



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 18th November 2020

Country: South Africa

Type of Contract: Consultant, Individual Contract (Local)

Description of the assignment: *Engineering Services for Small Scale Wind Water Pumping at selected Chris Hani District Municipality schools*

Project name: South African Wind Energy Project Phase 2 (SAWEP 2)

Period of assignment/services (if applicable): 6 months

Proposal should be submitted at the following by email to procurement.enquiries.za@undp.org / bid.pretoria@undp.org no later than **27th November 2020**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit, South Africa 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

This Terms of Reference (TOR) relates to the SAWEP 2 Component 3: *Support for the development of small-scale wind sector*. A need was identified, following meetings and discussions with Eastern Cape stakeholders, Education, Roads & Public Works etc that were facilitated by Eastern Cape Dept Economic Development Environmental Affairs and Tourism (DEDEAT), to pilot small scale wind water pumping at selected schools in the Eastern Cape. Some of these schools have food gardens and some biogas digester systems that can also benefit from the small scale wind water pumping systems. It was then agreed in a follow up meeting with DEDEAT, Roads and Public Works, Chris Hani District Municipality (CHDM) and Wildlife and Environment Society of South Africa (WESSA) for SAWEP to support (pilot) small scale wind water pumping at selected schools in the CHDM where WESSA is also implementing its Eco schools programme that can benefit and vice versa from the small scale wind water pumping. The small scale wind water pumping systems to be installed will be handed over to CHDM, Roads and Public Works on completion.

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

Professional Engineering services are required for the techno-economic assessment (PV solar and small scale wind water pumping), design of the small scale wind water pumping RFQ, procurement, evaluation, Owners Engineer services for the installation of small scale wind water pumping systems and hand over as well as project management support of the Groundwater Assessment, Borehole Drilling and Groundwater Management contract (separate bid: Groundwater Assessment with borehole drilling at two selected schools in the Chris Hani District Municipality).

OBJECTIVE:

- To undertake a techno economic study to determine the most appropriate water pumping solution amongst PV- or small scale wind water pumping systems at selected CHDM schools for which borehole water is a sustainable water supply option.
- To design and compile a detail RFQ, including O&M, Capacity building for small scale wind water pumping at selected CHDM schools with procurement support
- To be the Owners Engineer overseeing the supply, installation and commissioning of the small scale water pumping at selected CHDM schools
- To support the SAWEP PCU with coordination and project management of the Groundwater Assessment, Borehole Drilling and Groundwater Management contract (separate bid).

SCOPE OF WORK

PHASE 1 Estimate 2 months

1. School Working List
2. Techno economic study
3. Schools final selection, groundwater assessment, borehole drilling, Groundwater Management

PHASE 2 Estimate 4 months

(Phase 2 of the assignment shall only be carried out by the Consultant on receipt of written confirmation from the SAWEPCU and after satisfactory completion of Phase 1)

4. Design and RFQ Small Scale Wind Water system
5. Owners engineering services for the supply, installation and commissioning of small scale wind water pumping systems at two selected schools
6. Project Program
7. Handover

Reporting

8. Coordination and Project Management support: Groundwater Assessment, Borehole Drilling and Groundwater Management contract

(For detailed information be found in the terms of references)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- A suitably Degreed Engineer (Civil or Mechanical or Electrical);
- Professional Engineering Certification with the Engineering Council of South Africa, and adequate professional liability insurance;
- Documented experience, knowledge and proven track record undertaken similar projects (economic assessment, modelling) and size, preferably wind energy;
- Documented experience, knowledge and proven track record undertaken similar projects (design, drawing up specifications, owners engineer) and size, preferably wind energy
- Fluency in English;
- Experience in professional communication and reporting at all levels.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

To facilitate the analysis of responses, all interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated. The vendor will be hired on a UNDP contract.

Applicants are required to submit the following:

- i. A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment;
- ii. Evidence and examples of similar projects that have been successfully completed;
- iii. Personal CV highlighting qualifications and experience in similar projects;
- iv. Work references – minimum of 3 references - contact details (e-mail addresses) of referees (organisation for whom you've produced similar assignments);
- v. All-inclusive financial proposal indicating consultancy fee (South African Rand) and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all the costs including travel etc. for the service provider to achieve the required deliverables.

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;**

In case travel is requested, the costs including transport, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be covered and paid by UNDP on the basis of UNDP rates. The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the expert. UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal.

6. EVALUATION

Individual consultant will be evaluated based on the following methodologies:

1. **Lowest price and technically compliant offer**

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

- a) responsive/compliant/acceptable, and
- b) offering the lowest price/cost “responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

Only candidates obtaining a minimum of 70% (70 points) would be considered for the Financial Evaluation

Evaluation criteria	Max score
Proposed Methodology (A clear methodology. The methodology must outline how the Scope of Work will be carried out according to each deliverable with an understanding of the assignment).	30
Proposed Work Plan (Detailed work plan with milestones, timelines and resources and designated responsibilities of the consultant and any support members must be indicated in the proposal for achieving of the deliverables).	30
Documented experience, knowledge and proven track record undertaken similar projects (economic assessment, modelling) and size, preferably wind energy 8 and more yrs = 20; 6 to 8 yrs = 18; 4 to 6 yrs =16; 2 to 4 yrs = 14	20
Qualifications Degreed Engineer (Civil or Mechanical or Electrical) Professional Engineering Certification with the Engineering Council of South Africa, and adequate professional liability insurance B.Eng. M.Sc. and higher = 10 ; B.Eng. = 8	10
Experience in professional communication at workshops and stakeholder consultations	10

ATTACHEMENTS TO THIS NOTICE:

- **TERMS OF REFERENCES (TOR)**
- **GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**
- **P11-PERSONAL HISTORY FORM**