



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16.01.2020

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**Country: Djibouti**

**Description of the assignment:** Civil Engineer

**Project name:** Construction Activities related to ongoing UNDP Projects

**Period of assignment/services (if applicable):**

- As indicated in Annex 1 (term of reference)

Any request for clarification must be sent in writing, by e-mail: [proc.dji@undp.org](mailto:proc.dji@undp.org) please indicate "IC-Civil Engineer" in the subject line

UNDP Djibouti Procurement 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.

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### 1. BACKGROUND

The Country Office is having one ongoing civil Works project and working on need assessment as well as support to national partners in areas related to improvement of infrastructure and rehabilitation of facilities, the Civil Engineer will be part of operation team supporting the projects at all stages from providing assessment, guidance to supervising of construction works and site visits

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

**Summary of key functions and expected results:**

1. Support implementation of engineering strategies.
2. Ensures construction works are supervised and monitored.
3. Ensures collaboration with the relevant institutions involved in engineering processes.
4. Facilitation of knowledge building and knowledge sharing

**1. Support implementation of engineering strategies.**

- Full compliance with UN/UNDP rules, regulations, policies and strategies;

- coordinates the engineering services process in the country office;
- Constant monitoring and analysis of the operating environments, timely readjustment of the operations, advice on legal considerations and risk assessment that impacts on engineering services;
- Reviews request for new constructions and rehabilitation works, carry out assessments and prepare the follow up action plan with recommendations

**2. Ensures construction works are supervised and monitored**

- Conducts site visits to different locations and constructions sites and ensures that works are properly implemented in accordance with BoQs, plans and schedules and up to the standards;
- Expedites implementation of constructions and rehabilitation projects
- Ensures that technical documentation on the construction site is maintained in accordance with relevant national laws and standards and contract for works;
- Sign off the final handover documentation upon completion of all construction works;

**3. Ensures collaboration with the relevant institutions involved in engineering processes.**

- Establishment of collaborate arrangements with partners on engineering services;
- Conduct pre-bidding process to establish roaster of competent contractors in the country

**4. Facilitation of knowledge building and knowledge sharing**

- Synthesize lessons learned and best practices in management of engineering processes.
- Synthesize best practices on construction project management,
- Support National Partners in handling construction/Rehabilitation projects.

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

I. Academic Qualifications:

- University degree in Civil Engineering.

II. Years of experience:

- Minimum 5 years of professional experience in the relevant field of civil engineering, especially in preparation of construction technical documentation; and Structural design;
- Experience in working in housing/civil works, particularly in the field of construction technical project documentation development as well as construction supervision;
- Working experience within the area of preparation, implementation and monitoring of technical/(re)construction projects; methodological and calculation skills;
- Knowledge of UNDP/intentional organisations' procurement rules- previous engagement is an asset.
- Excellent and proven experience in dealing with contractors and local partners.
- English and local language.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and
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III. Competencies:

- Leadership: Takes responsibility for and ensures high quality of own work
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- Innovation: Assesses work with critical eye
- Communication: Reliably and consistently interprets information and instruction correctly
- Delivery: Meets goals and timelines for team deliverables

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit – by email to [proc.dji@undp.org](mailto:proc.dji@undp.org) - the following documents/information to demonstrate their qualifications:

1. Proposal: Explaining why they are the most suitable for the work
  2. Offeror's letter to UNDP confirming interest and availability for the individual contractor (ic) assignment. Using the attached Form
- Personal CV including past experience in similar projects and at least 3 references

#### 5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount for initial period of 3 months, Payments shall be on monthly bases, based upon output, i.e. upon delivery of the services specified in the TOR. 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). Please use the attached form

#### 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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 points*

- Criteria A : Academic Qualification (20 points)
- Criteria B ; Years of experience with relevant to the scope of works and required competencies (15 points)
- Criteria C: Proven experience in housing and structure design. (20 Points)
- Criteria D: compliance with language requirement (French, English and at least one local language ) (15 points)

*\* Financial Criteria weight; 30 points*

*Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation*

**ANNEXES:**

- **OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**
- **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**  
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>