



Terms of Reference

Ref: PN/FJI/059/20

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| Consultancy Title: Individual Consultant – 3D Visualization Designer |
| Unit: Resilience and Sustainable Development, UNDP Pacific Office, Fiji |
| Project Name: Tuvalu Coastal Adaptation Project (TCAP) |
| Duty Station: Home Based |
| Duration of the Contract: <ul style="list-style-type: none">✦ <u>Contract period</u> – 3 months with an average engagement of 15 days per month✦ <u>Commencement and end dates of assignment</u> – 30 July 2020 – 30 October 2020 |

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP Jobshop website (https://jobs.undp.org/cj_view_jobs.cfm?cur_rgn_id_c=RAS) no later than, 29th June 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 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.

NOTE:

Proposals must be sent through UNDP job shop web page. Candidates need to upload their CV and financial proposal -using UNDP template

Only shortlisted candidates will be contacted

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.

Objectives:

- To assist the Project Management Unit (PMU) to ensure that the coastal protection concept designs are conveyed to all stakeholders and the communities in a comprehensible and visual format.
- Provide easy to understand images and videos of the concepts and construction process for wider dissemination as posters, flyers as well as UNDP website and social media platforms.

Background

The Tuvalu Coastal Adaptation Project (TCAP), financed by the Green Climate Fund (GCF), was approved in June 2016 and the project implementation commenced in September 2017. The objective of the project is to enhance coastal resilience in Tuvalu by implementing a robust strategy of coastal measures in three of the country's nine islands and by building institutional and community-level capacities to prepare for the impact of increasingly intensive wave actions in the country.

Total funding for TCAP is US\$26M which is to be implemented over seven years, more details of the project can be found on <https://tcap.tv/>. In addition to capacity building and social safeguarding of the country, the majority of the funding will be spent on significant coastal protection works on three islands of the Tuvaluan group; Fongafale (at Tuvalu's capital, Funafuti), Nanumea and Nanumaga approximately 450km to the north west of Funafuti.

The preliminary coastal protection designs are in the final stages of development, with approval being given by the GCF, GoT, UNDP and the Kaupule of each island for the following concepts:

Funafuti: A substantial reclamation of lagoon sediments onto the foreshore of approximately 250,000m³ (700m x 90m x 2m average). A similar large reclamation project was undertaken by Hall Contracting in 2018 using a cutter suction dredge at the adjacent Queen Elisabeth Park which will border the project site on its western edge. Approved dredge areas have been sourced for the reclamation and are located within 0.5Nm of the site.

Nanumea: An approximate 1300m long Berm Top Barrier, BTB (similar to a sea dike) to be filled with locally sourced sand from deposits at the southern end of the island (maximum 3km haulage). The BTB are to be filled by buried geotextile mega-containers (Type T1-T3, approximately 20m length) to achieve an additional 2m in dune height. Works on Nanumea also include a 180m long Seabee sea wall made from imported concrete (assumed Fiji) precast units.

Nanumaga: An approximate 800m long Berm Top Barrier to be filled from locally sourced reef top dredge spoil. The dredge spoil will be surplus from excavations for a boat harbour on the island and will be uncrushed and ungraded.

It is assumed that working with a large dredge on the outer islands of Nanumea and Nanumaga would be prohibitive due to the small access channels to each island, no safe mooring of sufficient size and the steep drop-off from the reef edge making anchoring impossible. It is envisaged that the work would be done on-island with the manual filling of the Geotextile Containers to be undertaken with a drag pump (or similar), unless a contractor can find a more economical solution.

Conveying key messages about the project to key stakeholders, the community and the wider public will be key to the projects success and garnering further funding support. The United Nations Development Programme (UNDP), Pacific Office in Fiji is seeking an individual consultant who will assist the TCAP Project Management Unit (PMU) in developing 3D visualisations of the concept designs and the construction methodology for dissemination as project posters, flyers and online videos.

Scope of work/Expected Output

The successful individual consultant will be required to submit the following deliverables:

1. 3D render of each concept design (minimum of 3 views of each site)
2. Fly-through video of 3D render of each concept design
3. A video product that captures before and after the project intervention
4. Video of 3D render of construction techniques for each concept design
5. Ad-hoc 3D visualisations of coastal processes

Resources Provided

It is expected that the IC shall work from their home-base for the duration of their input and utilise tele-communication facilities to interact with the PMU team and other UNDP project teams.

Supervision/Reporting

The incumbent will be working with the PMU team, specifically the TCAP Coastal Engineer, the communications specialist and the chief technical adviser

They will be reporting to the Team Leader (RSDU) through the Project Manager and the TCAP Coastal Engineer.

Requirement for Qualifications & Experience

- 10+ years' experience in 3D visualisation of large construction projects
- Experience in 3D visualisation of coastal protection projects
- Minimum 5 years' experience in rendering of online videos and creation of SNS platform-specific content
- Fluency in written and spoken English is essential

Proposal Requirements

The following information are to be concisely provided by the applicant while bidding for the consultancy works:

Technical Proposal

- ✦ CV
- ✦ Examples of 3D visualisations and video of concept design and construction works.
- ✦ Examples of online content created for concept design and construction works.

Financial Proposal

- ✦ Lump sum financial proposal inclusive of all cost, including appropriate insurances
- ✦ Submission of hourly rate and approximate cost of supplying ad-hoc 3D visualisations and video content

Payment Schedule

| Deliverable | Percentage of Total Price (Weight for payment) | Due Date (indicative) |
|--|---|-------------------------------|
| 1. 3D render of each concept design (minimum of 3 views of each site) | 20% | 15 th August 2020 |
| 2. Fly-through video of 3D render of each concept design | 20% | 30 th August 2020 |
| 3. A video product that captures before and after the project intervention | 20% | 15 th Sept 2020 |
| 4. Video of 3D render of construction techniques for each concept design | 20% | 30 th Sept 2020 |
| 5. Ad-hoc 3D visualisations of coastal processes | 20% | 20 th October 2020 |
| Total | 100% | |

Evaluation criteria

The Consultant will be evaluated based on the qualifications and the criteria outlined in the “Requirements for Qualification & Experience” section. In addition, the consultant will also be evaluated on the following:

- Technical Criteria weighting – 70%
- Financial Criteria weighting – 30%;

The proposal with the highest cumulative scoring will be awarded the contract.

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.

Evaluation Matrix for both Technical & Financial proposals

| No. | Evaluation Criteria | Points | Percentage |
|------------|--|---------------|-------------------|
| | Technical Evaluation | | |
| 1 | At least a degree in 3D Visualization/Modelling, or graphics design | 15 | 15% |
| 2 | 10+ years' experience in 3D visualization of large construction projects | 20 | 20% |
| 3 | Experience in 3D visualization of coastal protection projects | 20 | 20% |
| 4 | Minimum 5 years' experience in rendering of online video's and creation of SNS platform-specific content | 15 | 15% |
| | Total – Technical Evaluation | | 70% |
| | | | |
| | Financial Evaluation | | |
| 1 | Lowest price | | 30% |
| | | | |
| | TOTAL | | 100% |

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.

3) Proposed Preliminary work plan (covering deliverables ,Key activities)

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.

Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.pacific.undp.org)

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Women candidates are encouraged to apply