



Empowered lives.  
Resilient nations.

---

## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

### GENERAL INFORMATION

**Services/Work Description:** Recruitment of Consultant for Electrical works

**Project/Program Title:** Office Management

**Post Title:** National Consultant (NC)

**Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)**

**Consultant Level:** Level B (Specialist)

**Duty Station:** Accra

**Expected Places of Travel:** N/A

**Duration:** 30 day over a period of 5 months

**Expected Start Date:** Immediately

### I. BACKGROUND / PROJECT DESCRIPTION

UNDP Ghana Country office has been operating from its current location No. 27 Ring Road East, Near Fire Service Headquarters, Accra for the past decades. The building on the premises has never been completely renovated and its electrical systems are old. Over the years various maintenance work has been undertaken but the system no longer fully serves the requirements of a modern office. UNDP is advocating for and promoting green energy utilization and has installed light PCMM devices to measure and monitor power consumption on various distribution units. The analysis has indicated several areas of improvement for the organization to become more energy efficient.

To make the electrical system fit for purpose and also implement some of the recommendations, the CO seeks to recruit an electrical engineer to assist in preparation of BoQs/ToR for the needed upgrade, the identification of a qualified contractor as well as the supervision of the actual work once commissioned.

## II. SCOPE OF THE WORK

The consultant will work under the overall direction of the DRR and operations analyst, and with the daily coordination by IT Associate.

The scope of work for the Electrical consultant includes but is not limited to:

1. Assess the current Electrical situation including the already identified issues and suggested recommendations.
2. Make provision for Solar system installation in the current electrical system.
3. Preparation of ToR/BoQ to engage an electrical contractor to upgrade the system and resolve the electrical issues
4. Assist the CO in evaluation of bids to select qualified company to undertake the work
5. Supervise the work of the selected contractor
6. Regularly inspect the progress and quality of work and report back to the CO
7. Sign off on work packages per agreed milestones to allow for payment of contractor

## III. EXPECTED OUTPUTS AND DELIVERABLES

1. Assessment report of as-is situation with recommendation for work to be done
2. ToR/BoQ with estimation of costs.
3. Signed Bid evaluation report.
4. Regular progress reports including any issues identified, delays experienced, quality of work etc.
5. Verification of achievement of milestones by the contractor for payment purposes
6. Final report handing over the complete work

No.	Deliverables / Tasks	Estimated Duration to Complete	Review and Approvals Required
1	Assessment report of as-is situation with recommendation for work to be done	2 days	IT Associate
2	ToR/BoQ with estimation of costs	3 days	Daniel Mills
3	Evaluation of Bids	2 days	Daniel Mills
4	Supervision of electrical works	19 Working days	Daniel Mills
5	Final inspection and verification of completion of work with final report	4 Working days	Daniel Mills

## IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will work under the overall direction of the operations analyst and the daily coordination of the IT Associate. Progress reports to be submitted through the IT Associate to the Operations Analyst.

## V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC (if any)

UNDP Ghana will provide intermittent office space for the consultant to facilitate his work when in office if needed.

## VI. DURATION OF THE WORK

Understanding the nature of the work and the end of year periods as well as possible bottlenecks in procurement of goods, the contract will be issued for a total of 30 days over a 5 months period. The understanding is that deliverables 1-3 will be finalized utilizing 7 working days within a period of one month upon signature. The supervisory work will start once a contract has been awarded to a qualified contractor.

## VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

### Education:

A first degree in Electrical Engineering from a recognized university

### Experience and function competencies:

- At least five years' hands on work experience in power system distribution and electrical safety and hazards.
- Good knowledge in earthing system and power system protection for a distribution units (DBs)
- Good knowledge in three phase, four wire (3P4W) distribution system and network
- Knowledge in pre-commissioning and commissioning test
- Knowledge in fire protection schemes and systems
- Must be a registered member of a professional body with good standing
- Good knowledge of green energy technologies is a clear added advantage
- Experience in supervision and quality control of electrical engineering work
- Very good written and verbal English skills, including experience in writing reports that explain complex technical issues
- 

### **Important Note:**

The Consultant is required to have the abovementioned professional and technical qualifications.

**Only the applicants who hold these qualifications** will be shortlisted and contacted.

## VIII. CRITERIA FOR SELECTING THE BEST OFFER

The Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following method:

- a. Technical Criteria weight is **70%, i.e. max 70 points**
- b. Financial Criteria weight is **30%, i.e. max 30 points**

Criteria	Max. Point
<b>Technical Proposal (based on CV, Proposal )</b>	70
<ul style="list-style-type: none"> <li>▪ <b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>	50 pts
<ul style="list-style-type: none"> <li>▪ <b>Criteria b.</b> Experience</li> </ul>	15 pts
<ul style="list-style-type: none"> <li>▪ <b>Criteria c.</b> Presentation/language of the proposal</li> </ul>	5pts
<b>Financial Proposal 30(lowest offer/offer)</b>	30
<b>Total Score Technical + Financial</b>	100

\*

## IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	ToRs/BoQs and Selection of qualified vendor		30%
3 <sup>th</sup> installment	Supervision of the work as determined by work schedule of electrical work contract		60%
3 <sup>th</sup> Installment	Submission of final report	"	10%

## X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed **Table of Contents**. Therefore prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

## XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

## **XII. ANNEXES TO THE TOR (if any otherwise cancel it out)**

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

**This TOR is approved by:** Silke Hollander

**Name:** Silke Hollander

**Designation:** DRR

**Signature:** Silke Hollander

**Date Signed:** 18.03.2021