work

- The engagement is for a total of 60 days, minimum of 10 days of reporting per month spread out in 6 months within the timeframe of November 2018 to April 2019.
- The target start and completion dates shall depend on the actual date of hiring of the road design engineer and may change depending on what have been finalized and sealed by UNDP Procurement Unit and other logistical considerations.

G. Duty Station

The engagement requires the Consultant to report at least 10 Days per Month to UNDP. The Vendor may be requested to attend meetings for activities related to the project. Equipment, transportation, communications cost and rental fees required for carrying out the assignment shall be borne by the Vendor. Taxes will not be withheld by UNDP and shall likewise be borne by the Vendor.

H. Qualifications of the Successful Individual Contractor

Qualification	Points Obtainable (100 points)
<u>Education and Qualification</u> Licensed civil engineer; University or Bachelor’s degree in civil engineering; Advanced studies an advantage	20
<u>Experience and relevant training</u>	(80)
<ul style="list-style-type: none"> At least 5 years of experience in road design engineering and 5 or more years of experience in road construction 	35
<ul style="list-style-type: none"> Experience in working with local governments; providing capacity building interventions and technical assistance on road design engineering 	15
<ul style="list-style-type: none"> Technical capability on the use of road design software e.g. Civil 3D and other applicable design software 	20
<u>Language</u> Can speak and write English and Filipino fluently	10
	100

I. Scope of Price Proposal and Schedule of Payments

The Vendor shall be paid the total amount of _ in Six Months all-inclusive to cover for the actual professional services rendered, inclusive of allowances for land transport, air tickets, meals during travel, and communication of the Vendor to perform tasks and accomplish the deliverables for this engagement.

Payments shall be processed and paid in tranches upon acceptance by the Roads2SDGs Project Manager of the following deliverables submitted by the Vendor:

TRANCHE	DELIVERABLE
1 st Month (1st Tranche) 20%	Upon submission of Inception report
2 nd Month	2 batches of ToT (Luzon and Visayas-Mindanao) Field visits and coaching sessions
3 rd Month	A set of technical modules on road design engineering as reference of the provincial local governments
4 th Month	Coaching/mentoring sessions to sample provincial LGUs
5 th Month	Final Road Detailed Engineering Design Modules
6 th tranche 20%	Work plan for March – May 2018

J. Recommended Presentation of Offer

To ensure the use of the same criteria for all the offers, the applicants are requested to present the following documents for uniformity:

- a. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP as shown in the Annex;
- b. **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c. **Brief description** of why you consider yourself as the most suitable for this assignment;
- d. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

K. Criteria for Selection of the Best Offer

To select the best offer for this post, the combined scoring method will be used where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%.

L. Annexes to the TOR

- a. Letter of Confirmation of Interest and Availability
- b. P11