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Terms of Reference (TOR)

Technical Support towards the Construction of the Mulashedi Community Learning Center, Putao District, Kachin State

LOCATION:	Yangon (with domestic travel to Putao, Kachin State)
APPLICATION DEADLINE:	30 March 2015
TYPE OF CONTRACT:	Individual Contract (IC)
Post Level:	Local Tender – Open to Myanmar nationals (Individuals) or Firms only
Languages required:	English and Myanmar. Kachin ethnic dialect (Lisu, Rawang - optional)
Duration of Contract:	40 working days over 5 months (expected starting date of 10 April 2015 and of 30 September 2015)

1) Background:

Enhancing democratic processes and participation is a key focus of UNDP's current Country Programme (2013 – 2015). Under Pillar 1, Output 2, one of the primary objectives is to enhance citizens participation in local development and monitoring of service delivery. Mulashedi Village located in the district of Putao, Kachin State has been earmarked as a potential location for the construction of facilities for the establishment of a Community Learning Centre. This center, as per provisional diagram attached is supposed to provide a range services which are articulated as per below:

- i) Provision of a common meeting space for members of the Mulashedi Village to meet with their Village Tract Administrator as well as host meetings of local development committee and Head of Households.
- ii) Provision of library and internet facilities for members of the Mulashedi Village.
- iii) Host trainings for village members/groups and self-reliant groups in relevant development and service delivery topics.

Given the remoteness, difficulty and high costs of delivering supplies to Putao, it is imperative that the designer takes full consideration of materials available locally, i.e. available in Putao and without the need for transportation from Myitkyina. In this regard, it is expected that the building design will utilize locally available material and will minimize the use of imported materials.

2) Objectives

The primary objective of this assignment will be to design the building plan of the Mulashedi Community Learning Center, as well as further supervise the construction once the building plan is approved and building contractor is selected. Specific objectives in this regard includes:

- Site visit and preparation of architectural drawings, timelines, statement of works, BoQ, list of materials as per discussion with Mulashedi Village Development Committee and UNDP.
- Provision of technical expertise and assist UNDP staff in preparation of tender document; in providing technical responses to vendors during the tendering period of construction works; and in selection of building contractor that will carry out the construction of the community learning center in Mulashedi Village
- Regular monitoring and supervision of the construction works; Report the progress of works to UNDP on weekly basic; and certify and endorse the completion of works in accordance with the contract of construction works.

3) Scope of Work

3.1 Site visit and preparation of architectural drawings, timelines, statement of works, BoQ, list of materials as per discussion with Mulashedi Village Development Committee and UNDP.	3.2 Provision of technical expertise and assist UNDP staff in preparation of tender document; in providing technical responses to vendors during the tendering period of construction works; and in selection of building contractor that will carry out the construction of the community learning center in Mulashedi Village.
<ul style="list-style-type: none"> ➤ Initial site visit to Mulashedi and preparation of provisional Drawing as per discussion with Mulashedi Village Development Committee. ➤ On approval of provisional drawing by UNDP, prepare detailed Drawings, Statement of Works (SOWs), Bill of Quantity (BOQ), Timeline of Construction Works and estimate of materials & labor to be used in construction. ➤ Assist UNDP Staff to scout for potential contractors (preferably those based in Putao or Myitkyina) who are able to construct the Community Learning Center in Mulashedi ➤ Assist UNDP staff in preparation of tender documents 	<ul style="list-style-type: none"> ➤ Assist UNDP staff in preparation of tender documents ➤ Assist UNDP staff in providing technical responses to vendors during the tendering period of construction works ➤ Assist/guide UNDP staff on the selection of contractor based on the evaluation of bids received.
3.3 Regular monitoring and supervision of the construction works; Report the progress of works to UNDP on weekly basic; and certify and endorse the completion of works in accordance with the contract of construction works	
<ul style="list-style-type: none"> ➤ Conduct at least 3 site visits in agreement with UNDP and the Contractor to carry out inspection and to certify that building is being built according to specifications laid out in the original plan. ➤ Submit detail report to authorize final payment or recommend any additional variations required. 	

4) Deliverables, Timeframe and Level of Inputs

<u>Deliverable</u>	<u>Dates/Timing</u>	<u>Level of Input**</u>
- Architectural drawings/plans finalized and submitted for issuance of building permit.	April 10	5 Days*
- First interim report on the progress of the construction of the Mulashedi Community Learning Center (MCLC).	July 15	15 days
- Final Report on the construction of the MCLC.	October 1	20 days
*Travel to Mulashedi and meetings held on weekends will be counted as working days ** This assignment will be over a span of 3 months but the number of working days is estimated at 40 days.		

5) Institutional Arrangement

a) Under the overall supervision of the Pillar 1, Team Leader, the incumbent will report directly to the Output 2 Lead for the duration of the contract.

b) The consultant will be required to provide a weekly update (by email) to the Output 2 Lead or the designated staff. In addition, written report (format of which will be discussed with the Output lead and the selected Building Contractor) will be required to certify the progressive payments to the contractor. The written reports will form the basis of performance assessment and payment as per deliverables/milestones above.

c) The consultant will be required to work together with the assigned UNDP staff in Putao and Myitkyina Office to finalize the architectural drawing before submission to Yangon Office for approval.

d) The Pillar 1 Team Leader and the Output 2 Lead will be the primary approving authority for this assignment.

e) Where possible UNDP will provide a desk as well as printer and internet access, but it is required that the consultant will have access to own computer and software necessary to complete this assignment. Consultant will also need to provide own facilities when visiting Putao.

6. Criteria for Selection of the Best Offer

Combined Scoring method – where the qualifications and technical proposal will be weighted 70% and combined with the price offer which will be weighted 30%. Qualifications and technical proposal will be equally counted 50% each towards the technical score thus, Qualifications = 35%, Technical Proposal = 35%, Financial Proposal = 30%

Qualifications will be assessed as per following criteria: 30% = education, 50% on experience in conducting similar types of activities, 20% on knowledge and experience of working in Kachin State or knowledge of the Putao region.

For the technical proposal, scoring will focus will be put on the methodology (50%), use of resources to achieve deliverables (30%) and the plan for implementation (20%).

Please see Annex 2 for the scoring criteria.

7. Competencies

Core competencies

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of the UNDP;
- Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional Competencies

- Ability to advocate and provide timely policy advise;
- Ability to identify issues and to use sound judgment in applying technical expertise to resolve a wide range of problems;
- Ability to work under extreme pressure in a highly stressful environment.



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8. Required Skills and Experience

Education

- First level University Degree in Civil Engineering/Architecture , or equivalent qualifications.
- Valid membership of Myanmar Institute of Civil Engineers or relevant professional association.

Experience

- At least 5 years post degree relevant experience at the national level;
- Excellent communication and negotiation skills;
- Previous work experience in the construction sector focusing on medium size projects.
- In depth knowledge of the construction of housing and building in Myanmar and in Kachin State.
- Ability to design buildings that maximizes the use of locally produced/available construction materials.
- Language Requirements
 - Full working knowledge of English and Myanmar, including excellent writing skills.
 - Knowledge of other ethnic dialects such as Rawang or Lisu will be advantageous.

Approved by: Allison Moore, Output 2 Lead

March 20, 2015



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Annex 2

UNDP Myanmar
Individual Technical Evaluation Scoring Sheet

Title: Technical Support for the Construction of the Mulashedi CLC

1	2	3	4	5	6	7	8	9
S/N	Applicant Name	Qualifications			Technical Proposal			Total
		Relevance of Education / Degree	Experience in conducting similar types of activities (min. 10 years)	Knowledge and experience of working in the Kachin State or knowledge of the Putao District of Kachin	Methodology	Use of resources to achieve deliverables	Plan for implementation	
		30 points	50 points	20 points	34 points	33 points	33 points	200 points
1								

Notes on Review of the Technical Proposals of the Consultants (to provide detail notes on strengths and weaknesses for each criteria; please use extra sheet if space below is not enough)

Review Member

Signature and Name:

Date: