



Empowered lives.
Resilient nations.

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04/02/2019

Country: KYRGYZSTAN

Description of the assignment: ref. SDG IC 19/002, Civil Engineer

Project name: UNDP Inclusive governance and Justice system for Preventing Violent Extremism and Support to the prevention of radicalization to violence in prisons and probation settings in the Kyrgyz Republic Projects

Period of assignment/services: 240 effective person days (within February 2019 – February 2020), including field mission to 7 regions.

Proposal Submission Address	United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic Receipt of bids will be made only during working hours from 09.00 – 17.00PM Subject: SDG IC 19/002, Civil Engineer Incomplete proposals will be rejected at the moment of evaluation!
Deadline of Submission	Date and Time: 25 February 2019, 10:00 am(+6 GMT, Bishkek time)
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ^[1] , please refer to Conditions and Procedures for electronic submission and opening.
Date, time and venue for opening of Proposals	Date and Time: 25 February 2019, 10:30am (+6 GMT, Bishkek time) Venue: UNDP Country office / UN House; 160, Chui avenue, Bishkek, Kyrgyzstan.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above procurement@dgov.undp.kg. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

BACKGROUND

In February 2018, the Government of Japan allocated grant funding for implementing the project on “Strengthening community resilience and cross-border cooperation for preventing violent extremism in Central Asia”. It targets Kazakhstan, Kyrgyzstan, Tajikistan, and Turkmenistan, and will be spearheaded by UNDP Kazakhstan, which will work closely with the respective UNDP Country Offices and UNDP Istanbul Regional Hub. The Project aims to make a contribution to prevention of violent extremism among young men and women, and its manifestations within Central Asia. The project consists of ‘country-level’ and ‘regional’ level components.

In recognition of these growing threats and the root causes of extremism (such as exclusion/deprivation), this multi-country Project aims to target at-risk young women and men (economically active, but socially/politically excluded, socially excluded youth from minority groups, economically vulnerable youth, etc.) and their communities through a set of integrated activities aimed at addressing and minimizing the adverse impacts of exclusion.

The country-level activities will target urban and peri-urban districts struggling with increased trends of radicalization. The Project’s priority is to address social and economic exclusion experienced among at-risk youth of the target areas by providing specific groups of women and men with tailored ‘decent’ employment/entrepreneurship support and on-demand skills development activities. Employment interventions will be combined with the provision of formal and informal social support platforms, networks and counselling services, which could equip the youth networks and individuals to withstand the pull factors of extremism, develop and spread ‘positive’

^[1] Ssecurity features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

narratives, utilizing modern communication technologies and face-to-face engagements. The Project will priorities a group rather than an individualized approach so that various at-risk youth may benefit from close engagements and participation at both country and regional levels, and thus be presented with opportunities to form long-lasting peer-to-peer support systems.

Based on the abovementioned goal UNDP is going to support establishment of Youth Centers in 9 target communities.

In this regard, UNDP hires Civil Engineer (hereinafter as to expert) to assist in development of appropriate design/engineering set of documents and technical supervision over construction works.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Please refer to Terms of Reference attached as Annex 1

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Minimum Bachelor's degree or equivalent in architecture or civil engineering;
- Professional experience in the field of design estimate development or civil engineering works;
- Valid certificates for Engineering services (Инжиниринговые услуги) is mandatory. Design Engineer (Инженер-конструктор) and Cost engineer (Инженер-сметчик) are assets;
- Excellent knowledge of Russian language. Knowledge of English and Kyrgyz are an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a) Completed Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV and/or P11 Personal History form, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- c) Copy of ID card;
- d) Copy of diploma/certificate on higher education;
- e) Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- f) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an applicant 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 applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. See Letter of Confirmation of Interest template for financial proposal template.

Documents with a subject “SDG IC 19/002 “Civil Engineer” should be submitted no later than 10:00am (local time), 18 February 2019 by the address indicated above.

NOTE: Incomplete proposals will be rejected at the moment of evaluation

5. FINANCIAL PROPOSAL

Lump sum contracts:

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Preferred currency of proposal: USD

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using his/her own resources.

The Individual Contractor under the terms of this Contract includes his/her travel:

Within the framework of this Terms of Reference, 4 trips per 3 overnights in each location are envisaged:

1. Karabalta city, Chui oblast
2. Balykchy city, Issyk-kul oblast
3. Kochkor municipality, Naryn oblast
4. Karabura municipality, Talas oblast
5. Bazar-Korgon municipality, Jalalabad oblast

6. Suzak municipality, Jalalabad oblast
7. Chekabad municipality, Osh oblast
8. Nariman municipality, Osh oblast
9. Isfana city, Batken oblast

Please include all travel-related costs while preparing your financial proposal.

1. EVALUATION

Individual consultant will be evaluated based on the methodology of cumulative analysis.

The award of the contract of individual consultant should be made to the person 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.

Total score=Technical Score + Financial Score

Technical Criteria weight - 70%, 700 scores maximum

Financial Criteria weight - 30%. 300 scores maximum

Only candidates obtaining a minimum of 490 from 700 points in the Technical part of evaluation would be considered for the Financial Evaluation.

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$$P=Y*(L/Z), \text{ where}$$

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

The selection of candidates will be done in 3 stages:

1st stage: Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non-compliant:

Eligibility Criteria	
1	Minimum Bachelor's degree or equivalent in architecture or civil engineering;

2nd stage: Technical Evaluation/Desk Review

Short-listed candidates will be evaluated based on the following criteria:

Criteria	Weight	Max. Point
Technical:	70%	700
Experience, including:		Maximum 550 points, including:
For every year of professional experience in the field of design estimate development or civil engineering works- 50 points per year, but not more than 350 points in total		350
Valid certificates for Engineering services (Инжиниринговые услуги) is mandatory.		100
Valid certificate for Design Engineer (Инженер-конструктор) and /or Cost engineer (Инженер-сметчик) are an assets		100
Skills/competencies, including:		Maximum 150 points, including:
Russian language 21 - 40 points - fluent 0 – 20 points– not fluent		40
Kyrgyz language 26 – 55 points - fluent 0 – 25 points– not fluent		55
English language 26 – 55 points - fluent 0 – 25 points– not fluent		55

3rd stage: Financial evaluation (according to the method described above):

Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation.

Financial	30%	300
-----------	-----	-----

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.

ANNEXES

ANNEX 1 - INDIVIDUAL CONSULTANT TERMS OF REFERENCES

ANNEX 2 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 3 – SAMPLE CONTRACT FOR THE SERVICES OF AN INDIVIDUAL CONTRACTOR

ANNEX 4 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS