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Terms of Reference Individual Consultant: Engineer/Architect

I. Assignment Information
<p>Consultant: Engineer/Architect Project Title: Resilient Recovery Programme in The Bahamas Post Dorian Hurricane Duty Station: Abaco and Grand Bahama, Bahamas Starting Date: June 2020 Duration of the consultancy: 3 months upon contract signature with possibility of extension Number of Positions: Abaco (1) and Grand Bahama (1)</p>
II. Background:
<p>On 1st of September 2019, Hurricane Dorian made landfall in The Bahamas as Category 5, leaving devastating loss of life and large-scale destruction of assets and infrastructure in its wake, especially on the northern islands of Abaco and Grand Bahama. The United Nations Development Programme (UNDP), through the “Resilient Recovery Programme in The Bahamas Post Dorian Hurricane” is supporting the Government and people of The Bahamas to recover in the aftermath of the hurricane. The Programme focuses on environment restoration through debris and waste management, livelihoods based on short-term interventions, recovery planning and housing sector rehabilitation underpinned by risk informed and resilient reconstruction.</p> <p>The Government of the Bahamas (GOB), through the Disaster Reconstruction Authority (DRA), has established offices in Abaco and Grand Bahama to manage, monitor and coordinate the implementation of the recovery activities following the impact of the hurricane including the Small Home Repair Programme (SHRP). The SHRP is aimed at facilitating the reconstruction and restoration of houses in the affected areas. In addition, UNDP will support “build back better” (BBB) reconstruction through the deployment of Technical Assistance Centres (TACs) in the affected islands.</p> <p>In addition to being an information hub to aid resilient reconstruction, the TACs will support the DRA in extending the Small Home Repair Programme to potential beneficiaries in the affected areas, by visiting the respective communities and ensuring that residents are provided with requisite information and access to registration. The services of other key agencies such as the Department of Inland Revenue Department, Ministry of Social Service, Ministry of Public Works and the Bahamas Customs Department will also be provided on a rotational basis through the TAC.</p>
III. Scope of Work
<p><u>Overall Objectives of the TAC</u></p> <p>The TACs will serve the urgent needs of the impacted communities through visits across the islands in order to provide technical assistance and advice consistent with the with the recovery and reconstruction goals of the GOB. The overall objectives of the TACs are to:</p> <ul style="list-style-type: none"> ○ improve the quality of reconstruction through effective community outreach, by providing convenient access to free technical advice (detailed designs will not be provided) by physically visiting each impacted community; ○ guide and advise resilient practices in construction and especially roof repairs; ○ provide guidance on the building permit process;

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- provide advice on the supply chain for building materials;
- provide guidance on financial and other resources available to assist home or business repairs through Government programs including the DRA's Small Home Repair Program, application for VAT and customs duty exemptions via Department of Internal Revenue, Small Business Development Centre grants and programs available through Department of Social Services;

TAC Services & Tasks

Technical advisory services, including:

- General technical advice on design, repairs and reconstruction works, building code, approval processes and technical resources;
- Assistance in application for site inspection, technical assessment of building damage;
- For repair works which meet the DRA Small Homes Repair Program grants of \$5000 or less, guidance with the preparation of work plans, cost estimates, materials selection and submission of permit application; and
- For other works beyond minor repairs, referral to engineering, architectural and technical services and contractors qualified for designing and undertaking works in accordance with code and the DRA's vendor list;
- Listing of other NGOs that might be able to assist with financial, material or labour support in the rebuild effort.

The TACs will be mobile and services provided to the communities by Recreational Vehicles (RVs).

Specific Duties of the Engineer/Architect

Working in collaboration with the DRA and under the supervision of the UNDP Programme Specialist, the TAC Engineer/Architect is required to perform the following tasks in support of on-going project activities:

- 1) Coordinate the day-to-day activities of the TAC(s) including but not limited to the services to be provided
- 2) Develop logistics of RV's work schedule within the island;
- 3) Support communication efforts to promote the presence of the TACs, the various types of assistance to be provided, and how residents can access that assistance;
- 4) Provide technical assistance on home construction/engineering to the island's residents;
- 5) Review plans for roofing repairs and installation in support of DRA;
- 6) Prepare weekly reports of activities;
- 7) Other TAC-related tasks, as necessary.

IV. Duration of the Consultancy

The duration of the consultancy is for 3 months from the date of contract issuance with possibility of extension.

V. Profile

- At least one (1) years' work experience in post-disaster settings;
- At least three (3) years' experience in housing construction or a similar field;
- At least one (1) year experience coordinating similar reconstruction projects

Qualifications and Experience

- Bachelor's degree in engineering, architectural design or related field;

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- Minimum of 3 years' experience in housing construction or similar field;
- Proficient with the following software: Word, Excel, PowerPoint. Proficiency with AutoCAD is desirable.
- At least one (1) year experience in a coordinating role would be an asset
- At least one (1) year experience in a post disaster setting.

VI. Experience and Qualifications

Education:	Bachelor's degree in engineering or architecture or related area of study
Required Experience:	<ul style="list-style-type: none"> • Minimum of 3 years' experience in housing construction or similar field; • At least one (1) year experience in a coordinating role would be an asset • Proficient with the following software: Word, Excel, PowerPoint. Proficiency with AutoCAD is desirable. • Experience in recovery processes is an asset; • Experience of work and coordination with national government actors and other partners in The Bahamas; • Excellent organizational skills; strong analytical, writing and communication skills; • Strong interpersonal and communication skills; commitment to teamwork • Able to work independently with no supervision • A valid of a current Bahamian Driver's License with a minimum of 5 years driving experience and willingness to drive an RV; • Ideally a resident of either Grand Bahama or Abaco, depending on location being applied for, but familiarity with roads and communities is a requirement;
Additional Capacity	<ul style="list-style-type: none"> • Demonstrates integrity by modeling UN's values and ethical standards; • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; • Ability to identify creative and practical approaches to overcome challenging situations; • Demonstrates team-building capacity including interpersonal and communication skills, and ability to cope with a difficult environment; • Consistently approaches work with energy and a positive and constructive attitude;

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	<ul style="list-style-type: none"> • Proven organizational and communication skills; • Capacity to work under pressure, manage stress and adapt to rapidly evolving situations; • Ability to work in a multicultural environment at the community level with sound understanding and capability to empower and develop the capacity of national counterparts.
Language Requirements:	<p>Fluency in written and spoken English</p> <p>Proficiency in French Creole is an asset.</p>

VII. Competency requirements and Education

Technical/Functional

The individual must fulfil the minimum requirements hereunder:

- Education and experience: refer to VI (Education and Experience)
- Language: refer to VI (Language requirements)
- Ability to use social media will be an asset

Core Competencies include:

- Effective interactive communication
- Client service and people oriented
- Initiative
- Creative thinking
- Relationship/network building
- Teamwork and cooperation
- Adaptability
- Effective time management and ability to work within tight deadlines

VIII. Institutional Arrangement

The consultant will work under the oversight of the UNDP Resident Representative and under direct supervision of the UNDP Programme Specialist and in close collaboration with the Managing Director, DRA. The consultant is expected to travel to at least one community weekly to deliver the services of the TAC.

IX. Selection Criteria

A. Technical Qualifications = 70%

- Experience – 25%
- Proven coordinating skills – 20%
- Ability to drive RV- 20%
- Academic background – 25%
- Language – 10%

Criteria for Selection

The consultant's offer will be evaluated based on the following criteria:

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Combined Scoring method – the technical qualifications will be weighted a maximum of 70%, and combined with the price offer which will be weighted a max of 30%.

Only candidates obtaining a minimum of 49 points from technical qualifications will be considered to be evaluated for the financial criteria.

B. Financial Offer= 30%

X: Deliverables and Payments

Deliverables	Timeline	Payment Percentage
<ul style="list-style-type: none"> 1st Progress Report on project coordination, implementation and management 	Due on 30 th of each month beginning June 2020	20
<ul style="list-style-type: none"> 2nd Progress Report on project coordination, implementation and management 	30 th July	30
<ul style="list-style-type: none"> 3rd Progress Report on project coordination 	30 th August	30
<ul style="list-style-type: none"> Final Report, including Lessons Learnt and recommendations 	15th September	20

Approved by:

Date: 29-May-2020



Denise Antonio
Resident Representative, UNDP