



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 July 2021

Country: São Tomé e Príncipe

Description of the assignment: Consultant for the installment of BSL systems at the National Referral Laboratory and regional Hospital Ayres Menezes in São Tomé and Príncipe

Project name: *Reforço dos sistemas de saúde em São Tome e Príncipe*

Duty station: São Tomé and Príncipe.

Period of assignment/services (if applicable): 30 days

Deadline: Proposal should be submitted by email to BidsSTP@undp.org no later than **30 July 2021 at 17h00** São Tomé time.

Any request for clarification must be sent by standard electronic communication, 3 working days before the submission date, to the following email: procurement.st@undp.org. Procurement Unit 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

UNDP has an important role in supporting health outcomes by supporting countries to address the social, cultural and economic determinants of HIV and health, in partnership with UN entities and other organizations. This is done through UNDP's core work in reducing inequalities and social exclusion that drive HIV and poor health, promoting effective and inclusive governance for health, and building resilient and sustainable systems for health. UNDP also contributes through its coordinating and convening role in bringing together multiple partners and resources at national and local levels.

The HAM and the national laboratory are in need of installing BSL systems to ensure the maximum biosafety levels; this is a critical factor in to address in the Covid pandemic. The hospital needs to have the best biosafety levels to prevent the spread of SARS-Cov-2 and other viruses.

The national laboratory in STP has a BSL III system installed in one of its rooms. This system needs to be repaired, as it is not working properly due to the lack of adequate maintenance in the last 18 months due to the restrictions in travel caused by the Covid pandemic. To support this initiative, UNDP plans to recruit an international consultant.

For detailed information, please refer to Annex 1- Terms of Reference.

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

For detailed information, please refer to Annex 1- Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Degree Level: Master's degree from a recognized university
- Type of Degree: Bio engineer from a recognized trained center
- Professional licensure in maintenance of bioengineering and add advantage.

Years of Experience

- Minimum of 7 years of senior professional experience in the management of oxygen systems, especially in third world scenarios. This includes recognized experience in purchasing, maintaining and installment of BSL systems at third world countries.
- Experience in the installment of BSL equipment in health facilities in Africa, and posterior maintenance.
- Knowledge of health facilities maintenance highly desirable, professional experience in development of technical project documentation as well as installment of BSL systems/rehabilitation supervision in site;
- Knowledge of and experience in operational modalities and procedures of UNDP and/or UN system would be an asset;
- Knowledge and understanding of international BSL management standards (including WHO and CDC), Knowledge and understanding of international standards, technical regulations, general and special technical conditions and professional codes;
- Familiarity with Global Fund procedures and grant implementation is an add advantage; Knowledge of procurement, tendering and contracting regulations, requirements of international organizations are desirable;
- Knowledge of civil works related to BSL installment is needed,
- Recognized by WHO as provider of BSL equipment and calibration, highly desirable.

Language

- Fluency in both English and Portuguese or Spanish (oral and written) is mandatory.

For detailed information, please refer to Annex 1- Terms of Reference.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the **template provided by UNDP (attached)**;
- b) Personal CV and P11 (form attached), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment;
- d) Financial Proposal that indicates an all-inclusive daily fee, as per template provided. **(Form attached)**

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:

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 IC 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

6. EVALUATION

Individual consultants will be evaluated based on the combined scoring (Cumulative analysis) method.

Technical Evaluation will be conducted based on a review (desk review) of the applicant's qualifications (70 points), potentially including a technical interview. Only candidates obtaining a minimum of 70% (**49 points**) in **the Technical evaluation** will be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
Technical	70%	70
Criteria A: Background and minimum educational qualification as defined above		10
Criteria B: Practical previous experience relevant to the terms of reference		25
Criteria C: professional experience in design and construction/rehabilitation of negative pressure systems; experience in laboratory and hospital settings, professional experience in development of technical project documentation as well as installment of BSL in site		25
Criteria D: Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages, experience in handling of web- based management systems		5
Criteria E: Portuguese/Spanish and English language		5
Financial	30%	30

For detailed information, please refer to Annex 1- Terms of Reference.

ANNEXES:

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – TEMPLATE OFFEROR'S LETTER CONFIRMING INTEREST AND AVAILABILITY FOR THE IC

ANNEX 4 – P11 form