**Terms of Reference**

**Final Certification and Handover Mpika and Chipata Hubs**

1. **Profile**

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| --- | --- |
| Duty Station: | Lusaka (Zambia) and countryside |
| Position Title: | Project Manager MSL Hubs |
| Duration: | 3 months |
| Estimated start date: | Immediate |
| Funding: | Strengthening Supply Chain Management in the Health Sector |

1. **Background**

After years of dramatic growth in the public health total commodity supply volumes handled by Medical Stores Limited (MSL) central warehouse, MSL was faced with serious capacity challenges. There was need for expanding and strengthening the public health supply chain systems, as articulated in the National Supply Chain Strategy (NSCS) 2015-2017. This included investments in expanding central warehousing capacity and construction of a number of regional hubs, as a relay for distribution of health products to the outlying health facilities. In addition, the need was identified for investments in information technology systems to support the supply chain management operations.

In 2015, MSL in collaboration with UNDP and other Cooperating Partners (CPs) developed a MSL Master Plan (MMP) to address the capacity challenges in the short, medium and longer term. The NSCS Implementation Plan articulated a number of priority areas across the public health sector. The proposed set up was to allow for each of the elements to be funded by different donors/grants, but have the implementation take place within the master plan framework. Each step aimed at providing incremental improvements in storage space, quality of service, and technical capacity, while allowing MSL to continue with its normal operations for providing logistical services.

UNDP was tasked by the Ministry of Health with the design and construction of the regional pharmaceutical warehouses (hubs) and installation of specialist equipment in Mansa (Luapula Province), Mpika (Muchinga Province) and Chipata (Eastern Province) by UNDP, funded by Zambia Government/GFTAM.

UNDP signed the original Cost Sharing Agreement (CSA) for these works with the Ministry of Health in April 2017. UNDP conducted the international competitive process and signed 3 contracts for the works with the contractors on 18th July 2017 respectively. The contract start date was 18th July 2017 with the initial expected completion date of 15th December 2017. All four hubs were completed and handed over to MSL to start operations, while maintaining Defects Liability Periods to address the remaining snags. The Hubs in Mansa and Choma went through the Defects Liability Periods successfully and final acceptance and handover took place in 2019, but this was not the case for the hubs in Chipata and Mpika.

The Chipata hub was fully handed over on 31st May 2018 and MSL began operations on 1st July 2018. The initial Defects Liability Period (DLP) period ran until 30 June 2019, but UNDP further extended the DLP up to 30 June 2020 for failure by the contractor to cater for the works being undertaken by the specialist contractors.

Mpika hub handover experienced further delays and was only fully handed over on 29th October 2018 and MSL began operations on 1st November 2018. The facility was commissioned by the Republican President on 8th April, 2019. The initial Defects Liability Period (DLP) period ran until 31 October 2019, UNDP further extended the Defects Liability Period (DLP) up to 30 June, 2020 for failure by the contractor to deal with incidences of repair to the dock leveler and also to cater for the works being undertaken by the specialist contractors.

1. **Mission objectives**

In order to ensure that problems that occur during Defects Liability Period are identified and rectified, a systematic final inspection and handover of the buildings should be carried out at both Mpika and Chipata Hubs, using facility-specific and element specific check lists.

1. **Mpika**

* Consultations with Contractor and MSL on completion of works
* Site Visit and Final Inspection for Defects Assessment and Rectification
* Preparation of Final Certification, Acceptance and Handover Documents
* Preparation of Final Report

1. **Chipata**

* Consultations with Contractor and MSL on completion of works
* Site Visit and Final Inspection for Defects -Assessment and Rectification
* Preparation of Final Certification, Acceptance and Handover Documents
* Preparation of Final Report

1. **Deliverables**

Payments will be made upon certification of the successful completion of deliverables shown below.

1. **Final Inspection Report for Mpika and Chipata Hubs (within three months after the signature of the contract)**
2. **Signed Acceptance and Handover Documents for Mpika and Chipata Hubs (within three months after the signature of the contract)**
3. **Final report (within three months after the signature of the contract)**

**E. Evaluation Criteria**

The evaluation will be made by desk review with the option of interviewing the candidate after the finalization of the process to make the final offer. The desk review will be performed against a set of criteria indicated in the table below as “Technical Evaluation”.

| **Criteria** | **Criteria Description** | **Score** |
| --- | --- | --- |
| ***Minimum criteria to be eligible for the consultancy*** | | ***70*** |
| **Relevance of Education/ Degree** | * A Bachelor’s degree in Civil Engineering, Quantity Surveying, Architecture or related field is required. * Project management experience is required and certification will be an added advantage. * AutoCAD certification is desirable | 30 |
| **Years of Relevant Experience** | * A minimum of 5 years of experience, related to the project requirements, in civil engineering construction management is required. * Excellent analytical skills and sectoral expertise relevant to construction issues * Experience from similar assignments (as supervising engineer, site engineer, resident engineer, construction projects; superintendent, construction engineering consultant, construction contract manager); | 35 |
| **Language** | Excellent speaking and writing in English | 5 |
| ***Additional Technical Qualifications*** | | ***30*** |
| **Policy, Project Management and Research** | Some experience in the UN system organizations and/or a developing country is desirable. | 20 |
| **Country Context** | Knowledge of Southern and Eastern Africa and Zambia context | 10 |
| **Score Total** | | **100** |

Applicants who scored at least 70% in the technical evaluation will be eligible for the assessment of their financial evaluation. Please note that financial evaluation will account for 30% of the weighed score as indicated in the table below.

| **Evaluation Method** | **Score** | **Comments** |
| --- | --- | --- |
| **Technical** | 70% | 70% as part of the overall grading of 100% |
| **Financial** | 30% | The lowest offer will be awarded 30% while the other offers will be weighed against the lowest offer |
| **Overall** | 100% | Only candidates qualifying for the minimum criteria will be eligible for the additional technical qualifications. Then a candidate scoring of at least 70% will have its financial offer assessed and cumulated to the technical evaluation score. The candidate having the highest combined score will be awarded the consultancy. |