

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 29 January 2015

Country: Asia Pacific Regional Centre, Bangkok - Thailand

Description of the assignment: Interior Renovation/Site Supervision Consultant

Duty Station: Bangkok, Thailand

Period of assignment/services (if applicable): 5 months

Proposal should be submitted a by email to brh.gef.procurement@undp.org no later than **12th February 2015**. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Asia-Pacific Regional Centre 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.

1. BACKGROUND

As a result of the structural adaptation strategy implemented by UNDP, a large number of UNDP staff members are being relocated to Bangkok, Thailand from New York, USA and elsewhere locations. Considering the large number of staff members being reassigned/recruited to Bangkok, UNDP is renovating its offices at the Bangkok Regional Hub to accommodate the increased organizational size and structure. UNDP has contracted with an interior design firm for the office layout planning and will soon begin procurement of services and material to complete the renovation.

2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Objective:

The objective of the assignment is to procure the services of an individual contractor to provide technical support for the renovation works. Technical support will entail services related to site monitoring, schedule monitoring, verification of quality and quantities of materials and installation and liaison between UNDP, the fit-out contractor, and UNESCAP on technical or schedule matters.

The selected consultant shall work under the supervision of the task manager, appointed to lead the office of renovation project.

Scope of Work:

The specific tasks of the selected consultant shall include the following, but not limited to:

- Act as technical focal point for all issues related to office renovation/refitting between UNDP, UNESCAP and the renovation contractor.
- Oversee all renovation activities including demolition works, mechanical and electrical works, painting, floor coverings and furniture installation.
- Validate acceptability of works and compliance with plans and bills of quantity.
- Coordinate all change requests with the fit-out vendor, contracted by UNDP.
- Maintain latest revision of the relevant specifications, and drawings.
- Liaise with UNESCAP (building manager/landlord), particularly those related to mechanical and electrical issues associated with the renovation.
- Monitor compliance with project schedule.
- Provide regular updates to the UNDP Management Team.
- Preparing site and status reports, as required.
- Recommend appropriate alternatives or work-around for any obstacles to project completion.
- Coordinate with UNDP ICT Team on works related to IT-infrastructure, networks; telecommunications, LAN/WAN, Telephony and Audio Visual/Video Conferencing.
- Provide inputs in the preparation of specifications for solicitation and contracts as well as in bid evaluation.
- Manage fitting-out Contractor with the UNDP Task Manager and Procurement Staff.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The Interior Renovation/Site Supervision Consultant shall have the following qualifications:

Academic Qualification:

- Master's Degree in Architecture OR Civil Engineering OR Design OR Planning is required.

Professional Experience:

- Minimum five years of experience in supervision and/or management of interior renovation or similar works
- Experience in contract management would be an advantage;
- Excellent communication skills in English [including drafting/writing];
- Ability to work in a multi-cultural environment;
- Able to work under strict timelines and deliver results.

Language requirements: Fluency in English communication is essential

Core Competencies:

- Demonstrated skills in information technology including Microsoft Office.
- Experience in building partnerships and liaising with partner organizations;
- Ability to work both independently, against tight deadlines;
- Demonstrate an ability to undertake independent problem solving;
- Show initiative and enthusiasm for the consultancy;
- Strong interpersonal and communication skills;
- Be knowledgeable of UN system ideas and objectives;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Contract Duration: 5 months

Duty Station: Bangkok Thailand with no travel required

Expected places of travel: None

5. FINAL PRODUCTS

The completion of the UNDP Bangkok Regional Hub office renovation.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will be supervised by the task manager, appointed to lead the office of renovation project.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

1. **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
2. **Personal CV or P11**, 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.
3. **Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered.

Annexes :

Annex I - Individual IC General Terms and Conditions

Annex II – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Annex III – P11

For any clarification regarding this assignment please write to brh.gef.procurement@undp.org

8. FINANCIAL PROPOSAL

The contract will be based on daily fee: The financial proposal will specify the **daily fee in USD**. The payments will be made to the Individual Consultant based on approved timesheet on a monthly basis and upon completion of the deliverables.

Travel: All envisaged travel costs must be included in the financial proposal. This includes all travel to Bangkok, Thailand and return to place of domicile in most direct and economy class. Any unforeseen travel during the period of Consultancy shall be reimbursed to the Consultant [most direct/economy class] including applicable UN DSA rates.

9. EVALUATION

The award of the contract will 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 (70%) and financial criteria (30%) specific to the solicitation.

Only candidates obtaining a minimum of 350 technical points would be considered for the Financial Evaluation (30% : maximum 100 points)

Criteria	Weight	Max. Point
<u>Technical</u>	70%	500
Education	20%	100
Experience in supervision and /or management of interior renovation or similar work	50%	250
Availability	30%	150
<u>Financial</u>	30%	100

