



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: [2/11/2020]

Country: Jordan

Description of the assignment:

COMPOSTING AND MSW SORTING CENTER MACHINERY DESIGN SPECIALIST for the design of waste shredder, compost grinder and windrow turner machinery to be used in a composting plant to be managed under the Solid Waste Management Directorate supervision, in the Ministry of Local Administration.

Project name: Enhancing Women Participation in the Solid Waste Management Sector in Jordan

Period of assignment/services (if applicable): 18 working days within 300 calendar days

Proposal should be submitted at the following address email [to: ic.jo@undp.org](mailto:ic.jo@undp.org)

no later than **10th November 2020**.

Any request for clarification must be sent in writing, or by standard electronic communication to e-mail botros.hijazeen@undp.org Mr. Hijazeen 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.

1. BACKGROUND

The proposed project will contribute to improving women's quality of life in North of Jordan through enhancing their livelihoods and wellbeing. The entry point of this project is women economic empowerment and equality as means to addressing barriers that are hindering women from active participation in their communities as workers, entrepreneurs and change makers, with the understanding that real women's economic empowerment exists when women and girls have the similar opportunities to men and boys in terms of knowledge, economic opportunities, gender-sensitive policies and decision-making power and access to and control over assets and resources.

The Project focuses on empowering women through improving effectiveness of women organizations to actively represent and support women voices in decision-making processes,

increasing participation by women in the local economy, enhancing gender informed and responsive policy making at community and national levels, with particular focus on the Solid Waste Management Sector (SWM).

The project targets women in three Municipalities which comprise Northern Shouneh District plus an additional municipality (within Kourah District) all in Irbid Governorate. This project is designed to use the SWM sector to provide interventions aiming at empowering women economically, strengthening their voice and representation at the local level, and enhancing the institutional capacities to accompany this process. The design of the project is therefore built around three tracks that aim to improve the economic well-being and social stability of rural women in Northern Jordan, especially in the SWM sector

UNDP is planning to establish a composting plant in Kura and continue to support the sorting center in Northern Shouneh, and UNDP will supply machinery and equipment for the composting plant and the sorting center. UNDP therefore requires the services of a **Design Specialist** to assist the Project Management Unit (PMU) through the design of these components. A compost plant is to be established with a daily production capacity of 60 ton/day, using raw material of manure and agricultural waste, where the raw material of agricultural waste will be shredded and added to the mixture, and the final product will be also shredded to be of fine composition (grinding) suitable for compost uses.

The Design Specialist is to serve:

- Under the overall supervision of UNDP's Environment team leader;
- Under the direct supervision of UNDP Construction Manager and Environment SWM Project Manager.
- In coordination with technical supervision of the Project Management Unit of the Ministry of Local Administration (MoLA).

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

General:

The **Design Specialist** – will be directly responsible for successfully completing the below set of tasks within allotted, agreed-upon time frames:

The **Design Specialist** – is responsible to ensure all tasks are carried out in accordance with the UNDP project documents, Conditions of Contracts, technical specifications, applicable international standards, and standard project management procedures.

Upon completion of the respective tasks, he / she will be required to report the final outcomes, issues and any necessary follow-up action for the approval of UNDP project management.

All deliverables shall be shared for UNDP/MoLA review, drafts shall cover completed scope of deliverable and of high quality and within the assigned timeframe in the deliverables table.

Scope of Work:

The Design Specialist shall carry out tasks in relation to the composting plant up to UNDP's approval within the assigned working days (no cost addition for extra working days for below tasks), including activities, but not limited to:

1. Provide an assessment of the machinery needed for the composting plant, taking into consideration the previously procured machinery in the country for similar projects.
2. Provide full detailed design (plans, sections, elevations, 3D; CAD & pdf), implementation and operation guidelines, Bill of Quantities (BoQ) and specifications, for the composting plant machinery (showing also their capacity and advantages) including those already identified by UNDP:
 - a. Compost windrow turning machine (revise the available specifications used previously by UNDP).
 - b. Compost grinder and agriculture waste shredder (separate machines or multifunction as per UNDP preference for the waste shredder and compost grinder).
3. Provide cost estimate for the designed machinery under this contract.
4. Support and participate in tendering process through ToR drafting for machinery supplier/contractor and minimum qualification for contractor and technical evaluation criteria in line with UNDP's rules and regulations.
5. Support during bid period through answering bidders' queries, and joining pre-bid meeting/s, site visit/s and Evaluation of bids, as requested and in a timely manner in accordance to the machinery bid invitation document.
6. Support in Machinery inspection upon supply, installation and testing by the machinery suppliers.
7. Support in supervising the machinery suppliers' training program on operating, maintaining the machinery designed under this contract and troubleshooting to beneficiaries in the targeted municipalities.

For detailed information, please refer to Annex 1 (TOR)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**I. Academic Qualifications:**

Bachelor's Degree in mechanical or mechatronics engineering or other relevant study.

II. Years of experience:

- Over 10 years of experience in engineering designs/operations/projects and with experience in SWM related projects.
- Experience in implementation of MSW composting plants and recycling projects is **essential**.
- Previous experience with Government, UNDP, or other UN organizations or INGO's would be an added **advantage**.

III. Competencies:

- Analytical skills, communications abilities, and teamwork

- Experience in implementation of similar projects in Jordan, in particular public sector related MSW projects is **preferred**.
- Knowledge of project management framework and procedures would be a strong **advantage**.
- Competency in the use of standard Microsoft computer packages is **essential**.
- Competency in AutoCAD and other computer-aided design and drawing programmes is **essential**
- Membership in Jordan Engineers Associations is **essential**.
- The candidate shall be fluent in the English and Arabic languages with excellent writing and presentation skills.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Technical Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. 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. In general, UNDP should 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

6. EVALUATION

Received offers will under go two phases of evaluation as described below:

1. Shortlisting Criteria (only shortlisted offers are evaluated – passing score for shortlisting is 80 point) :

- a. University (2 years) Diploma in mechanical or mechatronics engineering or relevant field. (35%

- of shortlisting score)
- b. Proven 5 years of experience in design and operation of SWM machinery, with at least 2 similar design consultancies within the last 5 years (should be clearly indicated in the CV). (30% of shortlisting score)
 - c. Competency in AutoCAD, including machinery 3D designs and engineering design software. (35% of shortlisting score)

2. 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 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70	70
• Bachelor's Degree in relevant studies		14
• 10 years of experience		14
• Competencies (design programs (i.e. AutoCAD) project management and presentation skills		10.5
• Methodology (technical approach)		28
• Language skills		3.5
<u>Financial</u>		30

This TOR is approved by:

Signature



Name

Sara Ferrer Olivella

Date of Signing

2 Nov 2020

GL

SH

Mll

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS