



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: September 17, 2021
	REFERENCE: RFP/PNG/009-2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Provision of Engineering services for site scoping, assessment and supervision for constructing innovation hubs in Autonomous Region of Bougainville (AROB).**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals shall be submitted on or before 5.00 p.m. (local time) on Monday, October 04, 2021.

Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system.

Bids must be submitted in the online e-Tendering system in the following link:

<https://etendering.partneragencies.org>; using your username and password. If you have not registered in the system before, you can register now by logging in using

Username: event.guest

Password: why2change

and follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents (*with file name less than 60 characters*) in pdf format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL

PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address. **The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal.** The Proposer shall assume the responsibility for not encrypting the financial Proposal.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE ‘LINE ITEMS’ IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the Contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Mulla Baidy

Operations Manager

9/17/2021

A small, stylized handwritten signature in blue ink, located to the right of the typed name and title.

Annex 1

Description of Requirements

Context of the Requirement	Soliciting services of an engineering firm to act as Project Manager and Superintendent to oversee the construction construction of three (3) buildings to be used as innovation hubs in the North, Central and Southern Regions of the Autonomous Region of Bougainville to be used as innovation hubs for skills training and capacity building initiatives.
Implementing Partner of UNDP	Act as Project Manager and Superintendent to oversee the construction three innovation hubs in the Autonomous Region of Bougainville.
Brief Description of the Required Services ¹	UNDP seeks the services of an engineering form to as Project Manager and Superintendent to oversee the construction. The first phase is for the engineering firm to do a scoping assessment in preparation of the layout/design as desired by the UNDP management and detailing of the specifications for the construction of the three innovation hubs and prepare a construction plan. The second phase is solicit a qualified construction through a bidding process and supervise the construction from start to finish.
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Act as Project Manager and Superintendent to oversee the construction of the three innovation hubs. 2. Organize stakeholder consultations to discuss the project and expected outputs. 3. Prepare a Management and Construction Plan outlines essential matter including construction and safety standards as well as: <ol style="list-style-type: none"> a. Inspect land and advise on suitability for the construction; b. Site Management Plan; c. Assist with the construction methodology and construction program; d. Site Management plan and Site Safety plan; e. Source architectural drawings for the three innovation hubs and prepare a detailed and costed bill of quantity; f. Prepare scope of work, technical specifications, bid tender documents (ITB) jointly with UNDP, GoPNG and ABG to ensure their accuracy and applicability; g. Review bidding drawings and as-built drawings submitted by the contractor(s); h. Supervise project works and ensure that all are done as per technical specification and engineering drawings; i. Conduct spot checks and notify the Contractor(s) of any defects and address them; and j. Measure, record, and review payment requests for the executed works submitted by the contractor (s). 4. Participate in pre-bid meetings, site visits and responding to technical queries during bidding process and ensure that all bidding documents are compiled with UNDP standard and regulation. 5. Liaise with local authorities for necessary approvals. 6. Follow up and communicate directly with UNDP Project partners such as GoPNG, ABG and targeted municipalities and provide full documentation/reports on progress on the ground.

