

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: May 9, 2019

REF NO.: BBRSO72634

**Country:** Antigua and Barbuda

**Description of the assignment:** Civil Engineer

**Project name:** EU Housing Programme

**Period of assignment/services (if applicable):** 1 July 2019 – 30 June 2020

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### ADMINISTRATION

To apply, interested persons should upload the **combined\*** *Technical Proposal/Methodology* (if applicable), CV and *Offeror's Letter* to "UNDP Jobs" by navigating to the link below and clicking "APPLY NOW", no later than the date indicated on the "UNDP Jobs" website. Application submitted via email will not be accepted: -

UNDP Job Site – [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=85161](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=85161) (cut and paste into browser address bar if the link does not work)

**\* PLEASE NOTE:** *The system allows the upload of one (1) document ONLY – as you are required to submit a Technical Proposal/Methodology, this document along with your CV and Offeror's Letter MUST be combined and uploaded as one*

**NOTE:** The *Financial Proposal* should not be uploaded to "UNDP Jobs".

The *Financial Proposal* should be submitted to [procurement.bb@undp.org](mailto:procurement.bb@undp.org). Failure to submit the *Financial Proposal* will result in disqualification.

Any request for clarification must be sent in writing to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) within three (3) days of the publication of this notice, ensuring that the reference number above is included in the subject line. The UNDP Barbados & the OECS Procurement Unit will post the responses\*\* two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

[http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=55601](http://procurement-notices.undp.org/view_notice.cfm?notice_id=55601) (cut and paste into browser address bar if the link does not work)

**A detailed Procurement Notice, TOR, and all annexes can be found by clicking the above link.**

**\*\* UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary**



## Terms of Reference

### Civil Engineer, Construction

Date: 05/03/2019

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<b>Location:</b>	Antigua and Barbuda
<b>Type of Contract:</b>	Individual Contract
<b>Post Level:</b>	International Consultant
<b>Languages Required:</b>	English
<b>Duration of Contract:</b>	One year – 1 July 2019 – 30 June 2020

## 1. Background

In September 2017, On September 6, 2017, Hurricane Irma hit the Islands of Barbuda and Antigua with catastrophic effects. Hurricane Irma made landfall as a category 5 storm (Saffir-Simpson scale), generating winds in excess of 180 miles per hour (mph) or 290 kilometers per hour (km/h). The storm's eye passed directly over Barbuda exposing the island to the extraordinary whirlwinds for more than three hours. This was accompanied by a significant storm surge of 5 to 11 feet (ft), which resulted in flooding reported to reach some 600 meters (m) or 0.37 miles inland. While out of the path of the eye, Antigua, located approximately 29 miles to the south of Barbuda, experienced tropical storm force winds. Compounding the situation, on September 18, Hurricane Maria (also a category 5 storm) affected the island of Antigua. Although Hurricane Maria did not make landfall, Antigua was exposed to the north-eastern quadrant of storm and experienced again tropical storm force winds and associated rainfall. On 13 September, the Government of Antigua and Barbuda (GoAB) requested support from the World Bank Group to develop an assessment of the damage and needs. A parallel request was made to the European Union (EU). In response, a joint United Nations (UN), EU, World Bank, Caribbean Development

Bank (CDB) and Eastern Caribbean Central Bank (ECCB) mission visited Antigua and Barbuda. The mission aimed at supporting the Government in undertaking a recovery needs assessment, based on the characterization of the effects and impacts of the disaster. The recovery needs assessment concluded that the total damage of the hurricanes Irma and Maria for Antigua and Barbuda came to EC\$ 367.5 million (US\$ 136.1 million), while losses amount to approximately EC\$ 51.2 million (US\$ 18.9 million). Recovery needs amount to EC\$ 600.1 million (US\$ 222.2 million).

UNDP has remained in the twin-island country since then to provide technical support and assistance to the Government of Antigua and Barbuda (GoAB) towards the recovery programme on the decimated island of Barbuda. On June 30, 2018 UNDP completed a pilot nine-month project funded by the People's Republic of China to restore at least 250 of the least damaged roofs in Barbuda. The successes and lessons learnt from the implementation of the China-funded project, in addition to UNDP's vast global experience with recovery and resilience projects in other post-disaster locations have set the stage for a more robust programming engagement in collaboration with other stakeholders in Antigua and Barbuda. In addition, UNDP is currently implementing a 1 million USD project with funding from the Government of India for the rehabilitation of pivotal public infrastructures in Barbuda. At the end of the month of January 2019, UNDP signed an agreement with the European Union for Euro 5 million, for the rehabilitation and rebuilding of 150 residential buildings in Barbuda, having suffered a major or total damage.

UNDP has been identified as the implementing partner of post-disaster recovery projects funded through bilateral grants made to the Government and People of Antigua and Barbuda by the European Union aimed at rehabilitating and rebuilding 150 residential buildings in Barbuda, affected by the Hurricane Irma, prioritizing the most vulnerable households. The UNDP Project Office in Antigua and Barbuda is responsible for the day to day implementation of the above-mentioned post-disaster recovery projects in Barbuda in close consultation and partnerships with relevant institutions of the Government of Antigua and Barbuda.

Under the day to day and direct supervision of the UNDP Focal Point and Project Manager, the Civil Engineer will support the effective implementation of the programme activities in the area of responsibility, in accordance with the corresponding project documents.

## 2. Expected Outputs and Deliverables

The selected consultant will support effective assessment, planning, implementation, and monitoring of the EU Housing Project as well as to perform quality assurance to the processes of the project activities and produced outputs. The following generic tasks and responsibilities are expected

- Conducts field visits and prepares assessment of rehabilitation/construction interventions;
- Reviews and assesses technical design documents for construction interventions, providing substantive technical inputs and quality assurance;
- Provides effective support throughout all stages of the tendering processes;
- Supports national institutions and partners through technical assistance and provision of quality assurance;
- Strengthens national capacities, improves data management and provides training to local contractors for capacity building on Building Code compliance and Build Back Better principles;
- Monitors and supervises rehabilitation/construction works;
- Participates in meetings, as requested, providing technical inputs;
- Provides general office support, as requested.

The following specific tasks will also be recommended by the selected consultant:

1. Conducts field visits and prepares assessment of rehabilitation/construction interventions;
  - Field visits to several potential locations requiring specific technical assistance and, based on performed assessment, recommend best solution for project implementation;
  - Preparation of Terms of References (ToR) for detailed design for reconstruction/rehabilitation of structures where needed;
2. Provides Quality Assurance of project intervention, including activities implemented by contractors, reviews and assesses technical design documents for rehabilitation/construction interventions;
  - Oversees the construction work done by partners and contractors, including the quality and quantity of the materials, construction technics and works finishing.
  - Certifies that repairs and rebuilding is done in according with national Building Codes and Building Back Better principles to promote resilience.
  - Review and refine technical documentation and specifications (geotechnical elaborates, existing and future lay out, Bill of Quantities (BoQ) with estimation of costs, technical description, design and specific drawings, provide technical support to procurement processes under the project
  - Review of technical drawings, specifications and Bill of Quantities, geotechnical elaborates

3. Provides effective support throughout all stages of tendering processes;

- Provide technical assistance in establishment of common grounds for minimum standards requirements for the implementation of specific (re)construction tasks as required by the specific project;
- Develop technical project and tender documentation (ToR, tender dossier, tender evaluation, etc.) for the implementation of specific (re)construction tasks as required by the specific project and specified by the Programme/Project;
- Ensure that necessary supporting documentation is in place prior to issuance of tender;
- Participates in evaluation of bids and selection of best bidder to the tender for (re)construction works and assessment of the bidder's competencies and experience against minimum qualification requirements as per the Request for Proposal/Invitation to Bid requirements;
- Analyze measures, quantities and description of each item in the offers against the advertised BoQ;
- Analyze and review the offered unit rates against the cost estimate in correlation with BoQs, provided by a design company, and to assess whether they are realistic;
- Provide written report about the compliance of the evaluation process with UNDP procurement procedures;

