

Terms of reference



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GENERAL INFORMATION

Title: Procurement Support Consultant

Project Name: Palu Lombok Earthquake and Tsunami Recovery Assistance (PETRA)

Reports to: Technical Officer DRM Cluster

Duty Station: Office Based (Jakarta)

Expected Places of Travel (if applicable): Palu, Lombok, Bali

Duration of Assignment: 70 working days within January – April 2019

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or P11
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

☐ partial (explain)

☐ Intermittent (explain)

☒ full time/office based (needs justification from the Requesting Unit)

The consultant will be based in UNDP Office within 3 months' period of contract, the consultant will work in line with PETRA Project time line activities and might not be sequential also often following dynamic the characteristic of Project and Programme thus the consultant need to harmonize his/her service with the emerging and relevant priorities

Provision of Support Services:

Office space: ☒ Yes ☐ No

Equipment (laptop etc.): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services:

Deasy Ernawati

I. BACKGROUND

An earthquake with magnitude of 7.4 Richter Scale, has shaken the territory of Palu and Donggala, Central Sulawesi on September 28, 2018 at 17.02 Western Indonesia time. The epicentre of the earthquake was 10 km deep some 27 km east of the coast from Donggala, Central Sulawesi. As of 6 October, 1,649 people are known to have died following the earthquake and tsunami in Central Sulawesi. A further 2,550 people have been seriously injured and are hospitalized, and 265 people are still missing, according to figures released by the national disaster management agency, BNPB. An estimated 67,000 houses have been damaged and almost 62,400 people are currently displaced. More than 2,700 schools have been damaged, in addition to health facilities and water supply systems. According to BNPB, current priorities are for: evacuation, search and rescue; medical support, field hospitals and management of dead bodies, logistics distribution and distribution of food to IDPs; infrastructure recovery including roads, electricity, harbours, airports and telecommunication; fuel supplies; and facilitation of international assistance. The number of population and houses that have felt between MMI V (strong) to MMVII (very strong) intensity are about 1.2 million people and 243,000 houses. Although they survived the immediate impacts, these population continue to be at risk from food insecurity, health related hazards, lack of access to vital services, and disruption of economic activities.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

The Support Consultant will be appointed to support PETRA Project conducting procurement process. These are expected scope of works/activities that will be carried by consultant:

- The consultant serves as focal point coordination, monitoring and expedition of project procurement.
- The consultant will work closely with procurement country office on fulfilment of Long Term Agreement (Hotels, Printing, Rent Car)
- The consultant will collaborative with project team on various procurement planning instruments
- The consultant will lead in preparation of procurement plan and its execution

Expected Outputs and Deliverables

Deliverables/Outputs	Target Due Dates	Review and Approvals	Working Days
1 st deliverable: <ul style="list-style-type: none">• Updated procurement plan• List of goods/service/individual consultant that will be purchased within 3 months• List of LTA requirement	January 2019	Technical Officer DRM Cluster	10 working days
2 nd deliverable: <ul style="list-style-type: none">• List of vendors that will be registered• List of procurement activity(ies) for the month of January and February 2019• Draft TOR/Specification/Scope of Work/BoQ within procurement plan	February 2019	Technical Officer DRM Cluster	20 working days
3 rd deliverable: <ul style="list-style-type: none">• List of procurement activity(ies) for the month of February and March 2019• Draft TOR/Specification/Scope of Work/BoQ	March 2019	Technical Officer DRM Cluster	20 working days

for the month of February 2019 • List of procurement activities that need to be followed up.			
4 th deliverable: the consolidation report procurement plan, process and update progress during March 2019	April 2019	Technical Officer DRM Cluster	20 working days

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of Technical Officer DRM Cluster in Environment Unit. His/her will work closely with procurement to process any request relating with goods and services
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverables could be proposed by the incumbent and shall be agreed jointly.

Duration of the Work

The consultant will perform his/her assignment with the following timeline:

- He/she will have 70 totals of working days from January to April 2019, he/she should be completed of assignment.
- The expected effective working date is started on 3rd week of January 2019.
- He/she should submit the deliverables 1 (one) weeks before the deadline specified in contract to enable the technical officer undertaking proper review within maximum 2 weeks or 14 working days.
- Delay on submitting report will impact on the completion of works and release of payment

Duty Station

The consultant will be based in UNDP Office (Menara Thamrin)

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Palu	2	6
2	Lombok	2	6

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant will be produced outputs based on below schedule:

I. Academic Qualifications:

Minimum bachelor's degree in information technology, economic, management, or accounting

II. Years of experience:

- Minimum of 10 (ten) years experiences involved in handling complex and difficult procurement process
- Experience in drafting TOR/Specification/Scope of Work
- Experience in web-based system
- Experience with procurement system, policies and procedures of any International organization
- Experience in working with less supervision

III. Competencies and special skills requirement:

- Ensuring the procurement project are done with accurate, objective, clear, constructive and timely
- Facilitating communication between procurement, project and programme staff during the process
- Performing related work as assigned by Technical Officer

V. **EVALUATION METHOD AND CRITERIA**

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical (70%)</u>		
<i>Criteria A: qualification requirements as per TOR:</i>		70
• Minimum Bachelor degree in information technology, economic, management, or accounting		15
• Minimum of 10 (ten) years experiences involved in handling complex and difficult procurement process		15
• Experience in drafting TOR/Specification/Scope of Work		10
• Experience in web-based system		10
• Experience with procurement system, policies and procedures of any International organization		10
• Experience in working with less supervision		10
<i>Criteria B: Brief Description of Approach to Assignment</i>		30
• Understands the task and applies a methodology appropriate		10
• Important aspects of the task addressed clearly and in		10
• Planning logical, realistic for efficient project		10
<u>Financial Criteria (30%)</u>	N/A	