

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Engineering Procurement Specialist

**Project Name:** Sulawesi / Lombok Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance (PETRA)

**Reports to:** PETRA Project Manager

**Duty Station:** Jakarta

**Expected Places of Travel (if applicable):** N/A

**Duration of Assignment:** From February 2019 to: March 2019 (25 working days)

## REQUIRED DOCUMENT FROM HIRING UNIT

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

## REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

### Need for presence of IC consultant in office:

partial (explain)

intermittent for consultation with UNDP staff

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

### Provision of Support Services:

Office space:  Yes X No

Equipment (laptop etc):  Yes X No

Secretarial Services  Yes X No

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

## I. BACKGROUND

*“UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in about 170 countries and territories, including Indonesia, working to eradicate poverty while protecting the planet. UNDP supports implementation of the Sustainable Development Goals (SDGs). In Indonesia, UNDP works with the Government to integrate SDGs into national plan and policies.”*

In response to the recent Central Sulawesi and NTB earthquakes and tsunami, UNDP, with financial support from KfW, has initiated the Sulawesi / Lombok Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance ('PETRA' in short) to support the Government of Indonesia's Rehabilitation and Reconstruction programmes in the two Provinces.

*The ultimate goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces.* It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for affected communities, while, at the same time, enhancing resilience to future shocks in both provinces. It will be guided and informed by the post-disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans.

PETRA will deliver two outputs, namely: (a) *Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services;* and (b) *Rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods.* PETRA will rehabilitate and/or construct: integrated waste management facility in Palu; waste facility Donggala; hospitals; health centers; schools; roads; irrigation systems; and government buildings.

PETRA has to tender and contract companies with design and supervision experience in Indonesia to design the above infrastructure.

The consultant will prepare Terms of References and other documentation in line with UNDP procurement procedures for UNDP to be able to contract between 3 – 4 companies to undertake the design and supervision roles.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

#### RESPONSIBILITIES

The Consultant shall submit a comprehensive financial proposal to carry out following key activities according to the above scope of work;

- Support PETRA project team to prepare Bidding documents;
- Support PETRA in contractor pre-qualification process;
- Compile pre-qualified supplier's details and develop a data base;
- Support the PETRA project team to arrange site visits and pre- bid meetings;
- Support PETRA evaluation team to evaluate bidding documents;
- Preparation of Reports for review committee submissions.

The Engineering Procurement Specialist will be directly responsible for the following tasks:

- The Procurement Specialist will, among other things, provide guidance to the Project Manager on all procurement matters, progress and constraints with the implementation of the procurement packages;
- Work in coordination with the technical specialists and staff in the project team and advise them on procurement issues;
- Be responsible for the development of detailed procurement plans for activities identified under the project;
- Prepare bidding documents and draft contracts for goods, works and non-consultant service contracts following NCB and shopping procedures;
- Prepare requests for EOI, bidding documents/ request for proposals and draft contracts for goods, works, consultants and non-consultant service contracts in accordance with the schedule in the procurement plan;
- Provide guidance on Consultant short-listing, and bid and proposal evaluations;
- Review and provide guidance on the preparation of the Bidding Documents, RFP's Contracts;
- Preparation of Teams of references (TORs) Invitation for Expression of Interest (EOIs) and consultant short-listing, preparation of RFP and proposal evaluation and draft Contract for Consultant and non-Consultant service, preparation of specifications and bidding documents and evaluations;
- Establish and maintain close links with the relevant organizations involved in the Project and ensure their compliance with all relevant requirements and the adherence to Government and UNDP procedures in implementing their work plans;
- Conduct general reviews of procurement performance and submission of reports;
- Guide in the project for accuracy of tender documentation (ToR, tender dossier, tender evaluation, etc.) according to government tender procedures and regulations for the implementation of specific construction tasks as required by the specific sub project and specified by the Programme/Project;
- Ensure that necessary supporting documentation is in place prior to submission for Technical Evaluation Team;
- Facilitation of procurement related knowledge building and knowledge sharing;
- Full compliance of procurement activities with government rules, regulations, policies and strategies; implementation of the effective internal control;
- Assist in preparation and presentation of reports on procurement;
- Any other duties assigned by the Project Manager.

**Expected Outputs and deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required</b>
<b>Draft Scope of Services / Terms of Reference for the selection of Design Company</b>	20	March 2019	
<b>Final tender document</b>	5	March 2019	

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The Engineering Procurement Specialist will be directly supervised by the PETRA Project Manager. S/He will work closely with the DRU Team Leader, PETRA project and UNDP Procurement Team.

#### **Duration of the Work**

Maximum 25 days of work between 1st of February 2019 to 14th of March 2019.

#### **Duty Station**

The will be based in Jakarta. No travel is expected.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

Bachelor or Master Degree in environment, civil engineering or other relevant field.

#### Years of experience:

Combination 15 years of experience for Master and 17 years of Experience for Bachelor Degree with:

- a. Minimum 10 years of relevant experience in the areas of environment, infrastructure, project management and solid waste management;
- b. Minimum 5 years for Master Degree and 7 years for Bachelor Degree of relevant international experience;

#### III. Competencies and special skills requirement:

- Detailed Understanding of UNDP procurement procedures;
- Experience in managing procurement of engineering works;
- Fluency in English with excellent written communication skills, and strong experience writing reports.
- Fluency in Bahasa Indonesia would be an advantage.

### V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

#### 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

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Po</b>
<u>Technical</u>		
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ol style="list-style-type: none"> <li>1. Bachelor or Master Degree in environment, civil engineering or other relevant field</li> <li>2. Combination 15 years of experience for Master and 17 years of Experience for Bachelor Degree with:               <ol style="list-style-type: none"> <li>a. Minimum 10 years of relevant experience in the areas of environment, infrastructure, project management and solid waste management;</li> <li>b. Minimum 5 years for Master Degree and 7 years for Bachelor Degree of relevant international experience;</li> </ol> </li> </ol>	30%	30 15 8 7
<p><i>Criteria B: Brief Description of Approach to Assignment</i></p> <ul style="list-style-type: none"> <li>• Detailed Understanding of Indonesian environmental and social standards;</li> <li>• Detailed Understanding of International environmental and social standards;</li> </ul>	70%	70 40 30