



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 August 2015

August 2015

Location:	Home-based with on-site visits to Harare, Zimbabwe
Title of Consultancy:	Environmental Impact Assessment
Description of the assignment:	To develop a Project prospectus for the location for the Construction of the warehouse for the National Pharmaceutical Company of Zimbabwe-Harare Central Hospital Grounds
Project name:	NATPHARM New Warehouse Construction Project Prospectus Development
Period of assignment/services (if applicable):	7 days during September/October 2015

Proposals may be submitted on or before **Tuesday, September 15, 2015** and via email, courier mail or fax to the address below:

United Nations Development Programme

GFATM Programme Management Unit

Block 7, Arundel Office Park

Norfolk Road, Mt. Pleasant

Harare, Zimbabwe

zw.bids.gfatm@undp.org

DEADLINE: 15th September 2015 at 13:00 HRS Harare local time

“NOT TO BE OPENED BY REGISTRY”

Submission of proposals to a secured e-mail:

Your offer, in e-mails, should reach the e-mail address of: zw.bids.gfatm@undp.org no later than **15th September 2015 at 13:00 hours** Harare Local Time with the subject heading of: **NATPHARM New**

[Warehouse Project Prospectus Development](#). Markings on offers remain as per proposals submitted by courier service/ad delivery above.

Proposals should be submitted by email to zw.bids.gfatm@undp.org no later than 15 September 2015, at 13:00 HRS Harare local time.

Any request for clarification must be sent in writing, to the e-mail indicated above. UNDP Zimbabwe 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. Markings on offers remain as per proposals submitted by courier service/ad delivery above.

Proposals submitted by email must be limited to a maximum of 5MB, virus-free and no more than 2 email transmissions. They must be free from any form of virus or corrupted contents, or the proposals shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Your Proposal must be expressed in the English Language, and valid for a minimum period of 120 days

1. BACKGROUND

The National Pharmaceutical Company (NatPharm), a commercial company under the Ministry of Health and Child Care (MOHCC) for the procurement, storage and distribution of health commodities to the public sector in Zimbabwe. The health commodities for HIV, TB, and Malaria constitute the larger portion of the total volume currently stored and distributed in the public sector.

Due to increased initiation of patients onto Antiretroviral therapy, the years 2009-2015 have been marked by a significant increase in the volume of health commodities handled by NatPharm. At the same time, there have been plans to improve the handling capacity of this supply chain with refurbishment of the NatPharm stores mainly the Harare and Bulawayo Regional Stores.

According to the Environmental Management act [Chapter 20:27] as amended it is required that such a project is assessed for its ability to impact the environment

Section 98 of the same act requires that the developer shall develop a prospectus which is going to be examined by the Director-General.

2. OVERALL OBJECTIVES AND CONTEXT OF THE PROJECT INTERVENTION

I. MAIN Objectives of the assignment

To develop a prospectus for the Project: location for the Construction of the warehouse for the National Pharmaceutical Company of Zimbabwe-Harare Central Hospital Grounds

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

- a. Entry to the site if required by the consultant will have to be coordinated with the Ministry of Local Government, Public Works and National Housing.
- b. The Consultant will work with NatPharm Management to get most of the information needed
- c. The consultant will need to consult Harare Central Hospital management where the location of the land is
- d. The consultant will be working under the direct daily technical supervision of Public works.
- e. The consultant will have the final responsibility of all the deliverables administratively towards UNDP.
- f. The final report should be recommended by the Environmental Management Agent and be approved by the steering committee before payment.

II. Period and timeline

This consultancy is expected to start end of September 2015/start of October 2015 with an expected result / final report by the first two weeks of October 2015.

The Environmental Impact Assessment Consultant is expected to dedicate 7 working days to the project.

Responsibilities/Expected deliverables –Environmental Impact Assessment Consultant

Consultant will produce a prospectus which complies with the following

- 1.1. Project Description
- 1.2. Location-attach 1:50000 map if applicable
- 1.3. Baseline Environmental setting
- 1.4. Major anticipated environmental impacts of the project

- 1.5. Possible mitigation measures
- 1.6. Project Cost if applicable

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

BSC in environmental is basic requirement, MSC Environment Science is an asset

The consultant should be on the approved List of the Environmental Management Agency (EMA)

II. Years of experience and competencies:

At least five (5) years' experience in the development of such prospectus

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

4. Completed Form P11

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

Criteria	Weight	Max. Point
<u>Technical</u>		65
• <i>Criteria A</i>	<i>Years of experience in quantity surveying</i>	25
• <i>Criteria B</i>	Proven experience in the development of construction related prospectus	25
• <i>Criteria C</i>	Proven report writing skills	5
• <i>Criteria D</i>	<i>Additional relevant academic qualifications(full marks for MSC in Environmental studies)</i>	5
• <i>Criteria E</i>	Experience in developing countries and the African region is essential	5
<u>Financial</u>		35

ANNEXES

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

ANNEX 4 – FORM P11