



## TERMS OF REFERENCE (TOR)

22 October 2018



Project title:	"Towards a Professional and Citizen-Centered Civil Service in Mongolia"
Title of the assignment:	Feasibility Study on Renovation of Multipurpose Hall for Civil Service Council in Ulaanbaatar, Mongolia
Request of procurement:	1 international consultant
Type of contract:	Individual contractor;
Contract duration	30 working days over 6 months starting from November 2018 till April 2019)
Duty station	Home based assignment with one trip to Ulaanbaatar, Mongolia
Language	English

### 1. Background

"Towards a Professional and Citizen-Centered Civil Service in Mongolia" ("Project"<sup>1</sup>) is a UNDP Project implemented jointly by the Civil Service Council and the Cabinet Secretariat (CS) of Mongolia during 2018 – 2021. The project is funded by the Government of Canada. The project supports the implementation of the civil service reform priorities towards creating a stable, impartial, professional and citizen-centred civil service and their implementation through capacity building. The first output of the project facilitates consensus building on reform priorities through analytical research on stability and staff turnover, accountability mechanisms for breaching the Civil Service Law, and gender parity in the civil service. This will be complemented by capacity building activities towards the professionalization of the civil service, including induction courses for different posts, online mandatory courses, curriculum reform of the government training institution, reform of the civil service entry examination and support to women leaders in the civil service.

Under the project objective with addressing the need of the Civil Service Council (CSC) of Mongolia the project is aiming to renovate and create a multipurpose hall for CSC to facilitate one of its core functions feasible. The Multipurpose Hall will mainly be used for conducting examination, orientation and conference of civil servants in accordance with the law of civil service. Based on preliminary examination and recommendation by Civil Service Council the project is considering a premise of Civil Service Council, which covers approximate area of 210.3 sqm and located in the first floor of Government building XI of Mongolia, to be renovated and best used for the purpose. The building is a property of Government of Mongolia and shared with many government agencies and organizations. The project particularly the UNDP on behalf of its donor needs to be aware of all potential threats as well as financial and other contributions required for the renovation.

Therefore, it is recommended to the project by its board and UNDP to conduct feasibility study prior to detail planning and implementation of renovation work. Under this request the project is requesting a procurement of individual consultant to conduct feasibility study.

### 2. Objective

The objective of the assignment is first to conduct surveys and studies in all required ways and to assess feasibility of creating MPH by renovating and converting the existing hall in Civil Service Council Building. Secondly the assignment is to develop main principle and concept of the MPH and define all required works and furniture to be procured. As part of the consultancy service the management concept and draft of the business plan for the MPH should be prepared.

### 3. Scope of work, activities, tasks, deliverables and timelines

<sup>1</sup> See the project document at [www.mn.undp.org](http://www.mn.undp.org)

- A. To conduct survey and study on feasibility of creating MPH
  - To communicate all the stakeholders and counterparts to collect all necessary data and information with regard to the premises
  - To collect technical data and accurate information of premises through accurate measurement and site survey
  - To collect all available data and information about management of the premises ownership
  - To investigate the demand of the Civil Service Council of Mongolia on creating multipurpose hall
  - To conduct study on the convenience and feasibility of the premises to be renovated as multipurpose hall
  - To provide conclusion on feasibility of the work on the proposed site
  
- B. To develop the draft Concept design drawings and Presentation, including 3D renders of selected /principal areas, materials samples and technical specifications presentation.
  - Develop architectural and Interior design of MPH including all necessary floor plans, sections, elevations, schemes, details. (concept drawings, working drawing)
  - Develop Mechanical, Engineering and Plumbing drawings and specifications, including low-voltage systems
  - Define and prepare drawing of all required Local Area Network, Data system and equipment with its specifications (Fire alarm system, IT system and access control system)
  - Design the external ramp to ensure the accessibility of the office by disabled people
  - Define all required furniture for the MPH with its design/layouts, specifications
  
- C. Finalize the Concept design after receiving comments and suggestions from CSC and stakeholders

#### 4. Institutional arrangement

The consultant will work closely with the Project Unit and CSC in defining and conducting all need assessment and feasibility study and site survey and measurements. Consultant is expected to communicate with State Property Policy Coordination Department.

#### 5. Deliverables

No	Deliverables	Due date	Payment/Installments
1	To submit progress report including data and information collected through the site survey and study and consensus on feasibility of the work as mentioned in Scope of work 1	6 weeks after contract signature	20% of contract payment upon completion of the task
2	To Submit Draft Concept design drawings and Presentation, including 3D renders /principal areas, materials samples and technical specifications presentation/ and works mentioned in Scope of work 2.	8 weeks after contract signature	40% of contract payment upon completion of the task
3	To submit final version of Concept design report including cost estimation as mentioned in Scope of Work 3.	10 weeks after contract signature	40% of contract payment upon completion of the task

## 6. Qualification of the successful applicant

- Master's degree or equivalent in Architecture, Design, Business administration and ICT
- 3D / visual presentation experience
- Proven track record in successful implementation of similar projects in the past 5 years.
- Demonstrated experience using research results to communicate in public
- Excellent communications and facilitation skills
- Experience in architectural presentations and 3d visualizations
- Professional expertise and excellent background in architectural design, interior design, construction works management and supervision

## 7. Selection criteria

Selection criteria is combined scoring method - where the qualifications will be weighted a maximum of 70% and combined with the price offer which will be weighted a max of 30%. Scores the technical qualifications are:

- Educational background - 20 points
- Relevant experience - 50 points
- Technical proposal /approach/ workplan - 30 points

## 8. Documents to be submitted as part of the application:

- **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
- **Personal CV or P11 form**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the applicant and at least three (3) professional references
- **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment
- **Sample/reference in English** of the previous written work of relevance (paper, strategy, report, analysis, etc.)
- **Financial Proposal** that indicates all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

## 9. Annexes:

Annex 1. Drawing showing the current condition of the premises.

Annex 2. Photos of the current condition of the premises.

## 10. Approval

This TOR is approved by:

DANIELA GASPARIKOVA, UNDP Deputy Resident Representative, UNDP Mongolia