



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: June 23, 2020

---

**REF No.: PN/FJI/061/20**

**Country:** Fiji

**Description of the assignment:** International Consultant on structural engineering to support construction activities in FSM and RMI.

**Project name:** Enhancing Disaster and Climate Resilience in the Republic of the Marshall Islands (RMI), and the Federated States of Micronesia (FSM) through Improved Disaster Preparedness and Infrastructure (EDCR Project), UNDP Pacific Office

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

45 working days (within the period of July – October 2020 in the country of residence of Consultant)

### **Application Process:**

Interested candidates need to apply online at [www.jobs.undp.org](http://www.jobs.undp.org) and upload requested documents (*Technical Proposal/Methodology, CV/P11 form, Offeror's Letter of confirmation and Financial Proposal*) in Part 6 of Procurement Notice **no later than end of July 7, 2020** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

UNDP Job Site – [https://jobs-admin.undp.org/cj\\_job\\_edit.cfm](https://jobs-admin.undp.org/cj_job_edit.cfm)

(cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (7 July , 2020) will not be given consideration.

Failure to submit the *Financial Proposal* by the deadline or without reference to the subject above will result in disqualification.

For more detailed information about UNDP Pacific please visit our website at <http://www.pacific.undp.org/> UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to [akmaljon.topivoldiev@undp.org](mailto:akmaljon.topivoldiev@undp.org), ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

## 1. BACKGROUND

The project aims to improve the capacity for preparedness and mitigation to man-made, geo-physical and climate-related hazards and to climate change impact. This initiative will be implemented in three countries: The Federated States of Micronesia (FSM), the Republic of the Marshall Islands (RMI), and Palau. The project will respond to Outcome 1 of the UN Pacific Strategy 2018 – 2022: By 2022, people and ecosystems in the Pacific are more resilient to the impacts of climate change, climate variability and disasters; and environmental protection is strengthened. The cooperation with the Government of Japan will contribute to achieving the goals of the Sendai Framework for Disaster Risk Reduction, elimination of threat to human security and protect gains of sustainable development. It is in line with the Japan Country Assistance Policy in these three countries and the priority areas: 1) Overcoming Vulnerability and 2) Environment and Climate Change.

In line with the overall outcome, the overall project goal is to effectively address the consequences of, and responses to, geo-physical and climate-related hazards to protect lives, sustain livelihoods, preserve the environment and safeguard the economy. The outcome will be achieved through 3 expected outputs:

1. Strengthened Disaster Communication and Climate and Tsunami Monitoring Systems, to be implemented in FSM, RMI and Palau.
2. Enhanced National and State Disaster preparedness capacity, to be implemented in FSM, RMI and Palau.
3. Enhanced Community Disaster and Climate Resilience through improved water and food resource management and inclusive livelihood diversification, to be implemented in FSM and Palau.

The project will be implemented by the UNDP Pacific Office in Fiji under the UNDP Direct Implementation Modality (DIM) and will be part of the Resilient and Sustainable Development team. The project includes the following civil work-related activities:

Country	Activity	Status
FSM	Expansion of the National Emergency Operations Centre (NEOC)	Under the procurement process of A&E design (Please see the <a href="#">procurement notice</a> for further information)
	Construction of Pohnpei State Emergency Operations Centre and a disaster warehouse	
	Water resources management (civil works) in Yap State	Under the procurement process (Please see the <a href="#">procurement notice</a> for further information)
RMI	Construction of NDMO/NEOC/disaster warehouse facility in Majuro	Under the procurement process of A&E design (Please see the <a href="#">the procurement notice</a> for further information)
	Construction of NDMO/NEOC facility in Ebeye	

## 2. FUNCTIONS/ SCOPE OF WORK

The Consultant will work for home-based from July to October 2020. S/he will report to the UNDP Project Manager and will perform the following functions:

### **1. RMI: Construction of NDMO/NEOC facility in Majuro and Ebeye (20 working days)**

In the capacity of UNDP Engineer, provide Independent technical expertise and support to the RMI Ministry of Works, Infrastructure & Utilities (MoWIU) in supervision of A&E design consultancy contract for construction of NDMO/NEOC facilities in Majuro and Ebeye including participation in development of tender documents.

Specific tasks include the following:

- As a technical expert and UNDP representative, provide quality assurance of the A&E design works;
- Participate in kick-off and weekly monitoring meetings with the A&E design consultancy company and relevant counterparts;
- Verification and certification of reports, completed volume of works and invoice documents to process interim and final payments;
- Monitoring implementation schedule of the design consultancy contract and provide timely recommended actions to follow the agreed deadlines;
- Technical support to the Project procurement team in development of tender documents for construction of NDMO/NEOC facilities; and
- Perform other tasks related to civil engineering that may be required by the project.

### **2. FSM: Civil works of water resource management in Yap State (5 working days)**

- As an evaluation team member in the tender for civil works implementation (water resources management) in Yap State, participate in the review and evaluation of the proposals received from the bidders.

### **3. FSM: Expansion of National Emergency Operation Center (NEOC) and construction of Pohnpei State Emergency Operations Centre (PSEOC) (20 working days)**

In the capacity of UNDP Engineer, provide Independent technical expertise in supervision of A&E design consultancy contract for expansion of National Emergency Operation Center (NEOC) and construction of Pohnpei State Emergency Operations Centre (PSEOC).

