



Date: 23<sup>rd</sup> February 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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**TITLE OF CONSULTANT:** Individual Consultant (IC) to Facilitate and Supervise Construction of 170 Biogas Digesters in South Eastern Botswana

**COUNTRY:** BOTSWANA

**DESCRIPTION OF ASSIGNMENT:** Facilitate and Supervise Construction of 170 Biogas Digesters in South Eastern Botswana

**PROJECT NAME:** Promoting the Production and Utilization of Biogas from Agro-Waste in South Eastern Botswana

**PROJECT NUMBER:** 00101976

**SUPERVISION:** Biogas Project Manager

Proposals with reference should be submitted in a sealed envelope clearly labelled, ***“Individual Consultant (IC) to Facilitate and Supervise Construction of 170 Biogas Digesters in South Eastern Botswana”*** should be submitted at the following address no later than **8<sup>th</sup> March 2021 at 12:00pm (Botswana Time)**, to:

*The Resident Representative  
United Nations Development Programme  
P.O. Box 54  
Gaborone*

or by email to: [procurement.bw@undp.org](mailto:procurement.bw@undp.org)

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mailed to [enquiries.bw@undp.org](mailto:enquiries.bw@undp.org) UNDP Botswana 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 the inquiry to all prospective facilitators.

**NOTE:** Consultancy firms/companies interested in applying for this assignment are free to do so provided they submit a CV of only one qualified consultant and present its bid in a manner that would allow for evaluation of the bid in accordance with the evaluation criteria specified in these solicitation documents. That is, the experience required is that of the individual whose CV would have been submitted by the company rather than that of the company. Further, if the submitted bid wins, the ensuing contract will be between the UNDP and the company/firm, not the individual.

## **1.0 BACKGROUND**

The Government of Botswana (GoB), through the Department of Energy (DOE), in collaboration with the United Nations Development Programme (UNDP) are implementing a project titled “Promoting production and utilization of Biogas from Agro-waste in South-Eastern Botswana (Biogas Project)”. The Biogas Project seeks to facilitate low-carbon investments in the production and utilization of biogas from agro-waste in South-Eastern Botswana. The project aims to assist the government through the following three components:

1. Institutional strengthening and capacity development;
2. Facilitation and establishment of biogas plants; and
3. Setting up of utilization and knowledge platforms.

The Biogas Project aims to complete the construction and operationalisation of 200 small scale biogas digesters by end of 2021. Currently 30 digesters have been completed and 170 are outstanding. To that end, the Government of Botswana through the Department of Energy and with the support of the United Nations Development Programme (UNDP) wishes to engage an experienced consultant to facilitate and supervise the construction and deliver the remaining digesters within 6 months.

The Consultant will be responsible for managing fifty-five (55) trained masons to construct and operationalise 170 digesters. Each mason will have a contract with the Consultant, binding him/her to complete construction as per specified requirements. UNDP will have a contract only with the Consultant, and will make payments to the Consultant based on completed and operational digesters as well as professional fees of Consultant.

## **2.0 OBJECTIVE**

The objective of this assignment is to deliver 170 constructed and operational biogas digesters in South Eastern Botswana.

## **3.0 SCOPE OF WORK AND RESPONSIBILITIES**

The Consultant will facilitate and supervise the construction of 170 operational digesters within specified timelines based on, but not limited to, the activities listed below:

- a) Verify availability of all construction material with beneficiary according to BOQ using digital means (consultant to document the availability of material for each site using photographs and/or video clips from beneficiary);
- b) Transport mason to site, confirm appropriate position for biogas digester and setting out of digester;
- c) Supervise construction of digester using digital means and document progress at four (4) key milestones. For each milestone, photos and/video clips should be submitted by mason and monitoring tool completed to indicate project progression.
  - i. completion of excavation;
  - ii. completion of digester dome;
  - iii. completion of expansion chamber and outlet; and

- iv. feeding of digester
- d) Undertake physical site visit once gas is produced to
  - i. confirm appliances are working;
  - ii. confirm gas pressure; and
  - iii. hand over site to beneficiary including training on operation and maintenance of digester.

#### 4.0 DELIVERABLES

No.	Activity	Deliverable
1.	Produce a workplan and detailed methodology inclusive of reasonable timelines	<b>Inception Report</b> To be submitted within 2 weeks after contract signing
2.	Produce and present bi-weekly progress reports indicating <ul style="list-style-type: none"> <li>• sites completed,</li> <li>• plan for next 2 weeks,</li> <li>• challenges identified including solutions</li> </ul>	<b>Progress Reports</b> To be submitted every 2 weeks after submission of inception report
3.	30 completed biogas digesters	<b>Completed digesters within 7 weeks of contract signing</b>
4.	30 completed biogas digesters	<b>Completed digesters within 9 weeks of contract signing</b>
5.	30 completed biogas digesters	<b>Completed digesters within 11 weeks of contract signing</b>
6.	30 completed biogas digesters	<b>Completed digesters within 14 weeks of contract signing</b>
7.	30 completed biogas digesters	<b>Completed digesters within 17 weeks of contract signing</b>
8.	20 completed biogas digesters	<b>Completed digesters within 20 weeks of contract signing</b>
9.	Consolidation of progress reports, lessons learnt, data collected from each site and recommendations to produce a final Report	<b>Final Report to be submitted within 22 weeks of contract signing</b>

#### NOTE

The consultant is expected to set out in the technical proposal the methodology that will be adopted for each item in the Scope of Works. It is also expected that the methodology will follow global best practices for such work.

