



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference No.: UNDP/PN/05/2015

Date: 18 May 2015

Country: Nepal

Description of the assignment: UNDP is looking for a competent consultant building inspection engineer preferably familiar with UN house compound space, having experience in Quality Analysis (QA)/ Quality Control (QC) inspection of civil plumbing infrastructure and through construction project management abilities to oversee water and sanitation (WATSAN) project. Consultant shall facilitate the entire plumbing systems life cycle process and ensures smooth execution and handover.

The main objective of this assignment is to support the UNDP Country Office in:

- Development of Terms of Reference (TOR)
- Support by assisting in evaluation and procurement process, reviewing of proposal to contract a firm to conduct plumbing and piping survey for water and sanitation utilities infrastructure works within the UN House.
- Provide progress status report recommendations to UNDP
- On site monitoring and supervision, certification and validation of works and recommendation on best solution as per the requirement of UNDP/UN House.
- Finally Selection of a contractor for the implementation of such recommendations (at a later stage after the plumbing audit is done.)
- Oversee the project life cycle

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Period of assignment/services (if applicable): Period of assignment/services (if applicable): The duration of the Long Term Agreement (LTA) is initially for one year from 10 June 2015 until 9 June 2016 and can be extended for two more years subject to requirement.

No. of Consultants required: 1 (one)

Duty Station: Kathmandu, Nepal

Expected Places of Travel (if applicable): Not applicable.

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/05/2015 – Consultant for Plumbing Survey), UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **27 May 2015**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or to the e-mail address registry.np@undp.org . The procurement unit 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. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Please refer to the attached ToR (Annex 1)

Please submit your application to the following email address: procurement.np@undp.org

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education & Experience:

Education: Bachelor's degree in engineering or related fields.

Experience:

- Minimum of 5 years' experience in similar area
- Bachelor's degree in engineering with specialization in Sanitary and Plumbing of high class building engineering
- Excellent communication skills (written and presentation)

II. Language Requirement:

- Proficiency in spoken and written English is a must.

4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

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 in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>		
• Criterion A: Academic Qualification: Bachelor's degree in engineering with specialization in Sanitary and Plumbing of high class building engineering	20%	20
• Minimum of 5 years' experience in similar area.	20%	20
• Criterion B: Proposed Methodology and understanding of tasks	20%	20
• Criterion D : Proficiency in spoken and written English is a must	10%	10
<u>Financial</u>		
• Lowest financial proposal	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3 – P11 FORM

ANNEX 4 – OFFEROR'S LETTER TO UNDP COFIRMING INTEREST AND AVAILABILITY



UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE

I. Position Information

Title: **Consultant for Plumbing, Piping and Water Management Audit of UN Complex**

Department/Unit: **UNDP Country Office on behalf of UN House Board**

Reports to: Head, Common Services Unit (CSU)

Duty Station: UN House, Pulchowk

Duration of Assignment: The duration of the Long Term Agreement (LTA) is initially for one year from 10 June 2015 until 09 June 2016 and can be extended for two more years subject to requirement.

Partial (explain): **As given below**

The principal objective of the requested consultancy is to support UNDP during the plumbing audit of UN House. This includes development of Terms of Reference (TOR), support services in the selection of the firm to do the plumbing audit and the supervision and certification of the work of the contractor and finally validate the implementation of the entire recommendation as per the plumbing survey report.

During the selection of the firm to do the plumbing survey, the consultant will also be engaged in the evaluation of the offers, negotiations with selected contractor(s) on technical aspects. The consultant will closely monitor and supervise the work for final certification of the report and its recommendations

from the contractor. The Consultant will ensure that design and work are done with recognized professional standards, with cost-effective solutions providing value for money to UNDP.

Part-time, flexible, involvement within the period stated above is considered as the most appropriate option due to the nature of requested services and expected deliverables.

#	Generalized description of requested services	Lump sum Cost
1.		
	Development of Terms of Reference (TOR) for bidding document after on site assessment of the current plumbing status of UN House	5 days
2	Support the tender process, evaluation of the proposals, selection of contractor to do the plumbing survey based on best approach and cost.	3 days
3.	On site monitoring and supervision and certification of the final report.	10 days
	Total:	18 days

Per day: 8 hours

Once UNDP decides to implement the recommendations, the consultant will have to assist UNDP in the entire bidding process for the selection of the contractor. The Consultant will also be monitoring and supervising the entire implementation work. The no of days shall be decided based on the recommendations as well as UNDP's decision.

II. Background Information/Objective

The UN House premise was established in 1985 and has six buildings today. The current power supply inside the UN Premises is based on the requirement, drawings, and power need as assessed in 1985 and has expanded over the time as the number of users increased from 100 to more than 400 users. Throughout this period, the requirement of water has also increased tremendously. At the moment, we have reserve tank of 30,000 L in the compound. The number of overhead tanks in each buildings are listed below:

Building 1: 2 tanks of 2000 L each

Building 2: 1 tank of 1000 L

Building 4: 1 tank of 500 L

Building 5: 1 tank 1000 L

Daily requirement of water in UN House: 20000 L. On a daily basis, we procure 2 tankers of 14000 L each during dry season and 1 tanker of 14000 L during other seasons. Hence it is now necessary for the UN System to undertake a comprehensive holistic review through plumbing survey to ensure a UN House premises can sustain 500 users in the most efficient and effective way whilst introducing best practice greening initiatives where appropriate. All of which should be managed according to highest international standards. In this context, UNDP is in a process to identify a competent firm capable of carrying out the plumbing audit survey, to assess and study the current plumbing status in the UN House. A comprehensive report must focus on water conservation, efficiency, sustainability;

enhancement which best fits the need of UN House with recommendations to enhance efficiency for smooth business continuity.

