

Terms of Reference

Consultancy: Varirata National Park Project Engineer

Location:	Port Moresby, Papua New Guinea
Type of Contract:	Individual Contract (IC)
Project:	Strengthening the Management Effectiveness of the National System of Protected Areas
Languages Required:	English
Starting Date:	13 May 2019
Duration of Initial Contract:	13 May 2019 to May 2020 (30 working days on site and 20 days home based)

Background

The Conservation and Environment Protection Authority (CEPA) in partnership with the United Nations Development Programme (UNDP) and the Global Environment Facility (GEF) implements the “*Strengthening the Management Effectiveness of the National System of Protected Areas*” project. The technical assistance support CEPA’s systems and capacity for the effective management of a Protected Area system which is demonstrated through the improved management of the Varirata National Park and the promotion of conservation in a larger landscape in the Sogeri Plateau.

In support of government’s priority to promote Varirata as the destination for bushwalking and birdwatching within Port Moresby, the UNDP/GEF project will construction and refurbish picnic areas and lavatory facilities within the Park. Established fees collected from national and international visitors will cover for the maintenance and upkeep of the 8 km walking trails, picnic areas and lookouts to Port Moresby and the coast. The Park is also known for a rich variety of birdlife with over 200 species recorded including the Raggiana birds of paradise and the poisonous Hooded Pitohui.

This construction work is part of a bigger initiative to build a more sustainable operations for the country’s first and flagship National Park. Recently, where the entrance fee was increased effective 1 April 2019 for Park.

Objectives

The objectives of this consultancy are:

- The Project Engineer will provide oversight and closely monitor the implementation of the construction to ensure that the building contractor is compliant with technical standards and produces the results within the specified constraints of time and cost;
- S/he liaise with UNDP, CEPA and GEF project team to ensure proper progress and success of project implementation;

- Prepare costed bill of quantity, prepare technical specification for tender documents, participate in pre-bid meetings and site visit, responding to technical queries, assist in evaluation process, produce progressive and end project reports.

Duties and Responsibilities

Under the overall guidance of the GEF/UNDP Technical Specialist and direct supervision of the GEF5 Project Manager, the Project Engineer will work with officials from CEPA, UNDP, and other key stakeholders to deliver support with the construction and refurbishment of picnic and barbeque areas around the lake as well as the construction of foot paths connecting tourism products and the main lookout within the National Park.

Deliverables

The Project Engineer will be required to undertake the following specific tasks:

- Plan for the construction and refurbishment project that covers the picnic and barbeque areas around the lake and foot paths within the National Park;
- Prepare the conceptual design and drawings, identification of design parameters, analysis of functional/special needs and recommendations for alternative solutions;
- Preparation of project plan, project schedule, scope of work including drawings to complete a detailed costed bill of quantity;
- Prepare bid tender documents jointly with UNDP and CEPA to ensure their accuracy and applicability;
- Participate in pre-bid meetings, site visits and responding to technical queries during bidding process and ensure that all bidding documents are compiled with UNDP standard and regulation;
- Support the selection of contractor in close consultation with the UNDP Procurement Team;
- Oversee the on-site construction works to include the conduct of on-site observations during all phases of the major and proposed alteration or improvement in the project through adequate contract management arrangements to ensure the contractors' compliance with their contractual obligations;
- Check the Contractor's works and notify the Contractor of any defects found with regards to the quality of the workmanship or materials and equipment incorporated in the project, including those found in performing the required sampling and testing;
- Regularly track Contractor's performance and review/verify payment requests with respect to deliverables and compliance to their contract;
- Establish quality maintenance and service standards for the picnic and BBQ area as well as public lavatory;
- Provide regular updates on the status of this project to include briefing papers or ad-hoc reports to UNDP, CEPA and other key stakeholders on the various stages of the planning design, construction and other aspects of this project;
- Liaise and coordinate with focal persons for relevant stakeholders including targeted communities for smooth and timely implementation of the project activities as necessary.

- Perform such other related duties as may be assigned by the UNDP GEF5 Project Manager.

Reporting period and key milestones	Duration	Report due	Payment Percentage	Review and Approvals
Payment upon submission and acceptance of the following deliverables: <ol style="list-style-type: none"> 1. Conceptual design and drawing 2. Technical specification of materials to be used 3. Costed Bill of Quantity 4. Preparation of tender bid documents to include final scope of work and technical specification after consultation with key partners 5. Review and advertisement of tender documents 6. Conduct pre-bid meetings and site visit 	15 days	19 April 2019	20%	Technical Specialist
Payment upon submission and acceptances of the following deliverables: <ol style="list-style-type: none"> 1. Review of bid submissions 2. Evaluate all bid received 3. Prepare the evaluation report to cover both technical and financial proposals 4. Assist the Procurement Unit with the awarding of contract 	5 days	30 April 2019	15%	Technical Specialist
Payment upon submission and acceptances of the progressive report on completion of 30% of work.	10 days	31 Aug 2019	15%	Technical Specialist
Payment upon submission and acceptances of the progressive report on completion of 70% of work.	10 days	31 Oct 2019	20%	Technical Specialist
Payment upon submission and acceptances of final report on 100% completion of work	10 days	31 Mar 2020	30%	Technical Specialist

Resources Provided

Bidder to provide his/her own transportation and other cost.

Education and experience

- At least a degree in Civil Engineering or related field from an accredited university;
- At least eight (8) years of practical experience on projects of similar nature;
- With at least two (2) years' experience of working with donor and development partners in the conception, design and delivery of construction project
- PNG or international engineering membership or registration an advantage

Competencies

- Demonstrates integrity by modelling the UN values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and treats all people fairly without fear or favour.
- Experience in supervising construction and refurbishment projects and strong understanding of engineering technical specifications;
- Competent in general conditions of contract for construction, earthwork and mechanical works;
- Competent in construction supervision, contractual management, resolving site problems, quality maintenance, quality assurance, financial control, progress monitoring, communication and documentation;
- Sound knowledge of construction works within a protected or environment sensitive area acquired by practice based on previous experience;
- Demonstrates commitment to clients and quality;
- Works to agreed goals dealing with challenges constructively and anticipates obstacles and applies practical solutions.

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below: When using this weighted scoring method, the award of the contract may 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 weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		10%
<ul style="list-style-type: none"> At least Degree in Civil Engineering or related field from an accredited university 	10	
Experience		50%
<ul style="list-style-type: none"> At least eight (8) years practical experience on projects of similar nature. 	25	
<ul style="list-style-type: none"> At least two (2) years' experience of working with donor and development partners in the conception, design and delivery of project 	25	
Competencies		10%
<ul style="list-style-type: none"> Experience in supervising construction and refurbishment projects and strong understanding of architectural technical specifications; 	2	
<ul style="list-style-type: none"> Competent in general conditions of contract for construction, earthwork and mechanical works; 	2	
<ul style="list-style-type: none"> Competent in construction supervision, contractual management, resolving site problems, quality maintenance, quality assurance, financial control, progress monitoring, communication and documentation; 	2	
<ul style="list-style-type: none"> Good command of MS Office applications (Words, Excel, MS Project); 	1	
<ul style="list-style-type: none"> Sound knowledge of construction and electromechanical works acquired by practice based on previous experience. 	2	
<ul style="list-style-type: none"> Responsible for project implementation and/or team deliverables; 	1	
Technical Criteria		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

- a) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) Engineering membership certification;
- c) **CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- d) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;
- e) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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 Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated.

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 instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. 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, living expenses, 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, they 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.

Submission Instructions

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.



Completed proposals should be submitted via email procurement.png@undp.org , no later than 9th May, 2019.

For any clarification regarding this assignment please write to Mr. Ripana James on procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission. UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approval

This TOR is approved by:

Name and Designation Edward Vrkic
Head of Environment Portfolio
UNDP PNG Country Office

Date of Signing 18 April 2019