

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Field Supervision Consultant (area coverage: Sigi)

Project Name: Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance (PETRA) Project

Reports to: Resident Engineer PETRA Palu

Duty Station: Palu

Expected Places of Travel (if applicable): Sigi, Donggala and Parigi Moutong

Duration of Assignment: 150 working days within October 2020 – April 2021

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
2	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
	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 (combination of office works and field monitoring)

The consultant will be based in UNDP Palu Office within 6 months' period of contract, the consultant will work in line with Program Earthquake Tsunami Recovery Assistance for Palu and Lombok (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:
UNDP PETRA Admin/Finance and/or Project Operation Support

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 Field Supervision Consultant will be appointed to support PETRA Project providing his/her technical expert to overview and supervision of the infrastructure reconstruction in Palu, Sigi, Donggala and Parigi Moutong for Output 1. Expected scope of works/activities:

- 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 in data and documents collection of targeted infrastructures.
 - Supporting synchronization of targeted infrastructure program with local government's infrastructure policies
- Facilitation of tender related activities for the identification and arrangement of field-based activities
 - Assisting to manage the contractor's tender site visit to all targeted locations
 - Supporting the consultants and contractors mobilization to achieve its compliances target and results based on its work plan and proposal.
 - Facilitating UNDP's consultants in defining work plan and analysing local resources and conditions in targeted areas.
 - Assisting in prioritization infrastructure reconstruction objects of targeted areas.
 - Facilitate the UNDP's consultants and contractors to coordinate and build relationship with targeted communities.
- Providing assistance in civil works/construction
 - Conduct an assessment in the area of construction and explore livelihoods opportunities related to recycling and re-use of materials.
 - Ensuring safety and security procedure are applied in the construction process.
 - Support other construction works for Output 1.

- 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: Approved progress report of: - Sub-structure work of two buildings in Tora Belo Hospital - Site preparation and Field facilities of Schools/Puskesmas in Sigi district	Nov 2020	Resident Engineer	25 working days
2 nd deliverable: Approved progress report of: - Foundation work of two buildings in Tora Belo Hospital - Sub-structure works of Schools in Sigi district	Dec 2020	Resident Engineer	25 working days
3 rd deliverable: Approved progress report of: - Tie beam and structural column works of two buildings in Tora Belo Hospital - Foundation works of Schools in Sigi district	Jan 2021	Resident Engineer	25 working days
4 th deliverable: Approved progress report of: - Floor beam and 2 nd floor slab works of Pinus/Ebony building in Tora Belo Hospital - Foundation works of Puskesmas in Sigi district	Feb 2021	Resident Engineer	25 working days
5 th deliverable: Approved progress report of: - Roof works of Maternity building and 2 nd floor structures of Pinus/Ebony building in Tora Belo Hospital - Tie beam and structural column works of schools in Sigi district	Mar 2021	Resident Engineer	25 working days
6 th deliverable: Approved progress report of: - Upper structure works of school facilities in Kulawi, Sigi district (3 schools) - Upper structure works of Puskesmas in Kulawi, Sigi district	Apr 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 150 totals of working days from October 2020 – April 2021
- The expected effective working date is started on 26 October 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

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency (per month)	Duration/days
1	Kabupaten Sigi	6 – 8	6 – 8
2	Kabupaten Donggala	2 – 3	2 – 4
3	Kabupaten Parigi Moutong	2 – 3	2 – 4

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant will be produced outputs based on below schedule:

I. Academic Qualifications:

Minimum Bachelor's degree in Civil Engineering or Architecture.

II. Years of experience:

- Minimum of 3 (three) years experiences in civil works and/or building construction projects
- Experience in reconstruction related project, preferably in civil works and building construction.
- Experience in facilitating and training local partners or other capacity building methods, preferably in civil works and building construction.
- Experience in liaise and coordinate with government counterparts in recovery/rehabilitation phase, especially in Palu, Sigi, Donggala and Parigi Moutong.
- Familiar with governance system, policies and procedure.

III. Competencies and special skills requirement:

- Ensuring the coordination with government and other stakeholders are done with accurate, objective, clear, constructive
- 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
<u>Technical Criteria</u>	70%	
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ul style="list-style-type: none"> • Minimum Bachelor's degree in Civil Engineering or Architecture • Minimum 3 (Three) years experiences in civil works and/or building 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>70</p> <p>15</p> <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</p> <p>10</p> <p>10</p> <p>10</p>
<u>Financial Criteria</u>	30%	