



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **30 June 2020**

Title of Consultancy: Individual Consultancy-Engagement of Geohydrologist/Hydrologist for Kasane Landfill

Country: Republic of Botswana

Description of the assignment: Engagement of Geohydrologist/Hydrologist for Kasane Landfill

Project name: Environment and Climate Change Response

Period of assignment/services: To be proposed by Consultant but not beyond 6 weeks

Proposals with reference should be submitted, “**INDIVIDUAL CONSULTANCY-ENGAGEMENT OF GEOHYDROLOGIST/HYDROLOGIST FOR KASANE LANDFILL.**” should be submitted no later than **13th July 2020 at 12:00Noon (Botswana Time)**,

To; procurement.bw@undp.org

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mailed to enquiries.bw@undp.org UNDP Botswana 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 the inquiry to all prospective facilitators.

NOTE: Consultancy firms/companies interested in applying for this assignment are free to do so provided they submit a CV of only one qualified consultant and present its bid in a manner that would allow for evaluation of the bid in accordance with the evaluation criteria specified in

these solicitation documents. That is, the experience required is that of the individual whose CV would have been submitted by the company rather than that of the company. Further, if the submitted bid wins, the ensuing contract will be between the UNDP and the company/firm, not the individual

1. BACKGROUND

The Kasane Landfill is located along the Upper Road, A33, the main road from the Kasane International Airport going through to Kazungula. The landfill can be viewed clearly from the road which is at approximately 200m from the landfill. It sits at 700m from the Chobe River and 200m from the Nyungwe Irrigation Scheme Park.

It should be noted that a landfill should not be located within 500m of a human consumption water source, area of human inhabitation or area used for arable farming. The location of the landfill, in relation to the Chobe river as well as other places such as the main road, shopping malls, bird breeding centre and the airport, poses economic, environmental as well as challenges to public acceptance among others. In order for the landfill to be better managed, and effectively run, and possibly relocated, certain data needs to be collected and analysed for the purposes of developing a strategy that will be utilized for the Kasane Landfill. This data collection will be undertaken over a period of at least 6 months to take into regard seasonal variations, waste type variations, and other operational and management practices of the landfill. For the purposes of this consultancy, groundwater monitoring wells up-gradient as well as down-gradient from the landfill will need to be installed to allow for testing of possible contamination by landfill leachate. Such data collection will also serve to inform management strategies for waste in other regions in Botswana.

2. COORDINATION IN IMPLEMENTATION OF THE KASANE LANDFILL PROJECT

The Department of Waste Management and Pollution Control (DWMPC) under the Ministry of Environment, Natural Resources and Tourism (MENT) as the authority for waste management, shall be the lead government entity. The Technical Working Group, a committee made up of government officials, private sector, Non-Governmental Organisations and the academia will strategically guide the project and make decisions. The Consultant will report to this committee for direction and oversight support.

3. SCOPE OF WORK

The Consultant will be responsible for determining location, designing and installing groundwater monitoring wells within 1km of the Kasane Landfill.

3.1 EXPECTED OUTPUTS AND DELIVERABLES

- a. Inception report including detailed methodology and work plan;
- b. Final report incorporating all comments brought forth by technical working group including details on installed groundwater monitoring wells.

3.2 MAIN TASKS TO BE EXECUTED

#	TASK	DELIVERY PERIOD
INCEPTION REPORT		To be submitted within 1 week of contract signing
1	Preparation and submission of Work Plan including <ol style="list-style-type: none">a) timelines and milestones;b) detailed methodology; andc) review of relevant literature.	
DRAFT REPORT		To be submitted within 4 weeks of contract signing
2	Identification and review of any data from existing groundwater monitoring wells. Determination of locations, depths and water levels for additional groundwater monitoring wells within 1km of landfill.	
3	Design and installation of new groundwater monitoring wells (2 down gradient and 1 upgradient) within 1km of landfill, 4-5m below water table using appropriate site investigation equipment. Installation of appropriate water level monitoring and recording instrumentation. Initial collection of groundwater samples from each	

	monitoring well.	
FINAL REPORT		To be submitted 6 weeks within contract signing
4	Preparation and submission of consolidated final report with lessons learned and recommendations for similar future exercises including comments raised by TWG. Also include the specifications of the groundwater monitoring wells.	

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

4.1 Education:

- a) Degree in environmental engineering/health/science or hydrology/hydrogeology or equivalent.
- b) 10 years proven experience related to waste management, regionally or internationally, specifically on landfills.
- c) Registration with professional bodies.

4.2 Competencies:

- a) Strong analytical, writing and communication skills.
- b) Ability to prepare publications, reports and presentations.
- c) Ability to work with a multidisciplinary and multicultural team.
- d) Strong motivation and ability to work and deliver under short deadlines.
- e) Focus on impact and result for the client and ability to respond positively to critical feedback.
- f) Ability to work independently with little or no supervision.
- g) Familiarity with government processes is strongly desired.

4.3 Experience:

- At least 3-5 years of experience in landfill management systems.
- Immense technical knowledge of international best practice on landfill groundwater monitoring.

- Demonstrate experience in undertaking similar assignments.
- Knowledge of Botswana's Guidelines for Disposal of Waste by Landfill (desirable)
- Knowledge of Botswana's waste management strategy and Integrated Waste Management Policy is desirable.
- Experience in dealing with national experts and institutions.
- Exposure to environmental issues is desirable.
- Sound understanding of key software packages (MS Office)
- Fluency in written and spoken English

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants/Experts must submit the following information to demonstrate their suitability for the Consultancy:

3.1 TECHNICAL PROPOSAL

The technical proposal should include the following:

- a) Personal CV of consultant and an outline of recent experience on assignments of a similar nature including at least 3 referees with their contact details.
- b) The consultant's interpretation and demonstrated understanding of the assignment. Including a clear data collection programme and duration of the programme.
- c) A brief methodology on how they will approach and conduct the work.
- d) Offeror's letter to the UNDP confirming interest and availability for the contract assignment

3.2 FINANCIAL PROPOSAL

- a) The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.
- b) 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 professional fees, travel, per diems, accommodation, and number of anticipated working days).

- c) All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the Expert/Individual Consultant 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.

Travel

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6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined 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 70% point would be considered for the Financial

Criteria	Weight
<u>Technical Evaluation</u>	
Criteria A: Relevant Qualifications	YES/NO
Criteria B: Adequate work and/or professional experience	YES/NO
Criteria C: Complete Consultancy package submitted (Technical and Financial Proposal)	YES/NO
Criteria D: Context - Knowledge of landfill groundwater management in the region and internationally	30
Criteria E: Relevant Professional /Work Experience - Relevant work experience in landfill groundwater monitoring and management	30
Criteria F: Methodology/Approach Demonstrated understanding of the assignment; Response to the terms of reference and methods of implementing actions.	30
Criteria H: Presentation & Packaging – good writing, interpretation and communication skills.	10

Payment Milestones

The contract will be performance-based. Payments will be made against the following deliverables:

%	Milestone
0%	Inception report
60%	Draft report
40%	Final report