

## **Terms of Reference**

**National or International consultants: National**

**Description of the assignment (Title of consultancy): Supervision for the refurbishment of office space, site engineer**

**Period of assignment/services: 6-8 weeks.**

### **1. Background**

UNDP started to implement the new country programme (2018 -2022) in Myanmar. The country programme has two main outcomes – governance and sustainable peace, and sustainable and inclusive growth. Both outcomes are closely aligned with national priorities and the MSDP, which in turn is inspired by the 2030 Agenda and the 17 Sustainable Development Goals (SDGs).

To fulfill its mandate, UNDP Myanmar should ensure a better working environment provided to all staff where optimum office space is utilized with adequate equipment/furniture for staff best performance. In view of these factors, it is required for the UNDP Myanmar office to complete the office renovation in Country Office with the proper layouts with standard office furniture for reception, walkways corridors and office rooms.

In order to complete the above arrangement in time, the office has selected a company to provide necessary renovation services through a competitive procurement process.

This assignment is to supervise the work of refurbishment contractor covering the scope as mentioned below in point 2.

### **2. Scope of work, responsibilities and description of the proposed analytical work**

Under the direct supervision of the Head of Common services, the candidate will be responsible for carrying out the following functions and tasks:

- 1- Be present on site on daily basis;
- 2- Managing the overall project ensuring adequate and timely monitoring, supervision of construction works for maintaining highest quality standards and timely completion
- 3- Arranging/conducting of coordination meetings with the service provider and UNDP
- 4- Provide guidance to the contractor;
- 5- Ensure that the quality of applied works is according to the specifications;
- 6- Checking/verification of invoices of contractor- checking and taking necessary measurements to ensure that the claimed amount corresponds to actual executed works
- 7- Facilitating the final inspection of completed works
- 8- Plan tasks ahead of time and communicate them to UNDP;

9- Prepare progress reports and project's completion percentages; - Take relevant pictures and document work progress.

- **Provide supervision & monitoring of all sub-contractors contracted for building renovation project by the UNDP and assist in the management of other third-party vendors contracted by the UNDP, to ensure that services are delivered consistent with overall requirements of building renovation.**
- **Regular detailed reporting to Head of Common services on progress of work and any possible problem.**
- **Daily visual inspection of work.**
- **Identifying defects on constructive and finding solutions to rectify/resolve them.**
- **Monitor and verify materials delivered at site.**
- **Ability to adhere to strict deadlines.**
- **Participate in assessment of contractors work performance and evaluation of renovation /construction project.**
- **Measuring and sampling materials for quality control checks.**
- **Support to UNDP team to provide facts and figures wherever required.**
- **Undertake any other project- related for the successful implementation of the project assigned by Head of Common services or Team Leader- Programm Support Unit.**

### **3. Institutional arrangements**

The consultant will report to and work closely with the Head of Common services, under the supervision of Team Leader- Programm Support Unit

### **4. Duration of work**

The tasks will require approximately 6 to 8 weeks..

### **5. Duty station**

The Consultant will report to the duty station in UNDP, Nat Mauk Road, Yangon as per a set timetable and agreement with supervisor.

### **6. Requirements for experience and qualifications**

#### I. Academic Qualifications:

University degree in Civil/ Mechanical Engineering, Public Works or any equivalent degree.

#### II. Years of experience:

Minimum 3 years' experience working as an Infrastructure Engineer/Architectural engineer.

III. Competencies:

- Professionalism; Communication; Coordination; Teamwork;
- Initiative in suggesting innovative research and to advance knowledge development;
- Excellent analytical and communication capacity;
- Ability to work under pressure to meet tight deadlines; •
- Solicit input and willing to learn from others;
- Excellent command of English and Myanmar language.

**7. Scope of Price Proposal and Schedule of Payments**

The payment will be on monthly basis based on completed services.

**9. Criteria for selection of the best offers**

This section should indicate all the criteria which shall serve as basis for evaluating offers, which may be done in either of the following manner:

- a) Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><i>Technical Competence</i></b>	<b>70%</b>	<b>100</b>
Academic Qualifications (relevant) University degree in Civil Engineering: 15 points Specialty in Architectural works : 10 points		25
Years of Relevant Experience 3 years: 30 points  1 additional point for each extra year		35
<b>Technical Experience</b> Experience in projects related to designing : 20 points Experience in construction supervision: 20 points		40

<b><i>Financial (Lower Offer/Offer*100)</i></b>	<b><i>30%</i></b>	<b><i>100</i></b>
<b><u>Total Score</u></b>	Technical Score * 0.7 + Financial Score * 0.3	

b) Lowest price method – where the award will be made to the qualified/responsive individual who offered the lowest price.