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>7. Liaise with local authorities and personnel for smooth and timely implementation of the project activities, as applicable.</p> <p>8. Conduct briefings and information sessions as required by UNDP, the ABG and key stakeholders.</p> <p>9. Final inspection of the buildings with UNDP for handover to the ABG.</p>
Person to Supervise the Work/Performance of the Service Provider	<i>Deputy Resident Representative or his/her designate</i>
Frequency of Reporting	As indicated in the ToR
Progress Reporting Requirements	As indicated in the ToR
Location of work	<input checked="" type="checkbox"/> Exact Address/es Bougainville, Autonomous Region of Bougainville <input type="checkbox"/> At Contractor's Location
Expected duration of work	10 months
Target start date	15 October 2021
Latest completion date	December 2022
Travels Expected	As indicated in the ToR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others As indicated in the ToR
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others Within the scope of the ToR
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars, or <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (UN Rate of Exchange will be applicable of the date of Bid Closing)																
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																
Payment Terms	<table border="1"> <thead> <tr> <th>Reporting period and key milestones</th><th>Report due</th><th>Payment Percentage</th><th>Review and Approvals</th></tr> </thead> <tbody> <tr> <td> Payment upon submission and acceptances of the following deliverables. Activity 1. Provide pre-scoping engineering services for construction of three innovation hubs: <ul style="list-style-type: none"> • Site Scoping/Assessment Report • Costed Bill of Quantity • Report on conducted stakeholder consultation • Preparation of final scope of work and technical specification after consultation with partners • Report on conducted pre-bid meetings and site visit. </td><td>12 -Nov-2021</td><td>20%</td><td>DRR or his/her designate</td></tr> <tr> <td> Payment upon submission and acceptances of the following deliverables. Activity 2. Prepare technical specifications and support tender process for selection of Construction Company (Contractor): <ul style="list-style-type: none"> • Review and preparation of tender documents • Review and evaluation of the bids received • Completion of the Evaluation report (Technical and Financial) </td><td>10-Dec-2022</td><td>15%</td><td>DRR or his/her designate</td></tr> <tr> <td> Payment upon submission and acceptances of the progressive report on completion of 50% of work on constructing the Hubs. </td><td>28-Jan-2022</td><td>15%</td><td>DRR or his/her designate</td></tr> </tbody> </table>	Reporting period and key milestones	Report due	Payment Percentage	Review and Approvals	Payment upon submission and acceptances of the following deliverables. Activity 1. Provide pre-scoping engineering services for construction of three innovation hubs: <ul style="list-style-type: none"> • Site Scoping/Assessment Report • Costed Bill of Quantity • Report on conducted stakeholder consultation • Preparation of final scope of work and technical specification after consultation with partners • Report on conducted pre-bid meetings and site visit. 	12 -Nov-2021	20%	DRR or his/her designate	Payment upon submission and acceptances of the following deliverables. Activity 2. Prepare technical specifications and support tender process for selection of Construction Company (Contractor): <ul style="list-style-type: none"> • Review and preparation of tender documents • Review and evaluation of the bids received • Completion of the Evaluation report (Technical and Financial) 	10-Dec-2022	15%	DRR or his/her designate	Payment upon submission and acceptances of the progressive report on completion of 50% of work on constructing the Hubs.	28-Jan-2022	15%	DRR or his/her designate
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	Payment upon submission and acceptances of Final Report on 100% completion of work	29-April-2022	30%	DRR or his/her designate
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Deputy Resident Representative (DRR) and Assistant Resident Representative (ARR), UNDP Papua New Guinea</i>			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)			

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																																					
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p>Technical Evaluation Criteria</p> <table> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th><th>Points Obtainable</th></tr> <tr> <td>1.</td><td>Bidder's qualification, capacity and experience</td><td>300</td></tr> <tr> <td>2.</td><td>Proposed Methodology, Approach and Implementation Plan</td><td>400</td></tr> <tr> <td>3.</td><td>Management Structure and Key Personnel</td><td>300</td></tr> <tr> <td></td><td>Total</td><td>1000</td></tr> </table> <table> <tr> <th colspan="2">Section 1. Bidder's qualification, capacity and experience</th><th>Points obtainable</th></tr> <tr> <td>1.1</td><td>Reputation of Organization and Staff Credibility / Reliability / Industry Standing</td><td>50</td></tr> <tr> <td>1.2</td><td>General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted</td><td>90</td></tr> <tr> <td>1.3</td><td>Relevance of specialized knowledge and experience on similar engagements done in the region/country</td><td>70</td></tr> <tr> <td>1.4</td><td>Quality assurance procedures and risk mitigation measures</td><td>60</td></tr> <tr> <td>1.5</td><td> Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues </td><td>30</td></tr> <tr> <td colspan="2">Total Section 1</td><td>300</td></tr> </table>		Summary of Technical Proposal Evaluation Forms		Points Obtainable	1.	Bidder's qualification, capacity and experience	300	2.	Proposed Methodology, Approach and Implementation Plan	400	3.	Management Structure and Key Personnel	300		Total	1000	Section 1. Bidder's qualification, capacity and experience		Points obtainable	1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50	1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90	1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70	1.4	Quality assurance procedures and risk mitigation measures	60	1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30	Total Section 1		300
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Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference		100
2.3	Details on how the different service elements shall be organized, controlled and delivered		50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement		50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		50
Total Section 2			400
Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	- General Experience	30	
	- Specific Experience relevant to the assignment	50	
	- Experience of working with donor and development partners	30	
	- Language Qualifications	10	
3.2 b	Senior Expert - Civil Engineer		80
	- General Experience	10	

