



Empowered Lives.  
Resilient Nations.

**Terms of Reference**  
**Ref: PN/FJ/011/20**

<b>Consultancy Title:</b> National Civil Engineer Support Consultant
<b>Project Name:</b> VCAP 2 PPG
<b>Duty Station:</b> Vanuatu
<b>Type of Contract :</b> National Consultancy
<b>Duration of the Contract:</b> This consultancy will be for 60 working days commencing in February - December 2020. The consultant will be expected to travel out to the outer islands of Port Villa.
<b>Consultancy Proposal (CV &amp; Financial proposal Template ) should be uploaded on UNDP Jobshop website (<a href="https://jobs.undp.org/cj_view_jobs.cfm">https://jobs.undp.org/cj_view_jobs.cfm</a>) no later than, 17<sup>th</sup> Feb 2020 (Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to <a href="mailto:procurement.fj@undp.org">procurement.fj@undp.org</a>. UNDP 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. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.</b>
<b>NOTE:</b> <b>Proposals must be sent through UNDP job shop web page. Candidates need to upload their CV and financial proposal - using UNDP template</b> <b><a href="#">Only shortlisted candidates will be contacted</a></b>
<i>If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.</i>

<b>Objectives:</b> The In-country Civil Engineer Support Consultant will be part of the GEF PPG team and will work to support the International Civil Engineer and guided by the PPG Team Leader. He/She will be work with the PPG Team in the scoping and development of activities related to Output 1.3.2 which is focused Improved resilience through climate proofing of selected public conveyance, water provision infrastructure and evacuation facilities in the coastal zone in priority communities within. He/she as the expert present in the country will provide sound technical advice and ideas to the Civil Engineers on what would work best or not. He/She will also be working very closely with the In-country Coordinator in organising in-country consultation and site visits during the PPG mission period.  The consultant will also be required to provide timely input (as part of a review process) into the finalizing of the ProDoc and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation.
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<b>Background</b>  The Commonwealth Vulnerability Index ranks Vanuatu as one of the world's most vulnerable countries due to its high exposure to natural disasters, scattered island geography, narrow and economic base, inadequate communication and transportation networks and limited capacity to cope with disasters including climate change. With mostly volcanic islands, human settlements are found mostly along the coastlines and this region is a primary focus in efforts to build climate resilience. Vanuatu's National Adaptation Program of Action (NAPA) include specific measures focused on the coastal zone such as the promotion of community-based marine resource management and integrated coastal zone management.
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To better adapt to the impacts of climate change, the government launched the project “Adaptation to Climate Change in Coastal Vanuatu” (VCAP) in November 2014. The was project funded \$8.030 million grant from the Least Developed Countries Fund of the Global Environment Facility (GEF) and was implemented by UNDP. The project was implemented in 6 provinces of Vanuatu covering at least 5-6 communities in each province to improve their resilience to climate change, to sustain their livelihoods, improve food production and preserve/improve the quality of life.

The interventions of the V-CAP project had ranged from the following:

1. The climate proofing of public conveyance infrastructure such as river crossing bridges, roads and pedestrian walkways and tracks to facilitate access needs to population centers, health facilities, markets and schools for children regardless of weather conditions.
2. The climate proofing of existing Provincial/Area Council offices as shelters during natural disasters for 8 island communities. These also included training and equipping of existing resource personnel to respond to climate disaster needs.
3. The extension of agricultural services in order to facilitate the demand for food supply as a result of growing population in the outer islands and the increasing disease and pests in subsistence crops. These included the setup of nurseries and model farms in 7 island communities to supply climate resilient crops. In addition, these communities were also trained and provided farming materials to allow them to be self-sufficient. Similarly, livestock management trainings were conducted, and start-up of livestock initiatives were provided to more than 1,000 local farmers to generate further household incomes opportunities and create employment.
4. The development of Upland Management Action Plans to address sustainable farming practices, land erosion and water security in 9 island communities. This also included the planting of vertiver grass and plants in coastal eroding hotspots and replanting of native trees and water catchments areas. In addition, water tanks and gravity feeders were installed on Torres and Epi island communities which often are affected the most during the drought seasons.
5. The development of Disaster Plans in 1 District, 3 Area Councils and 9 communities to be able to address disaster risk events accordingly.
6. The successful setup of Integrated Weather Forecasting and Automated Weather Stations in the 6 provincial sites to allow a systematic analysis and predictions of climate-related events such as cyclone, storms, drought etc in order for communities to prepare beforehand.

With V-CAP completed in 2019, the government had expressed its intention to implement a phase II of V-CAP. Its decision is based on the positive outcome and contribution of V-CAP project in the local communities and the level of assistance to Vanuatu Government sectors which have benefited greatly from its interventions in the project sites in Vanuatu. A funding of \$US 12 million was approved by GEF in November 2019 and will therefore be focusing on upscaling the successful interventions of the earlier V-CAP work.

#### **Scope of work/Expected Output**

A team of consultants are being gathered to work with the Vanuatu government in developing the V-CAP II Project Document for the upcoming GEF submission in November 2020.

Specific to the work of the consultant he/she will be expected to conduct the following:

- a. Work with the PPG Team in the submission of a detailed methodology and work plan.
- b. Work with the PPG team to ensure that all project components specific to his/her technical expertise are technically sound and cost effective in the final draft ProDoc. The consultant should help identify suitable, low-cost and low-maintenance options for secondary transport infrastructures in the outer rural islands of Vanuatu. These infrastructures include roads, bridges, footpaths or other secondary modes of transport that provided linkages between communities to various services or markets. The setting up of these infrastructures will modify the vulnerability of the communities by minimizing their exposure to water related damages and will enable communities to continue to use the infrastructures for an increased period of time (whether road or pedestrian crossings) even in times of extraordinary rain and flooding (within safety considerations).
- c. Provide specialised support to undertake a comprehensive stakeholders and capacity assessment work in order to contribute and provide technical advice on component 1.3.2 of the PIF in project formulation focusing specifically on climate proofing of selected public conveyance, water provision infrastructure and evacuation facilities.
- d. Working with the PPG Team, PWD and Department of Local Affairs (DLA) stakeholders to conduct the following: finalise the designs and drawings of those selected public conveyance, water provision infrastructure and evacuation facilities for the project to consider, define detailed scope of work and material specifications. The blue

prints of the drawings and designs must be provided as Annexes to the submission of the ProDoc. The design should also be in accordance with best engineering practices, standard codes to address the climate threats and its impacts.

- e. Coordinate and conduct site visits and work with PWD and other key stakeholders on desirable and undesirable items for climate proofing of selected public conveyance, water provision infrastructure and evacuation facilities.
- f. Review and assess technical design of existing infrastructure or documents for construction interventions, providing substantive technical inputs and quality assurance where required.
- g. Work with the International Civil Engineer to ensure that components addressing climate proofing of infrastructures are well presented in the PIF that will be presented during the validation stage to the stakeholders.
- h. Contribute to the preparation of the inception report with specific focus on climate proofing of selected public conveyance, water provision infrastructure and evacuation facilities.
- i. Analyse and compile a report of the project baseline in terms of existing infrastructures etc and the gaps and opportunities for project to address.
- j. Work with the gender specialist to ensure that findings from the gender analysis work is meaningfully integrated into the design of activities focused on improving lives of people through on improved infrastructures and accessibilities.
- k. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;
- l. Contribute to the work and write up tasked by the team leader to fully prepare component 1.3.2 of the ProDoc.
- m. Assist in the facilitation of consultative meetings with local government, provincial and community stakeholders to assist project definition in collaboration with other partners
- n. Support the Team Leader in organising and provide support in facilitating inception, consultation and validation workshops. Active participation in workshops.

#### Key Deliverables

	Required Action	Deliverable	No. of Days
1	Signing of Contract	Signed contract	1
2	Prepare a detailed assignment workplan based on a completed integrated overall workplan to submit to the project team leader to consolidate.	Finalized workplan	2
3	Prepare assessment report of those infrastructure that needs rehabilitation/construction interventions including drawings, budget and bill of quantities. This will be based specifically for those sites that have been finalized for the project implementation. The documents provided will be used as Annexes to the final Project Document	Assessment report and attached draft drawings, budget and bill of quantities	18
4	Report on the final assessment/verification of the technical design. Finalise designs of selected public conveyance, water provision infrastructure and evacuation facilities for the project to consider, define detailed scope of work and material specifications.	Finalised designed of selected infrastructures	21
4	Contribution to the development of the Inception and Validation Report.	1 pager summary of comments and feedback from the inception workshop meeting specific to civil works and infrastructure  1 pager summary of comments and feedback from the validation workshop meeting specific to civil works and infrastructure	2  2
5	Contribution in preparing the various sections of the UNDP/GEF ProDoc focusing on climate proofing of infrastructure and facilities.	First draft Project Document focusing on civil works, infrastructure and other facilities.	5

6	Prepares Terms of References (ToR) for detailed design for reconstruction/ rehabilitation of structures for those identified sites.	Finalised TORs	9	
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### Supervision/Reporting

Overall the consultant will be monitored, overseen and supervised by **VCAP II PPG In-country Coordinator**. He/She is expected to work very closely with the International Specialist (IS). All deliverable reports are to be discussed with IS before being submitted to UNDP.

The consultant is also expected to provide for his/her own laptop. He/she is expected to inform UNDP immediately in writing if he/she is unable to meet deliverables of this consultancy.

### Requirement for Qualifications & Experience

#### Qualifications:

- Minimum Bachelor's degree or higher in a relevant field, such as Civil Engineering

#### Experience:

- Professional licensure in areas of civil or structural engineering Minimum 5 years of demonstrable experience in the technical area in building construction, supervision and quality assurance
- Experience in assessing designs and construction of civil infrastructure,
- Good knowledge and understanding of the National and Provincial Public work modalities and by-laws regulating the construction of public facilities, technical regulations, general and special technical conditions and professional codes
- Proficiency using AutoCAD

#### Language Requirements:

- Fluency in written English is essential and must also be able to speak Bislama

### Payment Schedule:

The following payment schedule is proposed:

Deliverable	No. of Days	% Payment	Deadline
Signed contract	1	10	February 2020
Finalized workplan	2	10	March 2020
Assessment report and attached draft drawings, budget and bill of quantities	18	30	May 2020
Finalized designed of selected infrastructures	21	20	July 2020
1 pager summary of comments and feedback from the inception workshop both at national and provincial level meeting specific to civil works and infrastructure	2	10	March 2020
1 pager summary of comments and feedback from the validation workshop meeting specific to civil works and infrastructure	2	5	August 2020
First draft Project Document focusing on civil works, infrastructure and other facilities.	5	10	July 2020
Finalized TORs	9	5	August 2020
Total	60	100	

### Evaluation

#### Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer

has been evaluated and determined as:

- a) responsive/compliant/acceptable
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
<b>Qualification</b>		
<ul style="list-style-type: none"> <li>▪ Bachelor's degree or higher in a relevant field, such as Civil Engineering</li> </ul>	5	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Professional licensure in areas of civil or structural engineering</li> </ul>	10	
<ul style="list-style-type: none"> <li>• Minimum 5 years of demonstrable experience in the technical area in building construction, supervision and quality assurance</li> </ul>	10	
<ul style="list-style-type: none"> <li>• Experience in assessing designs and construction of civil infrastructure</li> </ul>	10	
<ul style="list-style-type: none"> <li>• Good knowledge and understanding of the National and Provincial Public work modalities and by-laws regulating the construction of public facilities, technical regulations, general and special technical conditions and professional codes</li> </ul>	10	
<ul style="list-style-type: none"> <li>• Proficiency using AutoCAD</li> </ul>	10	
<ul style="list-style-type: none"> <li>• Demonstrated experience on working with stakeholders in the government</li> </ul>	10	
<b>Competencies</b>	5	
<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills in English;</li> <li>• Evidence of good communication skills and team work</li> </ul>		
<b>Technical Criteria</b>		<b>70%</b>
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>

#### Proposal Submission

Offerors must send the following documents.

**1) CV including names of at least 3 referees**

**2)Cover letter setting out:**

A statement of how the applicant meets the qualifications and experience requirements.

**3)Completed template for confirmation of Interest and Submission of Financial Proposal**

Consultant must send a financial proposal based on Professional Fees payment and any other cost associated with undertaking this consultancy. In country travel arrangements to the outer island will be organized by UNDP. In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket should there be any in-country travel.

*The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website ([www.pacific.undp.org](http://www.pacific.undp.org))*

Consultancy Proposal (CV & Financial proposal Template ) should be uploaded on UNDP Jobshop website ([https://jobs.undp.org/cj\\_view\\_jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm)) no later than, 17<sup>th</sup> Feb 2020 (Fiji Time). Any proposals received after this date/time will not be accepted

Any request for clarification must be sent in writing, or by standard electronic communication to [procurement.fj@undp.org](mailto:procurement.fj@undp.org). UNDP 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. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

*Women candidates are encouraged to apply*