III. Objective:

UNDP is looking for a competent consultant building inspection engineer preferably familiar with UN house compound space, having experience in Quality Analysis (QA)/ Quality Control (QC) inspection of civil plumbing infrastructure and through construction project management abilities to oversee water and sanitation (WATSAN) project. Consultant shall facilitate the entire plumbing systems life cycle process and ensures smooth execution and handover.

The main objective of this assignment is to support the UNDP Country Office in:

- Development of Terms of Reference (TOR) to initiate procurement process
 - Support tender process by assisting in evaluation, reviewing of proposal, summary cost in order to contract a firm to conduct plumbing for water and sanitation utilities infrastructure works,
 - Provide progress status report recommendations to UNDP
 - Oversee the project life cycle
 - On site monitoring and supervision, certification and validation of works and recommendation on best solution as per the requirement of UNDP/UN House.
- Finally Selection of a contractor for the implementation of such recommendations (at a later stage after the plumbing audit is done.)

IV. Scope of work with projected and final product results: Deliverables

The Consultant is expected to provide the following services:

First stage: (Assessment Phase)

1. Development of Terms of Reference (TOR) of plumbing survey in closely collaboration with UNDP Common Services Team. The Terms of Reference should capture detailed study of the system, the pipes, fittings, valves, connections; devices installed in the building for distribution of water, storage system (underground and overhead), total water requirement of UN House, water backup system and overall work maintenance of the system, drainage system etc. Before the development of TOR, detailed on site review by the consultant is recommended for study of location, the system, layout and the entire configuration assessment. The TOR should also focus on water conservation, efficiency, new best technologies to implement, recommendation of appropriate reuse technologies. Interpretation of current piping diagrams, determination of pipe sizes distribution system, storage system, types of pumps used its capacities, pipe sizing, plumbing fixtures and the entire incoming and outgoing system of water distribution. TOR shall include plumbing audit of the compound fire hydrant plumbing and standby water systems. It is recommended the work scope TOR shall include /focus on water conservation environmental initiatives with efficiency and new best green initiative technologies to implement, recommendation of appropriate waste, storm and rain water harvesting recycle / reuse technologies. Concept design development of the waste water (Gray water) reticulation system for reuse shall form part of TOR and included in the request for alternate tender proposal .Interpretation of current piping diagrams, determination of pipe sizes water network distribution system,

storage system, types of pumps used, its capacities, pipe sizing, plumbing fixtures and the entire incoming and outgoing system of water distribution shall be discussed in the TOR.

2. Finalize the bidding document for advertisement. Review the proposals of bidders for “Plumbing Survey Audit” of the UN House to assess its responsiveness to the TOR with the objective to select the most qualified proposer offering value for money. Part of the review will cover the purpose of the plumbing audit to assess current daily water utilization (requirement vs proposed recommendations) with proper analysis of cost and benefits. It is strongly advised to address the economic and environment impact where possible also highlighting ways to conserve water and avoid wastages.
3. While evaluating the proposals, the consultant should foresee issues related to the actual requirement of office water usage, potential water reuse opportunities, physical infrastructure, seismic stability, environmental issues, safety in use, anticipation of possible risks with analysis of impact, considering workforce of minimum 500 staff may be working anytime inside the UN House.
4. On site monitoring and supervision of the contractor during entire course of study of installation of piping and connecting systems UN House. Also review the submitted technical specifications based on the project designs, drawings/layouts, measures, quantities and ensure all important aspects are captured in the BOQ. Final certification and validation of the works of contractor and its recommendations with proper analysis of cost and benefits in line with the need. Provide a written report certifying that proposed BOQs and project designs/layouts are compliant with the level and quality of service required;
5. Report submissions: The consultant will provide reports in following phases:
 - Finalization of ToR, Evaluation criteria, details of work to be done by the Contractor for carrying out the survey. This shall be done within 5 days (within a time frame of 2 weeks);
 - Upon completion of the plumbing survey, the consultant shall provide a report certifying the Contractor’s findings, recommendations, drawings, designs, BoQ, Specifications, piping layout.

Second stage: (Implementation phase) – subject to requirement

1. Assist in the tendering process for the implementation of recommendations as per the BOQ prepared by the previous contractor.
2. Review the bids submitted to assess its responsiveness to BOQ and specifications. Participate in the evaluation of bids with the objective to select the best offering contractor for the implementation of the recommendation.
3. Facilitate initial orientation to the selected contractor before they start the work.
4. Prepare a proper a monitoring plan and work schedule plan. This report will include a time schedule of proposed works for the implementation of recommendations, supervision of the contractor as well as progress of the works,
5. Intense monitoring and supervision of the implementation of the work as per the certified recommendations and BOQ for compliance in line with contracts terms and conditions, existing national laws, rules and regulations.

6. Review invoice and ensure they are based on approved quotations. Sign off on the requests for payment schedules and participate in the validation and receipt of milestones and sign off the payment to the concerned contractor.

Payments will be done based on following deliverables:

First Stage (Assessment):

Deliverable 1: Upon submission of final ToR covering activity 1 under first phase

Deliverable 2: Upon completion of tender process (review of proposals till recommendation on best solution from the bidders for carrying out the actual audit work) covering activity 2 and 3 under first phase

Deliverable 3: Upon certification of final report including BOQ, Specs by the contractor (plumbing audit) including BOQ and Specs for each recommendations made

Second Stage (Actual Implementation):

Deliverable 1: Upon completion of the entire procurement process to hire the Contractor to implement the recommendations

Deliverable 2: Upon completion of the entire work and certification of final completion of work.

Qualification/Experience:

- Bachelor's degree in engineering with specialization in Sanitary and Plumbing of high class building engineering
- Minimum of 5 years' experience in similar area.