		- Specific Experience relevant to the assignment	40	
		- Experience of working with donor and development partners	20	
		- Language Qualifications	10	
	3.2 c	Junior Expert		40
		- General Experience	5	
		- Specific Experience relevant to the assignment	15	
		- Experience of working with donor and development partners	10	
		- Language Qualifications	10	
	Total Section 3			300
	Financial Proposal (30%)			
	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
	UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors		
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Written Self-Declaration (Annex 4)			
Contact Person for Inquiries (Written inquiries only)	Procurement.pg@undp.org <i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 24th September 2021, 4.30 PM (PNG Time)</i> <i>"Queries on RFP/PNG/009-2021"</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.			
Other Information [pls. specify]	A pre-bid meeting will be held <u>on 23 September at 11.30 AM (PNG Time)</u> <u>Through Zoom Meeting ID: https://undp.zoom.us/j/89054828884</u>			

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

(Must be password protected and Separate from Technical Proposal)

Reporting period and key milestones	Report due Tentative	Payment Percentage	Amount
Payment upon submission and acceptances of the following deliverables: <ul style="list-style-type: none"> Conduct pre-bid meetings and site visit Site Scoping/Assessment Report Monthly Progress Report 	12 -Nov- 2021	20%	
Payment upon submission and acceptances of the following deliverables: <ul style="list-style-type: none"> Submission of drawings for 3 innovation hubs Monthly Progress Report 	10-Dec-2022	15%	
Payment upon submission and acceptances of the progressive report on completion of 50% of work. <ul style="list-style-type: none"> Report providing supervision services for quality control of construction materials Monthly Progress Report 	28-Jan-2022	15%	
Payment upon submission and acceptances of the progressive report on completion of 90% of work.	25-Mar-2022	20%	
Payment upon submission and acceptances of final report on 100% completion of work	29-April-2022	30%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component:**(Must be password protected and Separate from Technical Proposal)**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
Team Leader Fee				
Senior Expert – Civil Engineering Fee				
Junior Expert Fee				
Other(s) Fee				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Others				
III. Other Related Costs⁴				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

⁴ Please detail out all possible costs enabling detailed assessment of the price proposal

Annex 3

Terms of Reference

Hiring an Engineering Firm for scoping assessment in preparation of the layout/design, and Supervision of Innovation Hubs in Autonomous Region of Bougainville (AROB)

Location:	Buka, Arawa and Buin, Autonomous Region of Bougainville (AROB)
Type of Contract:	Firm Hiring
Project:	Sustaining Peace through Economic Empowerment
Languages Required:	English
Starting Date:	October 2021
Duration of Contract:	October 2021 to December 2022

Background

The *Sustaining Peace through Economic Empowerment* (The Project) is designed to support the ongoing Bougainville peacebuilding process. The Project frames the support that the UN through UNDP can provide for the immediate post-referendum processes which includes provision of technical and logistical support to the two governments on capacity building, continued awareness on the ratification process within Bougainville and PNG and at the same ensuring inclusive and meaningful participation of Bougainville citizens in economic development activities.