Specific tasks include the following:

- As a technical expert and UNDP representative, provide quality assurance of the A&E design works;
- Participate in kick-off and weekly monitoring meetings with the A&E design consultancy company and relevant counterparts;
- Verification and certification of reports, completed volume of works and invoice documents to process interim and final payments;
- Monitoring implementation schedule of the design consultancy contract and provide timely recommended actions to follow the agreed deadlines;

- Technical support to the Project procurement team in development of tender documents for expansion /construction of NEOC/PSEOC facilities; and
- Perform other tasks related to civil engineering that may be required by the project.

### 3. DELIVERABLES AND DEADLINES

Deliverables/condition for payment release	Timeline
RMI: 1 <sup>st</sup> Monthly Progress Report for RMI A&E Design and bidding documents for the construction of NDMO/NEOC facility in Majuro and Ebeye	31 July 2020
RMI: 2 <sup>nd</sup> Monthly Progress Report for RMI A&E Design and bidding documents for the construction of NDMO/NEOC facility in Majuro and Ebeye	31 August 2020
RMI: 3 <sup>rd</sup> Monthly Progress Report for RMI A&E Design and bidding documents for the construction of NDMO/NEOC facility in Majuro and Ebeye	30 September 2020
RMI: 4 <sup>th</sup> Monthly Progress Report for RMI A&E Design and bidding documents for the construction of NDMO/NEOC facility in Majuro and Ebeye	31 October 2020
FSM: Completed participation, review, certification of evaluation documents of the tender for civil works implementation (water resources management) in Yap State	30 September 2020
FSM: 1 <sup>st</sup> Monthly Progress Report for Expansion of National Emergency Operation Center (NEOC) and construction of Pohnpei State Emergency Operations Centre (PSEOC)	31 July 2020
FSM: 2 <sup>nd</sup> Monthly Progress Report for Expansion of National Emergency Operation Center (NEOC) and construction of Pohnpei State Emergency Operations Centre (PSEOC)	31 August 2020
FSM: 3 <sup>rd</sup> Monthly Progress Report for Expansion of National Emergency Operation	30 September 2020

Center (NEOC) and construction of Pohnpei State Emergency Operations Centre (PSEOC)	
FSM:  4 <sup>th</sup> Monthly Progress Report for Expansion of National Emergency Operation Center (NEOC) and construction of Pohnpei State Emergency Operations Centre (PSEOC)	31 October 2020

This is a lump sum that should include costs (honorarium, travel, DSA, visa, etc.) of consultancy required to produce the above deliverables.

#### 4. LOCATION OF WORK

Based on desk work in home-country of residence of Consultant, no travel is assumed.

#### 5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

<b>Education:</b>	<ul style="list-style-type: none"> <li>At least bachelor's degree in structural engineering, architecture or related</li> </ul>
<b>Years of Experience:</b>	<ul style="list-style-type: none"> <li>At least 10 years of working experience in planning and implementation of civil works projects</li> <li>At least 5 years of experience in preparation of tender documents for civil works in developing countries</li> <li>Experience in disaster risk management works is an asset</li> <li>Experience of work in international organizations is an asset</li> <li>Experience working with government counterparts is an asset</li> <li>Experience of working in the Small Islands Developing States (SIDS) in the Pacific, specifically Micronesian countries is an asset</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>Fluency in written and spoken English is required</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>Solid experience in the usage of computers and office software packages as well as experience</li> <li>Excellent interpersonal and cross-cultural communication skills</li> <li>Knowledge and experience with development situation in the Pacific region, especially in the North Pacific/Micronesian countries.</li> <li>Excellent interpersonal and cross-cultural communication skills</li> <li>Ability to use information technologies as a tool and resource</li> <li>Commitment to UN values</li> </ul>

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

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex III)
2. **CV** with indication of the e-mail and phone contact, but successful consultant will be requested to submit filled in and signed a **Personal History Form** (P11 form) before contract issuance
3. Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 3 pages)
4. Financial Proposal using template provided.

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

## 7. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount. Payment will be made in lump sum in installments upon completion of the tasks/works indicated in the TOR and their acceptance by the Project Manager as well as submission of payment documents (PEF, CFP etc.). 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).

### Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel including visa cost. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 8. EVALUATION

Evaluation of the offers will be arranged according to Cumulative analysis.

*The award of the contract will 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 the set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight – 70%*

*\* Financial Criteria weight – 30%*

*Only candidates obtaining a minimum of 49 points for the Technical Criteria will be considered for the Financial Evaluation.*

Criteria	Weight	Max. Point
<b><u>Technical</u></b>	<b>70%</b>	<b>70</b>
• Relevant educational background, required working experience and language skills	15%	15
• Experience with development projects in the Pacific region, especially in the Pacific/Micronesian countries	15%	15
• Experience with International organizations and government counterparts	15%	15
• Proposed methodology on how the consultant will approach and complete the assignment	15%	15
• Sound knowledge of best international practices, standards and building codes	10%	10
<b><u>Financial</u></b>	<b>30%</b>	<b>30</b>

## 9. ANNEXES

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT INCLUDING FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)**