



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24 February 2015

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<b>Location:</b>	<b>Home-based with on-site visits to Lusaka, Zambia (50% of the time to be spent on site)</b>
<b>Title of Consultancy:</b>	<b>Warehouse Specialist</b>
<b>Description of the assignment:</b>	<b>Increasing warehouse space and adaptation of the Lusaka central medical store</b>
<b>Project name:</b>	<b>MSL /Medical Stores Limited/ Lusaka central stores master plan development</b>

**Period of assignment/services (if applicable): 30 days during April/May 2015**

Proposal should be submitted by email to [ps0.bidtender@undp.org](mailto:ps0.bidtender@undp.org) no later than 15 March 2015, 23.59 hrs Copenhagen, Denmark time.

Any request for clarification must be sent in writing, to the e-mail indicated above. UNDP PSO will respond in writing, 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.

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### 1. BACKGROUND

Procurement and supply management is a key element of the grants of the Global Fund to fight AIDS, Tuberculosis and Malaria managed by UNDP and other partners in Zambia. MSL /Medical Stores Limited/ is the central actor for the MoH for the storage and distribution of health commodities in Zambia with CHAZ as a side partner catering for less than 10 % of the total supply and supply chain of the public sector. The supplies for the three diseases may cater for up to 40% of the total volume of supplies handled in the public sector.

The last years, 2009-2014, have been marked by a dramatic increase of total volumes, volumes of health commodities, handled by MSL. At the same time there have been plans to improve the handling capacity of this supply chain with enlargement of the Lusaka stores, interesting pilots for the so called hubs, reflection on the future strategies for storage and distribution and commitments of partners/donors to assist.

In the meantime, the storage situation at central level is becoming dramatically insufficient in matters of space and as a consequence capacity and quality of storage and handling is affected. The lack of

sufficient space at the stores for storage and handling of supplies is hampering the efforts of MSL to provide quality logistics services and starts to have a negative impact on MSL service provider capacity. The same can be said for office space required for its management.

The increase in volumes to be handled, increased reporting and management requirements, and a steady evolution towards obsoleting of the hard and software available to MSL for the management of the supply chain threaten the efficiency of the whole supply chain downwards.

The concept on infrastructure describes the response required to deal with this situation. The requirements, layout and overall structure for the Lusaka central store has been defined and needs to be translated in a master plan.

## **2. OVERALL OBJECTIVES AND CONTEXT OF THE PROJECT INTERVENTION**

For detailed information, please refer to Annex I

## **3. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

It is envisaged that a team of consultants will work together towards the implementation of the overall objectives of the project. This procurement notice pertains to the position of Warehouse Specialist.

The team will consist of three consultants, an international engineer, an engineer/architect (Zambian national) and a warehouse specialist. The consultant team will be under the lead of the international engineer.

MSL senior management and UNDP senior procurement advisor will brief the consultant team at the start of the mission.

Mid-term progress briefing and draft conclusions will be presented to the same team before completing the documentation.

Other advisors may provide onsite or on line support during the same period on warehousing and distribution management and solar energy requirements. The team will decide on the adaptation of recommendations and insertion of comments and information provided by these consultants.

The team lead will propose an action plan and timelines during the first days of the mission and before starting the work on site.

### **I. Period and timeline**

This consultancy is expected to start early April with an expected result / final report by the 15th May 2015.

The warehouse specialist is expected to dedicate 30 working days to the project.

### **Responsibilities/Expected deliverables – Warehouse Specialist**

The warehouse specialist will

- Participate closely for the objectives 1.1,1.2,1.5 and 1.6 as well as 8 (for a detailed description of the objectives please refer to Annex I)
- Take the lead for objectives 4 and 5
- Contribute largely to the expected results 1
- Assist in the verification of expected result 2
- Focus on equipment and warehouse layout for the expected results 5 to 7
- Contribute to expected results 3, 8 and 9 where appropriate

#### **4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

##### I. Academic Qualifications:

- Master's degree in logistics, warehouse management or related field or equivalent

##### II. Years of experience and competencies:

- Minimum 10 years' experience in logistics and warehouse management
- At least 5 years' experience in design of warehouse infrastructure including storage and handling equipment
- Experience in preparation of tender documents for and/or procurement in storage and handling equipment for at least two relevant projects
- Experience in pharmaceutical warehousing and distribution is a key asset
- Experience in design and implementation of warehouse software is an asset
- Knowledge of bar code reading systems is of importance
- Experience in developing countries and the African region is essential
- Experience and skills for working in teams on construction projects is essential
- Good communication skills will be important for the success of this assignment
- Capacity to deliver work under pressure is a key asset for this assignment
- Proven report writing skills is a key qualification

##### IV. Languages:

- High proficiency in English

#### **5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

##### **1. Brief Technical Proposal:**

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

##### **2. Offeror's letter to UNDP including your Financial Proposal (Annex III)**

##### **3. Personal CV including past experience in similar projects and at least 3 references**

## 6. 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 SOW. Further details regarding the payment terms to be discussed at the time of award of contract. 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

## 7. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

2. Cumulative analysis

\* *Technical Criteria weight: 65*

\* *Financial Criteria weight: 35*

*Only candidates obtaining a minimum of 45.5 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		65
• <i>Criteria A</i>	<i>Years of experience in logistics and warehouse management</i>	25
• <i>Criteria B</i>	<i>Years of experience in design of warehouse infrastructure including storage and handling equipment</i>	15
• <i>Criteria C</i>	<i>Experience in preparation of tender documents for and/or</i>	10

	<i>procurement</i>	
• <i>Criteria D</i>	<i>Experience in pharmaceutical warehousing</i>	<i>5</i>
• <i>Criteria E</i>	<i>Additional relevant academic qualifications</i>	<i>5</i>
• <i>Criteria F</i>	<i>Experience in design and implementation of warehouse software</i>	<i>5</i>
<u><i>Financial</i></u>		<i>35</i>

## **ANNEXES**

**ANNEX 1- OVERALL OBJECTIVES AND CONTEXT OF THE PROJECT INTERVENTION**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**