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Terms of Reference (TOR)

Engaging the Services of an Individual Consultant as Documenter of Detailed Engineering Design Training-Workshop

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

B. Project Description and Objectives

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 the 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 ‘Roads 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 quality assurance component of the CMGP/RoadstoSDGs road projects, one of the deliverables being facilitated by UNDP is the conduct of Quality Assurance Inspection to CMGP/Roads to SDGs Projects in partnership with PASUC. As such, it is important that the DILG engineers and the provincial engineers of the LGUs are capacitated in the processes involved in the DED as this is one of the factors to ensure the quality of our roads.

Objectives

The Detailed Engineering Design Training-Workshop specifically seeks to:

1. Capacitate the provincial engineers in the preparation of the Detailed Engineering Design following the DPWH standard and other applicable global road design standards;
2. Capacitate the participants to review and check the requirements of detailed engineering design for road project proposals.

C. Scope of Work

The Roads2SDGs Project Manager and the Roads Manager shall have direct supervision of the Vendor. They may assign a focal person who shall coordinate with the Vendor.

The Vendor shall undertake the following in relation to the Detailed Engineering Design (DED) Training-Workshop:

1. Written documentation of the duration of the DED training-workshop including the debriefing sessions or other meetings during the 3-day conduct of the activity that may be called on by the Roads2SDGs Project Manager/Road Sector Manager;
2. Work in close coordination with the facilitator to ensure the coverage of all concerns, agreements, and other processes that may transpire during the conduct of the activity;
3. Capture the workshop output results if any;
4. Hardbound copy of documentation report.

D. Expected Outputs and Deliverables

The Vendor shall deliver the following outputs for the DED training-workshop, with the corresponding timeline:

Activity	Deliverable/Output	Responsible party/ Approving party	Proposed timeframe/ Submission date
Documentation of the 3-day DED training-workshop	Written documentation of all the proceedings of the 3-day DED training-workshop capturing especially the highlights of the activity	IC, Project Manager, Roads Manager Cleto Gales Jr. —	Upon signing of contract

		cleto.gales. undp.org	
		Joan Lyn Quizon – Project Associate	

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 Vendor particularly concerning the review of deliverables

The Vendor is also expected to:

- 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 the quality and timely submission of the written outputs and 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

- a. The engagement for the 3-day DED training-workshop is spread within the timeframe of November 25 to December 16, 2018.
- b. The target start and completion dates, and the venues of the workshops are indicated in the matrix above but may change depending on what have been finalized and sealed by UNDP Procurement Unit and other logistical considerations.

G. Duty Station

The engagement is output-based and will not require physical and daily reporting to UNDP except attendance of the actual conduct of the activity at Clark. 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
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	(100 points)
<u>Education</u> University degree in public administration, community development, humanities, governance, development management, and/or related field of study. Advanced degree in related courses is an advantage.	20
<u>Experience and relevant training</u>	(80)
<ul style="list-style-type: none"> Have at least one (1) year experience in developing/writing documents such as project proposals, correspondences, reports and others to show good writing and analysis skills 	20
<ul style="list-style-type: none"> Have produced at least one (1) high quality and easily understandable written outputs e.g. manuals, technical reports, researches, policy papers. Report/documentation on an engineering related activity is an advantage 	20
<ul style="list-style-type: none"> At least three (3) years of engagement in work, program, agenda and initiatives in the areas of governance, public administration, and service delivery 	20
<ul style="list-style-type: none"> Have prior experience working in local and INGO, government, academe and multi-stakeholder engagement 	10
<u>Language</u> English and Filipino	10
	100

I. Scope of Price Proposal and Schedule of Payments

The Vendor shall be paid the total amount, all-inclusive to cover for the actual professional services rendered, inclusive of allowances for land transport, air tickets, meals during travel, and communication expenses which are necessary 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
1st Tranche 20%	Upon signing of the contract
2 nd tranche 60%	Upon submission and acceptance of the draft written documentation of the DED training-workshop
3 rd tranche 20%	Upon submission and acceptance of the hard copy of final documentation report of DED training-workshop

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. Sample of 1 high quality and easily understandable written output (e.g. manuals, technical report, research, etc.
- 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