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Resilient nations.

Terms of Reference

GENERAL INFORMATION

Title: Infrastructures Reconstruction Supervision Support Specialist

**Project Name: Sulawesi / Lombok Programme for Earthquake and Tsunami Infrastructure
Reconstructive Assistance (PETRA)**

Reports to: Resident Engineer PETRA Palu

Duty Station: Palu

Expected Places of Travel (if applicable): N/A

Duration of Assignment: 225 working days within November 2020 – August 2021

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
3	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or P11
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

partial (explain)

Intermittent (explain)

full time/office based (needs justification from the Requesting Unit)

The consultant will be based in UNDP Palu Office within 9 months' period of contract, the consultant will work in line with **Sulawesi / Lombok Programme for Earthquake and Tsunami Infrastructure Reconstructive Assistance (PETRA)** Project time line activities and might not be sequential also often following dynamic the characteristic of Project and Programme thus the consultant need to harmonize his/her service with the emerging and relevant priorities.

Provision of Support Services:

Office space: Yes No

Equipment (laptop etc.): Yes No

Secretarial Services Yes No

If yes has been checked, indicate here who will be responsible for providing the support services:
PETRA Project Assistant

I. BACKGROUND

The two major disasters in 2018, earthquake, tsunami and liquefaction ravaged Central Sulawesi and West Nusa Tenggara (NTB). Particularly, the liquefaction affected Palu and caused approximately 10,000 people lost their homes. Hundreds of thousands of people lost their jobs and livelihood options. Disasters triggered by the earthquakes, tsunami and liquefaction caused substantive damage to community infrastructures, including buildings, roads, bridges, market facilities, and irrigation canals. The damaged infrastructures became almost non-operational, prompting the risk of migration for affected communities.

To accelerate rehabilitation and reconstruction process in both areas, UNDP is implementing the Sulawesi/Lombok Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance (PETRA). The goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces. It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for affected communities, while, at the same time, enhancing resilience to future shocks in both provinces. It will be guided and informed by the post-disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans. Beyond the immediate humanitarian and relief assistance, the KfW and UNDP has initiated engagements with national and local governments to support of Central Sulawesi and NTB's recovery efforts. Key government partners include BNPB, BAPPENAS, Ministry of Finance, Ministry of Public Works, the Provincial governments of Central Sulawesi and NTB, and the local governments of all ten districts and cities impacted by the disasters. PETRA will deliver two outputs, namely: (1) Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services; and (2) Rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLE

The Infrastructures Reconstruction Supervision Support Specialist will be appointed to support PETRA Project providing his/her technical expert to supervise the process of infrastructure reconstruction in Palu, Sigi, Donggala and Parigi Moutong for Output 1. S/he will report directly to the Resident Engineer – PETRA Central Sulawesi, and within the oversight of National Project Manager. Expected scope of works/activities are:

- Building strong partnership and collaboration with local government, beneficiaries, consultants and contractors for amity and resources mobilization pertaining to infrastructure reconstruction program
 - Facilitating UNDP's consultants and contractors to coordinate with local government about infrastructure reconstruction and implementation plan.
 - Supporting synchronization of targeted infrastructure program with local government's infrastructure policies
- Facilitation of construction activities for the implementation of field-based activities
 - Assisting to manage the contractor's mobilization to all targeted locations
 - Supporting the consultants and contractor's mobilization to achieve its compliances target and results based on its work plan and proposal.
 - Facilitating UNDP's consultants in evaluating work plan and analysing local resources and conditions in targeted areas.
 - Assisting in prioritization on implementation of targeted areas.
 - Facilitate the UNDP's consultants and contractors to coordinate and build relationship with targeted communities.
- Conducting construction monitoring and supervision
 - Conduct an assessment in the area of construction and explore livelihoods opportunities related to recycling and re-use of materials.
 - Ensuring Environmental and Social Management Plans (ESMPs) are applied in the

construction process.

- Conducting construction progress reporting
 - Conducting data collection of construction progress of targeted infrastructures and related information of subprojects and their surroundings.
 - Produce subproject progress report, at least for biweekly period.
 - Performing other related duties of coordination with other PETRA's project component
- Expected Outputs and Deliverable

Deliverable/Outputs	Target Due Dates	Review and Approvals	Working Days
1 st deliverable: Progress report of: - Sub-structure and Foundation work of ITB 003 Construction of Facilities at Two Hospitals in Palu and Sigi - Preparation work of ITB 004 Construction of Facilities at Two Landfills in Palu and Donggala	November 2020	Resident Engineer	25 working days
2 nd deliverable: Progress report of: - Upper-structure work of ITB 003 Hospitals - Mobilization of ITB 004 Landfills - Preparation work of ITB 005 Construction of Health and School Facilities in Palu, Sigi, Donggala and Parigi Moutong	December 2020	Resident Engineer	25 working days
3 rd deliverable: Progress report of: - Ground Floor Architectural works of ITB 003 Hospitals - Earth Works and Building Foundation works of ITB 004 Landfills - Mobilization and Sub-structure works of ITB 005 Schools and Puskesmas	January 2021	Resident Engineer	25 working days
4 th deliverable: Progress report of: - Upper Floor Structural works of ITB 003 Hospitals - Landfill Cell Works and Building Structure works of ITB 004 Landfills - Foundation works of ITB 005 Schools and Puskesmas	February 2021	Resident Engineer	25 working days
5 th deliverable: Progress report of: - Upper Floor Architectural works of ITB 003 Hospitals - Leachate Treatment Plant Foundation Works and Building Architectural works of ITB 004 Landfills - Ground Floor Structural works of ITB 005 Schools and Puskesmas	March 2021	Resident Engineer	25 working days
6 th deliverable: Progress report of: - Roof Structure works of ITB 003 Hospitals - Leachate Treatment Plant Structure Works	April 2021	Resident Engineer	25 Working days

and Cell GCL works of ITB 004 Landfills - Ground Floor Architectural works of ITB 005 Schools and Puskesmas			
7 th deliverable: Progress report of: - Mechanical and Electrical works of ITB 003 Hospitals - Leachate Treatment Plant Accessories works and Building Roof structure works of ITB 004 Landfills - Upper Floor Structural works of ITB 005 Schools and Puskesmas	May 2021	Resident Engineer	25 Working days
8 th deliverable: Progress report of: - Civil works of ITB 003 Hospitals - Road and Drainage works of ITB 004 Landfills - Upper Floor Architectural works of ITB 005 Schools and Puskesmas	June 2021	Resident Engineer	25 Working days
9 th deliverable: Progress report of: - Finishing works of ITB 003 Hospitals - Waste arrangement and closure of Cell-2 works of ITB 004 Landfills - Mechanical and Electrical works of ITB 005 Schools and Puskesmas	July 2021	Resident Engineer	25 Working days

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of Resident Engineer – PETRA Palu. His/her will work closely with Resilience and Reconstruction Unit to ensure effective and efficient infrastructure and civil works reconstruction process.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverable could be proposed by the incumbent and shall be agreed jointly.

Duration of the Work

The consultant will perform his/her assignment with the following timeline:

- He/she will have 225 totals of working days from November 2020 – May 2021, he/she should be completed of assignment.
- The expected effective working date is started on 1st November 2020.
- He/she should submit the deliverable 1 (one) weeks before the deadline specified in contract to enable the technical officer undertaking proper review within maximum 2 weeks or 14 working days.
- Delay on submitting report will impact on the completion of works and release of payment

Duty Station

The consultant will be based in UNDP Palu Office

Travel Plan

No travel outside of duty station during the execution of the contract. However, If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location(s).

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant will be produced outputs based on below schedule:

- Academic Qualifications:
Minimum Bachelor's degree or Diploma 3 in Civil Engineering or Architecture.
- Years of experience:
 - Minimum of 5 (five) years (Bachelor) or 7 (seven) years (Diploma 3) experiences in civil works or construction projects
 - Experience in disaster related project, preferably in civil works and waste management.
 - Experience in facilitating and training local partners or other capacity building methods, preferably in civil works and material recovery.
 - Experience in liaise and coordinate with government counterparts in recovery/rehabilitation phase, especially in Palu, Sigi, Donggala and Parigi Moutong.
 - Experience with governance system, policies and procedure.
- Competencies and special skills requirement:
 - Ensuring the coordination with government and other stakeholders are done with accurate, objective, clear, constructive
 - Experience in working with less supervision.
 - Local knowledge of construction in Central Sulawesi is an advantage
 - Facilitating communication between project and other stakeholders during the process
 - Performing related work as assigned by Resident Engineer

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

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, 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 49 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<i>Technical (70%)</i>		
Criteria A: qualification requirements as per TOR:		70 points
• Minimum Bachelor's degree or Diploma 3 in Civil Engineering or		15

<p>Architecture</p> <ul style="list-style-type: none"> • Minimum 5 (five) years (Bachelor) or 7 (seven) years of experiences in civil works or construction projects • Experience in disaster related project, preferably in civil works and waste management. • Experience in facilitating and training local partners or other capacity building methods, preferably in civil works and material recovery • Experience in liaise and coordinate with government counterparts in recovery/rehabilitation phase, especially in Palu, Sigi, Donggala and Parigi Moutong • Experience with governance system, policies and procedures 		<p>15</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p>
<p><i>Criteria B: Brief Description of Approach to Assignment</i></p> <ul style="list-style-type: none"> • Understands the task and applies a methodology appropriate • Important aspects of the task addressed clearly • Planning logical, realistic for efficient project 		<p>30 points</p> <p>10</p> <p>10</p> <p>10</p>
<p><u>Financial Criteria (30%)</u></p>		