## **5.0 COORDINATION OF THE CONSULTANCY**

The consultant will be required to submit all submissions to the Project Manager – Biogas Project. With the support of the Project Management Unit (PMU) the Programme Specialist will oversee the work of the consultancy from start to finish and approve deliverables within one (1) week of submission.

## **6.0 DUTY STATION**

South-Eastern Botswana

## **7.0 QUALIFICATIONS AND EXPERIENCE**

### **7.1 EDUCATION**

Postgraduate degree (Masters) in Renewable Energy, Construction Engineering or other closely related fields.

### **7.2 EXPERIENCE:**

- a) Minimum of 5 years' experience in the Energy sector including appropriate experience in biogas projects.
- b) With at least 5 years of experience in project management;
- c) Experience in carrying out or having been directly involved in at least one assignment of similar nature and complexity close to the present assignment;
- d) Experience in dealing with and engaging stakeholders from diverse backgrounds.

### **7.3 COMPETENCIES**

#### **7.3.1. Corporate Competencies**

- a) Demonstrates commitment to UNDP's mission, vision and values
- b) Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- c) Ability to train and work effectively with counterpart staff at all levels and with all groups involved in the project and,
- d) Highest standards of integrity, discretion and loyalty.

#### **7.3.2. Functional Competencies**

Knowledge Management and Learning

- a) Shares knowledge and experience; and
- b) Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

#### **7.3.3. Development and Operational Effectiveness**

- a) Ability to perform a variety of specialized tasks related to results management, including support to design, planning and implementation of program, managing data, reporting;
- b) Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems;
- c) Ability to report analytical outputs in a clear, concise manner to non-technical audience;
- d) Ability to maintain appropriate records/uphold quality assurance integrity
- e) Strong drafting, presentation and reporting skills, excellent written communication skills;
- f) IT competencies in Word, Excel, Power Point and Internet

#### **7.3.4. Leadership and Self-Management**

- a) Focuses on result for the client and respond positively to feedback; and
- b) A good personality with strong leadership skills

### **8.0 DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

#### **8.1 Technical Proposal**

Provide a brief concise methodology on how they will approach and conduct the proposed assignment.

#### **8.2 Financial Proposal**

The financial proposal will specify the daily fee of the individual consultant based on the number of days worked, cost of travel and daily subsistence fees. Each action item must be clearly costed. The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the Terms of Reference (TOR). In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a comprehensive breakdown of this lump sum amount (including professional fees, travel, per diems, accommodation, and number of anticipated working days).

#### **8.3 Personnel CV**

Detailed personnel CV including past experiences in similar projects with names and traceable contacts of three (3) referees should be included.

### **9.0 DURATION OF THE WORK**

The consultancy work shall be done in a period to be specified by the consultant but not exceeding 6 months from the date of contract signing.

### **10.0 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 Expert/Individual Consultant 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.

## 11.0 EVALUATION

Only those candidates who obtained at least **70%** in each of the steps of the technical evaluation process will be considered for financial proposal evaluation.

- **Stage 1:** Preliminary evaluation of the proposals will be based on **[yes/no]** response as per the table below. If the response is **'no'** for any of the 3 criteria, the consultant will be disqualified from further evaluation.
- **Stage 2:** Technical capability of the Consultant to deliver the required consultancy outputs evaluated on a scale of 0-100 points wherein the qualifying mark is **70%**. The criteria to be used are shown below:

Criteria	Weight
<b>Technical Evaluation</b>	
<b>Criteria A:</b> Relevant qualifications (academic & technical, minimum Masters)	YES/NO
<b>Criteria B:</b> Adequate relevant work and/or professional experience (Minimum 10 years)	YES/NO
<b>Criteria C:</b> Complete Consultancy package submitted (Technical and Financial Proposal)	YES/NO
<b>Criteria D: Context</b> – Comprehensive, clear understanding and concise knowledge of biogas digester construction	20
<b>Criteria E: Relevant Professional /Work Experience</b> – Demonstrate relevant work experience in biogas project management with focus on management of construction personnel	30
<b>Criteria F: Technical Competence/ Methodology/Approach</b> – Clear and detailed methodology of how the assignment will be undertaken. Demonstrable competence on the subject matter and clear responsiveness to the Terms of Reference (TORs)	30
<b>Criteria G: Presentation &amp; Packaging</b> – Demonstrate good writing, interpretation and communication skills.	20

## 12.0 PAYMENT SCHEDULE

Payment shall be made following the suggested schedule as below:

1. 20% upon APPROVAL of the Inception Report.
2. 9% upon completion of 30 digesters
3. 9% upon completion of 30 digesters

4. 9% upon completion of 30 digesters
5. 9% upon completion of 30 digesters
6. 9% upon completion of 30 digesters
7. 5% upon completion of 20 digesters
8. 30% upon APPROVAL of Final Report.