

Terms of reference

GENERAL INFORMATION

Title : Drafter for the Construction of Two Markets in Sigi and Donggala
Project Name : Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance (PETRA) Project
Reports to : National Project Manager PETRA
Duty Station : Palu
Expected Places of Travel (if applicable): Sigi and Donggala
Duration of Assignment: 155 days within March 2021 – November 2021

REQUIRED DOCUMENT FROM HIRING UNIT

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

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV or P11
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	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 work based on the outputs and provided scope of works in the ToR within period of contract. The consultant shall work in line with Program Earthquake Tsunami Recovery Assistance for Palu and Lombok (PETRA) Project time line activities and often following dynamic the characteristic of Project and Programme thus the consultant need to harmonize his/her service with the emerging and relevant priorities to gain the outputs.

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:
Indriyani/Yurianto Arifin

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, irrigation canals, and drinking water schemes. 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.

Within the scope of Output (2) that aim for community infrastructure rehabilitation and reconstruction to support livelihood recovery, decisions on which activities are to be identified and prioritized by the communities themselves and further consulted with the district/ municipality. Reconstruction of essential community infrastructures will be undertaken to reconstruct 2 (two) public markets in Omu, Sigi District and Sibado, Donggala District. Expected consultant Drafter for Two Markets will design gender and socially inclusive markets.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

The support specialist consultant will be appointed to support PETRA Project providing his/her technical expert to produce the Detail Drawings of 2 (two) public markets in Omu, Sigi district and Sibado, Donggala district of Central Sulawesi for Output 2, and coordinate with Design and Supervision Engineer to carry out his/her performance. The Draftsperson is responsible for the preparation of Architectural, Structural and Mechanical/Electrical designs and drawings and ensuring that design drawings conform to specifications provided. The role will create and coordinate for simple markets project design and construction, using knowledge of construction process and applicable building codes.

These are expected scope of works/activities that will be carried by consultant:

1. Detailed Designs and Portions for Bidding Documents
 - a. Assisting Design and Supervision Engineer to identify design details for new structures buildings by replacing or reconstruct damaged structures necessarily.
 - b. Developing and preparing Architectural, Structural and Mechanical/Electrical market designs and drawings from preliminary concepts, sketches, and specifications.
 - c. Specifying dimensions, materials, and procedures for market building with consultation to Supervisor and communities as needed.
 - d. Completing documentation packages and produce drawing sets based on current project and team needs.
 - e. Coordinating the team in updating and where needed, amending site layout plans

- and producing construction drawings according to prevailing GoI practice and national standards engineering drawing practice.
- f. Working with the Design and Supervision Engineer to produce draft of drawings, specifications, bills of quantity and confidential Engineers estimate for approval by concerned Government authorities and UNDP
2. Pre-construction and Bidding Support
 - a. Supporting the final Invitation to Bid (ITB), which for good transparency shall include a Form of Contract pro forma, general conditions of contract and proforma special conditions schedule.
 - b. Supporting responses in pre-bid meeting technical and procedural clarifications
 - c. Participating in the pre-award contract meeting with the preferred bidder
 - d. Assisting authorities in identifying market facility equipment needs
 3. Construction Supervision and Advisory
 - a. Responsible for producing shop drawings of Architectural, Structural and Mechanical/Electrical prior to the execution of construction works
 - b. With other members of team, responsible for oversight and direct supervision of construction activity, including managing worksite liaison with Contractor's personnel, along with representatives of Industry and Trade departments, Provincial government and community stakeholders
 - c. Assisting Design and Supervision Engineer to overview the works of contractor's on the site and assuring the works executed are according to the design drawings.
 - d. Assisting Design and Supervision Engineer to inspect and certify all materials site deliveries to firm compliance with materials specifications and national standards, particularly sand, gravel, cement, & plumbing materials
 - e. Responsible for producing and completing all the As-built Drawings upon the completion of the construction works

Expected Outputs and Deliverable

Deliverable/Outputs	Target Due Dates	Review and Approvals	Working Days
1 st deliverable: Draft of detailed design/drawings (DED) of two markets in Sigi and Donggala	20 March 2021	Community Mobilization Officer	20 working days (1 st month)
2 nd deliverable: Final drawings, detailed engineer design (DED) of two markets in Sigi and Donggala	21 April 2021	Community Mobilization Officer	20 working days (2 nd month)
3 rd deliverable: Report on assistance during the bidding process for construction in Sigi and Donggala	18 Juni 2021	Community Mobilization Officer	40 working days (4 th -5 th month)
4 th deliverable: 20% progress report on producing of shop drawings and assistance for supervision construction in Sigi and Donggala	16 July 2021	Community Mobilization Officer	15 working days (6 th month)
5 th deliverable: 50% progress report on producing of shop drawings assistance for supervision construction in Sigi and Donggala	16 August 2021	Community Mobilization Officer	15 working days (7 th month)

6 th deliverable: 80% progress report on assistance for supervision construction in Sigi and Donggala	14 Sept 2021	Community Mobilization Officer	15 Working days (8 th month)
7 th deliverable: 100% progress report on the completion of As-built drawings and assistance for supervision construction/Final report in Sigi and Donggala	12 Oct 2021	Community Mobilization Officer	15 Working days (9 th month)
8 th deliverable: Report assistance on hand over	10 Nov 2021	Community Mobilization Officer	15 Working days (10 th month)

III. WORKING ARRANGEMENTS

Institutional Arrangement

- ☐ The consultant will carry out his/her functions under the Community Mobilization Officer. His/her will work closely with Resilience and Reconstruction Unit to ensure effective and efficient design and supervision work.
- ☐ 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 155 totals of working days from March 2021 – November 2021 (in 9 months), he/she should be completed of assignment.
- ☐ The expected effective working date is started on March 2021.
- ☐ He/she should submit the deliverable 5 (five) days 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

There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant will be produced outputs based on below schedule:

I. Academic Qualifications:

Minimum Diploma in Architecture, Civil Engineering or other related engineering studies, or Vocational School in Construction Engineering.

II. Years of experience:

- ☐ Minimum of 3 (three) years experiences (for Diploma) and 4 (five) years experiences for Vocational Technical School in designing public buildings or similar civil works.
- ☐ Experience in drawing or operating Auto CAD or similar tools for detailed engineer design.
- ☐ Experience in reviewing results of drawing and adjusting changes of drawing as advised by

the engineer.

- ☐ Experience in involving in the project with government, or similar works.

III. Competencies and special skills requirement:

- ☐ Ensuring the coordination with government and other stakeholders are done with accurate, objective, clear, constructive
- ☐ Interpersonal skill: facilitating communication between project and other stakeholders during the process
- ☐ Performing related work as assigned by Community Mobilization Officer
- ☐ Capable of working with less supervision

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 (70%)</u>		
<i>Criteria A: qualification requirements as per TOR:</i>		
<input type="checkbox"/> Diploma in Architecture, Civil Engineering or other related engineering studies, or Vocational School in Construction Engineering		20
<input type="checkbox"/> Minimum of 3 (three) years experiences (for Diploma) and 5 (five) years experiences for Vocational Technical School in designing public buildings or similar civil works.		20
<input type="checkbox"/> Experience in drawing or operating Auto CAD or similar tools for detailed engineer design.		10
<input type="checkbox"/> Experience in reviewing results of drawing and adjusting changes of drawing as advised by the engineer.		10
<input type="checkbox"/> Experience in involving in the project with government, or similar works		10
<i>Criteria B: Brief Description of Approach to Assignment</i>		
<input type="checkbox"/> Understands the task and applies a methodology appropriate		30
<input type="checkbox"/> Important aspects of the task addressed clearly		
<input type="checkbox"/> Planning logical, realistic for efficient project		

<u>Financial Criteria (30%)</u>		30	
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