

Terms of reference

GENERAL INFORMATION

Title: Architect and Construction Consultant for the Development of Work Training Space in Semarang Women's Prison

Project Name: UNODC Sub-Programme 3

Reports to: National Programme Officer

Duty Station: Homebased

Expected Places of Travel (if applicable): Jakarta (if consultant is not Jakarta-based) and Semarang

Duration of Assignment: 60 working days, starting February – September 2019

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
4	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
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

partial (explain): The contractor will be homebased during his/her consultancy. No requirement to attend daily to the office, however to be available for any meeting request by the supervisor.

Intermittent (explain) :

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

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: < Enter name >

I. BACKGROUND

Adopted at the conclusion of the 13th United Nations Congress on Crime Prevention and Criminal Justice, the Doha Declaration highlights the importance of supporting measures to support the rehabilitation and social reintegration of prisoners into the community. Within the framework of the Global Programme for the Implementation of the Doha Declaration and its pillar on fair, humane and effective criminal justice systems, UNODC has been working on the rehabilitation of prisoners, and

reducing the possibility of recidivism by investing in their future and changing their outlook on life. Thus, in Member States' penitentiary facilities around the globe, programmes to rehabilitate detainees, rather than merely punish them, are being implemented with the guidance and direct support of UNODC. Investments into corresponding programmes for prisoners are one of the best and most cost-effective ways of preventing their re-offending, with significant benefits not only for the individuals concerned, but also for public safety more broadly. Such educational, vocational training and work schemes programmes, including training in a variety of sectors such as crafts, construction, fashion and more positively affect prisoners' behaviour and attitude, giving them a purpose as they serve time. Moreover, they also impart viable skills and qualifications for them to apply outside of jail, enabling them to redirect their path upon liberation and secure a better future.

As part of its commitment to supporting Member States, UNODC, through the Doha Declaration Global Programme, will be supporting the Batik Work Training Programme in Lapas Perempuan Kelas IIA Semarang. While currently the prison is already conducting work training program for 30 inmates, through this support, UNODC and DGC aims to enhance the number of inmates included in the work training and improve the ecological and production sustainability of the work training activity. This will be achieved through the expansion of existing work training facility in the prison, adding additional room for the *pelorodan* and drying process, and improving the water waste removal process in the facility.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the direct supervision of the National Programme Officer and the overall guidance of the Country Manager, the consultant will:

- Conduct viability assessment of the proposed refurbishment and expansion proposal from the Semarang Women's Prison
- Develop initial concept design and construction budget for the refurbishment and expansion of existing work training space in Semarang Women's Prison
- Develop the second draft concept design and construction budget for the refurbishment and construction of new structure for the the work training space in Bulu Women's Prison
- Develop the final concept design and construction budget for the refurbishment and construction of new structure for the work training space in Bulu Women's Prison
- Review the technical proposal from applicants (construction vendors)
- Monitor the refurbishment and construction process.

Expected Outputs and deliverables

All documents must be submitted in English and Bahasa.

Deliverables/ Outputs	Estimated number of working days	Completion deadline
a) Submission of viability assessment report (including field visit)	7 working days	Feb 2019
b) Submission of initial concept design and construction budget for the refurbishment and expansion of existing work training space	10 working days	Feb 2019

c)	Submission of second draft of concept design and construction budget for the refurbishment and expansion of existing work training space	5 working days	Mar 2019
d)	Submission of final draft of concept design and construction budget for the refurbishment and expansion of existing work training space	5 working days	Mar 2019
e)	Submission of assessment report on applicants' (construction vendors) technical proposal (2 working days)	2 working days	Jun 2019
f)	Submission of first monitoring progress report	10 working days	Jul 2019
g)	Submission of second monitoring progress report	10 working days	Jul 2019
h)	Submission of third monitoring progress report	10 working days	Aug 2019
i)	Submission of final construction report	1 working day	Aug 2019

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will perform its work under the supervision and report directly to the National Programme Officer, UNODC Indonesia. The UNODC Country Manager will provide overall guidance and supervision

During the consultancy, the consultant is expected to coordinate closely and liaise with key counterparts (DGC Headquarter, Semarang Women's Prison, and other government stakeholder)

The project will provide the necessary budget allocation to convene a consultative meeting with stakeholders. The consultant will develop TOR and budget in advance following UNODC/UNDP regulation. Support will be provided by the National Programme Officer

Duration of the Work

60 working days, starting 28 January 2019 – 15 September 2019

Duty Station

The consultant will be homebased during his/her consultancy. No requirement to attend daily to the office, however to be available for meeting requests by the supervisor. Consultant will be expected to travel to Semarang to draft and monitor the progress.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic and Work Qualifications:

- Master Degree in Architecture or Civil Engineering.
- Minimum 4 years experience in related areas such as facilities refurbishment, renovation, environmental impact assessment, sustainable eco-development, or bio-waste management.
- Minimum 2 years experience in construction management.
- Must be an Indonesian Citizen.

III. Competencies and special skills requirement:

- Strong experience in working with Ministries or other Government Institutions.
- Research background (supervising and conducting), in the fields of safety and security as related to vital governmental assets, is desired.
- Demonstrated ability to work with persons of different ethnicity and cultural background;
- Strong reporting, communication and interpersonal skills
- Ability to work under pressure and handle multiple tasks simultaneously
- Proficient in English and Bahasa languages, spoken and written.
- Ability to operate MS-Office
- Ability to work in a team
- Effective planning and organising skills

V. EVALUATION METHOD AND CRITERIA

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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</u>	100%	
Criteria A: qualification requirements as per TOR:	50%	
1. Master Degree in Architecture or Civil Engineering.		15
2. Minimum 4 years experience in related areas such as facilities refurbishment, renovation,		20

<p>environmental impact assessment, sustainable eco-development, or bio-waste management.</p> <p>3. Minimum 2 years experience in construction management.</p>		15
<ul style="list-style-type: none"> • Criteria B: <i>Brief Description of Approach to Assignment.</i> 	50%	50
<ul style="list-style-type: none"> • Criteria C: <i>Further Assessment by Interview (if any)</i> 	n/a	