4. Supports national institutions and partners through technical assistance and provision of quality assurance:

- Advises on legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.
- Provides technical support to national institutions, contractors and other stakeholders.
- Supervises the rehabilitation and reconstruction work conducted.
- Elaborates guidance and technical documents as required.
- Strengthens national capacities, improves data management and provides training.
- Provides training and participates in capacity building initiatives.
- Facilitates workshops and promotes information sharing amongst stakeholders.
- Promotes awareness raising among partners and affected population.
- Fulfills project requirements by training and guiding contractors.
- Provides engineering information by answering questions and requests.
- Maintains project data base by entering data; completing backups.
- Monitors and supervises construction/rehabilitation works.
- Perform monitoring visits for construction entities engaged by UNDP for the provision of re/construction and rehabilitation activities for the specific required projects (introduction of construction companies to the site, visit as needed and at final reception).
- Ensure that technical documentation on construction sites are maintained in accordance with relevant national laws and standards for building back better and contract for works.

- Signs off on the final handover documentation upon completion of all (re)construction/rehabilitation works in coordination with the relevant Government counterparts.

5. Provides general office support

- Assist in the management of logistical support to the programme, as needed
- Prepare and maintain status reports for implementation activities under the EU Housing programme
- Training materials and facilitation of workshops

### 3. Deliverables

End of month report inclusive of:

1. Weekly monitoring and quality assurance reports of rehabilitation/rebuilding/recovery activities being conducted (provided also on a weekly basis)
2. Report on site visits/assessments, including jointly with relevant Government counterparts (provided as needed during each month).
3. Technical design documents for construction and other infrastructure works funded by project, as required.
4. Project monitoring reports: monthly/or as needed technical evaluation reports for constructions and other works executed to determine payment to contractors.
5. Technical certification of the repairs done: one technical sheet per house. Expected number: 150 or the number of houses repaired.
6. Technical recommendations, challenges and proposed mitigation measures.

### 4. Institutional Arrangement

The consultant will report to the UNDP Antigua and Barbuda Project Office Focal Point and Project Manager and is expected to liaise/interact/collaborate/meet within the course of performing the work with UNDP Country Office colleagues, project managers, governments, other consultants, other agencies, donors, communities, local government units, etc as needed. The Focal Point and Project Manager in Antigua and Barbuda will define tasks, timeline, oversee the day-to-day management of the team, validate outputs, approve the completion of the tasks.

### 5. Competencies

#### **Advocacy/Advancing A Policy-Oriented Agenda**

Level 1.2: Preparing information for advocacy

- Identifies and communicates relevant information for a variety of audiences for advocating UNDP's mandate.

## **Results-Based Programme Development and Management**

Level 1.2: Contributes into results through primary research and analysis

- Assesses project performance to identify success factors and incorporates best practices into project work
- Researches linkages across project activities to identify critical points of integration
- Monitors specific stages of projects implementation
- Analyzes country situation to identify opportunities for project development
- Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly;

## **Building Strategic Partnerships**

Level 1.2: Maintaining a network of contacts

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders

## **Conceptual Innovation in the Provision of Technical Expertise**

Level 1.1: Research and provision of information

- Responds positively to new approaches;
- Ability to extract, interpret, analyze data and resolve problems;

## **Job Knowledge/Technical Expertise**

Level 1.2: Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

## **Promoting Organizational Learning and Knowledge Sharing**

Level 1.1: Basic research and analysis

- Researches best practices and poses new, more effective ways of doing things;
- Documents innovative strategies and new approaches;

## **Client Orientation**

Level 1.2: Establishing effective client relationships

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion;
- Organizes and prioritizes work schedule to meet client needs and deadlines;
- Anticipates client needs and addresses them promptly

- Displays cultural, gender, religion, race, disabilities, nationality and age sensitivity and adaptability
- Consistently approaches work with energy and a positive, constructive attitude

### **Core Competencies**

- Demonstrating/safeguarding ethics and integrity
- Treats all people fairly without favoritism
- Demonstrate corporate knowledge and sound judgement
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Demonstrates ability to produce high-quality products while working against short deadlines and in stressful environment;
- Demonstrates openness to change and ability to manage complexities
- Ability to manage conflict
- Informed and transparent decision making
- Possesses strong ICT skills
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each employee.

