



## Terms of Reference (TOR)

### Road Quality Assurance Field Engineers

(48 spread in 16 Regions; 3 Engineers per region)

#### 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.

**It is aimed to complete the Quality Assurance Assessment before the year 2018 ends. Hence, procurement of about 48 Individual Contractors (IC) – Road Quality Assurance Field Engineers on was approved by the management to be deployed in 16 regions.**

Three **Road Quality Assurance Field Engineers** is proposed to be deployed per region. The actual deployment will be further assessed by the Regional engineers.

### **Outcome**

It is desired that at the end of Six (6) months, CMGP Road to SDGs projects are provided with technical guidance on quality assurance and conducted QA assessment using the QA tool.

### **Objectives**

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

1. Conduct and complete the Quality Assurance Assessment using the QA tool;
2. Gaps and good practices on road project implementation were identified; and,
3. Develop capacities of implementers through other interventions necessary towards relevant and responsive provision of technical assistance on Road Quality Assurance.

### **Expected Outputs**

1. Quality Assurance Assessment for the identified roads project completed;
2. Provision of technical assistance to CMGP provincial engineers on road quality assurance;

## **C. Scope of Work**

The Roads2SDGs **Regional Engineers** shall have direct supervision of the Road Quality Assurance Field Engineers. The REs will identify the Projects to be covered by the IC. The Vendor shall undertake the following:

1. Conduct Quality Assurance using the QA Assessment tool on the identified road projects assigned to the vendor;
2. Prepare complete reports on the conducted QA assessment
3. Provide technical assistance to field implementers related to Road QA as a result of the findings in the conducted QA assessment;

## **D. Expected Outputs and Deliverables**

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

| Activity                                    | Deliverable/Output           | Responsible party/<br>Approving party | Proposed timeframe/<br>Submission date |
|---|------------------------------|---------------------------------------|--|
| Inception report, planning on QA activities | Inception report             | IC, RE                                | 1 <sup>st</sup> Month                  |
| Conduct QA Assessment                       | Monthly QA Assessment Report | IC, RE                                | 2 <sup>nd</sup> Month                  |
| Conduct QA Assessment                       | Monthly QA Assessment Report | IC, RE                                | 3 <sup>rd</sup> Month                  |
| Conduct QA Assessment                       | Monthly QA Assessment Report | IC, RE                                | 4 <sup>th</sup> Month                  |
| Conduct QA Assessment                       | Monthly QA Assessment Report | IC, RE                                | 5 <sup>th</sup> Month                  |
| Prepare final report                        | Final Report                 | IC, RE                                | 6 <sup>th</sup> month                  |

#### **E. Institutional Arrangements**

The Roads2SDGs Regional Engineers shall directly supervise the Vendor. 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:

- Attend technical meetings relevant to the Road Quality Assurance;
- Engage in field work to provide technical assistance as a result of QA monitoring
- Respect the confidentiality of information as may be deemed necessary by UNDP, partners, and informants
- Report to the RE, 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 6 Months, November 2018 to April 2019.
- The target start and completion dates shall depend on the actual date of hiring of the vendor and may change depending on what have been finalized and sealed by UNDP Procurement Unit and other logistical considerations.

## **G. Duty Station**

The Road Quality Assurance Engineers shall be based on the DILG Regional Office. Please see attached ANNEX 1 for the list of regional offices.

The engagement requires the vendor/IC to report to UNDP RE. 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<br>(100 points) |
|---|-----------------------------------|
| <u>Education and Qualification</u><br>Licensed civil engineer; University or Bachelor's degree in civil engineering;<br>Advanced studies an advantage   | 20                                |
| <u>Experience and relevant training</u> <ul style="list-style-type: none"><li>At least 5 years of experience in Civil Engineering preferably road Project implementation; 3 of which in Road Quality Assurance and Quality control.</li></ul> | (80)<br>50                        |
| <ul style="list-style-type: none"><li>Experience in working with local governments; providing capacity building interventions and technical assistance on road implementation</li></ul>   | 20                                |
| <u>Language</u><br>Can speak and write English and Filipino fluently  | 10                                |
|   | <b>100</b>                        |

## **I. Scope of Price Proposal and Schedule of Payments**

The Vendor shall be paid not to exceed the total amount of, in Six Months all-inclusive to cover for the actual professional services rendered, inclusive of allowances for land transport, meals during travel, and communication of the Vendor to perform tasks and accomplish the deliverables for this engagement. Taxes will not be withheld by UNDP but will be borne by the consultant.

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 <sup>st</sup> Month (1st Tranche) - 20% | Inception report             |
| 2 <sup>nd</sup> Month - 15%               | Monthly QA Assessment Report |

|                                      |                              |
|--------------------------------------|------------------------------|
| 3 <sup>rd</sup> Month - <b>15%</b>   | Monthly QA Assessment Report |
| 4 <sup>th</sup> Month - <b>15%</b>   | Monthly QA Assessment Report |
| 5 <sup>th</sup> Month - <b>15%</b>   | Monthly QA Assessment Report |
| 6 <sup>th</sup> tranche - <b>20%</b> | Final road QA Report         |

#### **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
- c. DILG Regional Offices address