**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: 01/11/2019

**Country: SAO TOME AND PRINCIPE**

**Description of the assignment:** Construction Supervisor

**Project name:** Sustainable Resettlement Project in Principe Island

**Job Title**: International Consultant

**Period of assignment/services:** 6 months – November 2019 to April 2020 (with possible extension)

Proposal should be submitted at the following address: Avenue of the United Nations, P.O Box 109, São Tomé, São Tomé and Príncipe or by email to [procurement.st@undp.org](mailto:procurement.st@undp.org) no later than 16 November 2019 at 05:00 PM.

Any request for clarification must be sent in writing, or by standard electronic communication to e-mail [claudio.vicente@undp.org](mailto:claudio.vicente@undp.org) and copy [claudio.torres@un.org](mailto:claudio.torres@un.org) .

**1. BACKGROUND**

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| UN-Habitat, the Regional Government of Principe (RGP) and HBD Tourism Investments (Donor) signed in February 2017 a Memorandum of Understanding (MoU) to define a comprehensive participatory sustainable human rights-based resettlement process of the Roça Sundy community. In this document, it was agreed that HBD shall provide the land for the resettlement area and the financial resources for the design and construction of the houses, infrastructure and basic public facilities, while the RGP shall provide the fullest title possible to the new houses ad respective owners, in order to avoid new conflicts over land. The RGP is also responsible for providing land for agricultural activities to the targeted population nearby the resettlement area and suitable land for a football field to be used by the community. In the framework of this MoU, UN-Habitat was indicated by the Parties as the project coordinator and the mediator among the RGP, the Donor and the community. A comprehensive project proposal was prepared and HBD and UN-Habitat signed in May 2017 a contribution agreement for the project implementation. The UNCT of Sao Tome and Principe is currently discussing how to engage other UN agencies to the process through a UN Joint Programme on Sustainable Development in Principe Island.  As the Mobilisation and Design Phases of the project have been concluded, there is need to carry out the ongoing Implementation Phase, which involves the actual construction works in the resettlement site and their supervision according to the final executive projects for the urbanisation plan and the architectural design of its buildings, while developing construction details for the works. |

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

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| **2. Objective of the Consultancy**  The objective of this assignment is to provide, under the supervision of the Project Manager and the Construction Engineer & Manager, technical support and outputs for finalising the executive details for construction of the resettlement project, and to supervise and ensure the sound implementation of the construction works for the Sustainable Resettlement Project of the community of Roça Sundy in Principe Island with a main focus on infrastructure, according to schedule and helping managing construction teams.  **3. Duties and Responsibilities**  The duties and responsibilities related to the Implementation Phase of the Project are outlined below:   * Support the Project Manager to identify key issues of project implementation for the elaboration of project surveys and the definition of monitoring frameworks/mechanisms; * Support the Project Manager on planning, design, support, production and/or review of project outputs; * Support the Project Manager and the Construction Engineer & Manager in updating the land survey and plans of the resettlement area, including topography, landform (ridges and thalwegs), sun path and wetland system; * Support the Project Team in the elaboration of a portfolio of environmental-friendly solutions for infrastructure development and construction techniques to be applied during the resettlement process, through research, community consultation for cultural adequacy, cost-benefit and maintenance cost analysis; * Support the Project Manager and the Construction Engineer & Manager in detailing and updating the final technical proposals for the urbanisation of the resettlement site and for public facilities and infrastructure, which observe the principles of sustainable urban development (plot width, public space, minimum density, etc.), including Bill of Quantities; * Support the Project Manager and the Construction Engineer & Manager in detailing and updating the approved technical proposals and Bill of Quantities for the four typologies of incremental housing units, that are in line with the basic expectations of the community and are replicable, as well as the proposals for public facilities; * Support the Project Manager, the Construction Engineer & Manager and other sectorial Experts, in the development of engineering projects and plans for infrastructure, including water supply, roads and sidewalks, sanitation works, drainage and energy, complete with Bill of Quantities; * Support the implementation, in coordination with the Construction Engineer & Manager, of the community participation in construction works throughout the Implementation Phase, as well as in inclusive consultation workshops and discussions; * Support the Project Manager and the Construction Engineer & Manager to quantify the works needed, identify materials (local and exports) and establish the timetable to carry out the procurement and construction processes, including facilities needed for storage and construction; * Help the follow up of the procurement process and its logistics, including transport and storage of materials; * Help to identify construction needs in what refers to human resources and timetable, including facilities needed for construction staff; * Supervision of construction works following agreed construction timetable, including the supervision of the construction team made up primarily of Roça Sundy’s community members, in coordination with the Construction Engineer & Manager, ensuring the good execution of the works; * Produce and provide all construction details required for the project, as they are identified during the execution of the Implementation Phase; * Support the organisation and implementation of trainings related to construction activities; * Contribute to the elaboration of a ‘User Manual’ aimed at community members for knowing, understanding and properly using and maintaining the urbanisation plan, infrastructure and housing units; * Support the Project Team on the elaboration of the preparation of an integrated Capacity Development and Livelihood Strategy, mainstreaming this strategy during project implementation; * Support the Project Manager and the Construction Engineer & Manager in the elaboration of Progress Reports and the Final Report for the Implementation Phase; * Any other project tasks requested by the Project Manager; * Provide eventual contributions, if demanded, to other initiatives appointed by the Project Manager.   **4. Expected Outputs**  Outputs will be the result of the work of the consultant and all Project team members, and include:   * Updated executive projects and details for the urbanisation and infrastructure of the resettlement area; * Updated topography plans of the resettlement area incorporated to the technical proposals; * Updated Bill of Quantities for all projects considered in the resettlement plan; * The construction facilities plan, considering the construction phasing strategy; * The procurement plan; * The Carta Gantt for construction works; * The ‘User Manual’ aimed at community members; * Coordinated design and construction teams; * Quality construction works; * Progress reports for construction works; * Inputs for the Final Report of the Implementation Phase; * Inputs for the construction component of the Capacity Development and Livelihood Strategy.   **5. Time Frame**  The assignment will be carried out on a full-time basis, based in Príncipe Island, São Tomé and Príncipe, for 6 (six) months from the date of the signature of the contract. The consultant will be allowed 10 extra working days for the delivery of the demanded outputs unless otherwise agreed. |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| **6. Qualifications/Experience/Skills**  **Experience**   * Architectural, construction and/or engineering experience is mandatory; * Infrastructure development and implementation experience is an asset; * Former NGO/field experience in construction works is an asset.   **Skills**   * Capacity to design and to model in CAD software; * Capacity to be client oriented in a complex multi-stakeholder environment; * Work in a flexible manner and often under pressure; * Good teamwork; * Excellent communication and writing skills and ability to communicate through design; * Ability to prepare presentations and reports, with analytical insight; * Proficiency in oral and written English; * Fluency in oral and written Portuguese.   **Qualifications**   * Advanced degree in architecture, construction, engineering or equivalent; * Courses related to Sustainable Infrastructure, Sustainable Housing and Sustainable Urban Development is an asset. |
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**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:  Recommended Presentation of Offer   1. Completed Letter of Confirmation of Interest and Availability using the template provided by UNDP; 2. Personal CV indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate 3. Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; Maximum 2 page. 4. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. See Letter of Confirmation of Interest template for financial proposal template. |

**5. FINANCIAL PROPOSAL**

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| • Financial proposals for the total duration of the contract must be on “'Monthly Fee Basis”.  • The project will cover expenses of air tickets to Principe island and return. |

**6. EVALUATION**

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| The expert will be evaluated against a combination of technical and financial criteria (combined scoring method). Contract adjudication will be made to the candidate whose bid was evaluated and determined as:  I. Responsive / complacent / acceptable; and  II. Has received the highest scores for a predetermined set of weighted technical and financial criteria specific to the bid.   * Weight of technical criteria: 70 (70% of the total score) * Weight of financial criteria: 30 (30% of the total score)   *Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation* |

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| **Technical Criteria** | **Points** |
| A master’s degree in in architecture, construction, engineering or equivalent | 10 |
| Sound knowledge and proven experience in architectural, construction and/or engineering | 30 |
| Proven working experience on infrastructure development and implementation | 20 |
| Former NGO/field experience in construction works | 10 |
| **Financial Proposal** |  |
| Interested candidates are expected to provide financial proposals for this consultancy. | 30 |

**ANNEX**

**ANNEX 1 - OFFEROR’S LETTER TO UNDP**

**ANNEX 2- UNDP’S FINANCIAL PROPOSAL FORM**

**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date

Katarzyna Wawiernia

United Nations Development Programme

São Tomé and Principe

Dear Sir/Madam:

I hereby declare that:

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [ *indicate title of assignment*] under the [*state project title*];
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

1. I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
2. In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];
3. I hereby propose to complete the services based on the following payment rate: *[pls. check the box corresponding to the preferred option]:*

* An all-inclusive daily fee of [*state amount in words and in numbers indicating currency]*
* A total lump sum of [*state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
2. I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
3. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
4. I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
5. If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

* Sign an Individual Contract with UNDP;
* Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

1. I hereby confirm that *[check all that applies]*:

* At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
* I am currently engaged with UNDP and/or other entities for the following work:

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| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **UNDP Business Unit / Name of Institution/Company** | **Contract Duration** | **Contract Amount** |
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* I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposa:

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| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **Name of Institution/ Company** | **Contract Duration** | **Contract Amount** |
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1. I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
2. ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
3. I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature: Date Signed:

**Annexes** *[pls. check all that applies]***:**

* CV
* Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
* Brief Description of Approach to Work (if required by the TOR)

**BREAKDOWN OF COSTS[[1]](#footnote-1)**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

1. **Breakdown of Cost by Components:**

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| **Cost Components** | **Unit Cost** | **Quantity** | **Total Rate for the Contract Duration** |
| 1. **Personnel Costs** |  |  |  |
| Professional Fees |  |  |  |
| Life Insurance |  |  |  |
| Medical Insurance |  |  |  |
| Communications |  |  |  |
| Land Transportation |  |  |  |
| Others (pls. specify) |  |  |  |
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| 1. **Travel[[2]](#footnote-2) Expenses to Join duty station** |  |  |  |
| Round Trip Airfares to and from duty station |  |  |  |
| Living Allowance (N/A) |  |  |  |
| Travel Insurance (N/A) |  |  |  |
| Terminal Expenses (N/A) |  |  |  |
| Others (pls. specify) (N/A) |  |  |  |
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| 1. **Duty Travel** |  |  |  |
| Round Trip Airfares (N/A) |  |  |  |
| Living Allowance (N/A) |  |  |  |
| Travel Insurance (N/A) |  |  |  |
| Terminal Expenses (N/A) |  |  |  |
| Others (pls. specify) (N/A) |  |  |  |

1. The costs should only cover the requirements identified in the Terms of Reference (TOR) [↑](#footnote-ref-1)
2. Travel expenses are not required if the consultant will be working from home. [↑](#footnote-ref-2)