The Sustaining Peace through Economic Empowerment Project (the Project) has two key objectives; the first to **provide support to political dialogue on post referendum process** and secondly to **support key economic empowerment initiative to progress post referendum dialogues**. The Project will work with the two governments to design and implement solutions that will have maximum impact on progressing the post referendum process in a peaceful, inclusive, and transparent manner; implemented and designed in collaboration with other actors and interventions on the ground, in particular the support provided by other development partners. The economic empowerment aspect is critical to progressing the Bougainville Peace Agreement and ensuring its successful implementation over the longer-term. Economically, this project will support the delivery of critical infrastructure that will stimulate economic activity which is a necessary component to ensure lasting political peace. The economic development and livelihood opportunities will in turn lead to a smooth and constructive ongoing political dialogue for peace.

UNDP supports GoPNG and ABG through **Project Outcome 2: Economic Engagement: Support to key economic empowerment initiative to progress the post referendum dialogue**. It is expected to construct three innovation hubs for each of the three regions of Bougainville (North, Central and South), allowing youths have access to vocational training skills since each of the innovation hubs will house a vocational training center with training facilities.

Objectives

UNDP seeks the services of a specialized firm to supervise construction of three innovation hubs in the Autonomous Region of Bougainville (AROB). The firm is required provide advice and technical inputs to conduct site inspections and assessment for construction. The work will include the supervision of layout and design of the hubs. Engagement with stakeholder will also be a key task for the firm to ensure all relevant parties are informed and engaged in construction of the innovation hubs.

Duties and Responsibilities

Under the general direction of the UNDP's Deputy Resident Representative (DRR) and the Assistant Resident Representative (ARR), the firm will work with staff of UNDP, GoPNG and ABG officials and other key stakeholders. The Firm is expected to provide pre-scoping engineering services, administrative support and technical supervision in construction of the innovation hubs and will be responsible for the Activities described below:

1. Act as Project Manager and Superintendent to oversee the construction of the three innovation hubs.
2. Organize stakeholder consultations to discuss the project and expected outputs.
3. Prepare a Management and Construction Plan outlines essential matter including construction and safety standards as well as:
 - a) Inspect land and advise on suitability for the construction;
 - b) Site Management Plan;
 - c) Assist with the construction methodology and construction program;
 - d) Site Management plan and Site Safety plan;
 - e) Source architectural drawings for the three innovation hubs and prepare a detailed and costed bill of quantity;
 - f) Prepare scope of work, technical specifications, bid tender documents (ITB) jointly with UNDP, GoPNG and ABG to ensure their accuracy and applicability;
 - g) Review bidding drawings and as-built drawings submitted by the contractor(s);
 - h) Supervise project works and ensure that all are done as per technical specification and engineering drawings;
 - i) Conduct spot checks and notify the Contractor(s) of any defects and address them; and
 - j) Measure, record, and review payment requests for the executed works submitted by the contractor (s).
4. Participate in pre-bid meetings, site visits and responding to technical queries during bidding process and ensure that all bidding documents are compiled with UNDP standard and regulation.
5. Liaise with local authorities for necessary approvals.
6. Follow up and communicate directly with UNDP Project partners such as GoPNG, ABG and targeted municipalities and provide full documentation/reports on progress on the ground.
7. Liaise with local authorities and personnel for smooth and timely implementation of the project activities, as applicable.
8. Conduct briefings and information sessions as required by UNDP, the ABG and key stakeholders.
9. Final inspection of the buildings with UNDP for handover to the ABG.