## **5. Qualifications and Professional Experience**

- BSc in civil engineering – construction department, from a recognized university. Master's degree would be an asset;
- Professional licensure in areas of civil or structural engineering would be an asset;
- Minimum 10 years of professional experience in the relevant field of civil engineering, especially in preparation of geo-technical/construction technical documentation;
- Experience in the Caribbean would be an asset. Familiarity with the context of Antigua and Barbuda would be an important consideration.
- Working experience in similar projects with UN in general and UNDP in particular would be an asset.
- Progressively responsible professional experience in areas of: reconstruction of buildings, roads and other small-scale community infrastructure;
- Experience in working in complex and large infrastructure and/or civil works, particularly in the field of construction technical project documentation development as well as construction supervision;
- Experience in supervising medium to large-scale construction works;
- Experience in technical design of geotechnical structures, supporting structures and drainage systems;



- Good knowledge and understanding of the local Entities' Spatial Planning and Construction Acts, by-laws regulating the construction of similar public facilities, technical regulations, general and special technical conditions and professional codes;
- Working knowledge and ability to write in English.
- Valid driving license.

## 6. Duration of the Work

The expected duration will be for one year. The assignment can be renewed, as needed.

## 7. Application Procedures

Failing to comply with the submission process may result in disqualifying the applications. Proposals received after the deadline may be rejected.

### Technical Proposal:

Please include

- Offerors Letter documenting all past experiences
- Contact details (email and telephone number) of at least three (3) professional references;

### Financial Proposal:

Financial proposals should be completed in full

The daily fee in the financial proposal must consider the various expenses the candidate expects to incur during contract, including:

- (a) The daily professional fee
- (b) Communications, utilities and consumables
- (c) Life, health and any other insurance
- (d) Living expenses
- (e) Communication expense
- (f) Any other relevant expenses related to the performance of services under the contract

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).

### **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. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## **8. Duty Station**

Antigua and Barbuda

## **9. Evaluation**

### **Criteria for Selection of ICs**

All applicants will be initially screened against the minimum requirements as specified in the table below. Only those consultants who meet the minimum level of education (Bachelors), relevant years of experience requirements (10 years minimum) and minimum languages requirements (English) will be considered for the technical evaluation.

Individual consultants will be further evaluated based on the following:

#### **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 **49 points** would be considered for the Financial Evaluation

Criteria		Weight	Max. Point
Minimum qualifications: <ul style="list-style-type: none"> <li>• Bachelors in civil engineering – construction department, from a recognized university</li> <li>• Minimum 10 years of professional experience in the relevant field of civil engineering, especially in preparation of geo-technical/construction technical documentation</li> <li>• Knowledge of English at professional level</li> <li>• Valid driving license</li> <li>• Experience in the Caribbean</li> </ul>			Pre-Qualification requirements: Not scored
<b>Technical</b>		<b>70</b>	<b>70</b>
Bachelors in civil engineering/Professional licensure in areas of civil or structural engineering			10
Progressively responsible professional experience in areas of reconstruction of buildings, roads and other small-scale community infrastructure			10
A minimum of 10 years' experience in medium to large-scale construction works. Experience in working in complex and large infrastructure and/or civil works, particularly in the field of construction technical project documentation development as well as construction supervision			15
Demonstrated experience in technical design of geotechnical structures, supporting structures and drainage systems			5
Demonstrated experience in working on similar rehabilitation/rebuilding projects in post-crisis recovery settings			15
Demonstrated experience working with the UN system			10
Good knowledge and understanding of the OECS Building Code and the Antigua and Barbuda Building Guidelines and application in the local context.			5
	<b>Note: 70 points (70% of total obtainable scores)</b>		
<b>Financial Score</b>		30	30

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