Reporting period and key milestones	Report due	Payment Percentage	Review and Approvals
Mobilization for scoping exercise.	Up to 14 days upon signing of contract	20%	DRR or his/her designate
Payment upon submission and acceptances of the following deliverables.	1 -Nov- 2021	10%	DRR or his/her designate

<p>Submission of Construction Management plan and report from scoping exercise for the construction of three innovation hubs:</p> <ul style="list-style-type: none"> • Site Scoping/Assessment Report • Costed Bill of Quantity • Report on conducted stakeholder consultation • Preparation of final scope of work and technical specification after consultation with partners • Report on conducted pre-bid meetings and site visit. 			
<p>Payment upon submission and acceptances of the following deliverables.</p> <p>Prepare technical specifications and support tender process for selection of Construction Company (Contractor):</p> <ul style="list-style-type: none"> • Review and preparation of tender documents • Review and evaluation of the bids received • Completion of the Evaluation report (Technical and Financial) 	As per agreed work schedule	10%	DRR or his/her designate
<p>Payment upon submission and acceptances of the progressive report on completion of 50% of work on constructing the Hubs.</p> <p>Supervise the work of Contractor and provide quality check and reporting on completed work</p> <ul style="list-style-type: none"> • Proof on conducted supervision of Contractor on project works and confirmation that construction is done as per technical specification and engineering drawings. • Reports from conducted on-site observations and spot checks of the work in progress and monitoring compliance with the project duration and cost. 	As per agreed work schedule	30%	DRR or his/her designate
<p>Payment upon submission and acceptances of the progressive report on completion of 90% of work constructing the Hubs.</p> <p>Supervise the work of Contractor and provide quality check and reporting on completed work</p>	As per agreed work schedule	20%	DRR or his/her designate

<ul style="list-style-type: none"> • Proof on conducted supervision of Contractor on project works and confirmation that construction is done as per technical specification and engineering drawings. • Reports from conducted on-site observations and spot checks of the work in progress and monitoring compliance with the project duration and cost. 			
Payment upon submission and acceptances of Final Report on 100% completion of work following inspection and handover of buildings.	December 2022 or earlier as per agreed timeline	10%	DRR or his/her designate

Experience of the Firm and Team Members

The consulting firm shall have prior experience in conducting similar assignments, and should possess the following:

- Should be a registered engineering firm.
- Proven track record in undertaking works of similar nature during the last three (3) years; Provide evidence of past similar projects, including contact references (company, contact person, email address and telephone number).
- Professional expertise and excellent background in civil, mechanical and electrical works planning and execution, monitoring and supervision of civil, mechanical and electrical works, construction systems and procedures.
- Provide Company Capability Statement and Company Profile Information including company expertise, past project experience, ongoing projects, number of staff and their expertise.

Education and experience of the Team Leader

- Professional expertise and excellent background in civil, architecture, and electrical works planning and execution, monitoring and supervision of civil, architecture and electrical works, construction systems and procedures
- Proven track record in undertaking works of similar nature during the last three (3) years; Provide evidence of past similar projects, including contact references (company, contact person, email address and telephone number)
- Experience in supervising construction of wastewater collection systems, pumping stations, earthwork, and strong understanding of engineering technical specifications.
- Competent in general conditions of contract for wastewater collection systems, earthwork, and mechanical works.
- Competent in construction supervision, contractual management, resolving site problems, quality maintenance, quality assurance, financial control, progress monitoring, communication, and documentation.
- Sound knowledge of wastewater system construction and electromechanical works acquired by practice based on previous experience

- Ability to work in the target Provinces
- Team Leader should have at least minimum 8 (eight) years practical experience on projects of similar nature.
- 3 years' experience of working with donor and development partners in the conception, design, and delivery of construction project
- Fluency in English, Tok Pisin (preferred)

Education and experience of the Civil Engineers:

- Professional expertise and excellent background in civil, architecture, and electrical works planning and execution, monitoring and supervision of civil, architecture and electrical works, construction systems and procedures
- Ability to work in the target Provinces
- Team Leader should have at least minimum 5 (five) years practical experience on projects of similar nature.
- 2 years' experience of working with donor and development partners in the conception, design, and delivery of construction project
- Fluency in English, Tok Pisin (preferred)

Declaration

Date:

United Nations Development Programme

Port Moresby, Papua New Guinea

Assignment: “_____”

Reference: [RFP/PNG/009-2021](#)

Dear Sir,

I declare that is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,