United Nations Development Programme
برامـٔ ج المـد نا للـمـددة الـعـمـانـي

TERMS OF REFERENCE

FOR

NATIONAL CONSULTANT:
Site Civil Engineer

I. Position Information

| Programme: | Solid Waste Management (SWM) Development Services |
| Location: | Al Azraq at Al Zarqa Governorate, Jordan |
| Type of Contract: | National – Locally Recruited (IC Contract) |
| Post Level: | National Consultant |
| Languages Required: | English and Arabic |
| Duration of Initial Contract: | Maximum of 78 working days within 6 months |
| Start Date: | 01/12/2021 |

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In order to support the implementation of the National Municipal Solid Waste Management Strategy (NMSWMS) objectives as set out in the respective action plan (part of the NMSWMS), the European Union (EU) in December 2017 agreed to provide financing to the Government of Jordan (GoJ), as represented by the Ministry of Planning and International Cooperation (MoPIC) with the budget support action: Support to the implementation of the National Solid Waste Management Strategy (CRIS Decision Number: ENI/2016/039-601 and ENI/2017/040-316). The total (maximum) estimated cost of this action is set at EUR 100,000,000. This budget support action is composed of: (a) the budget support component with a maximum EU contribution of EUR 40,000,000, which aims at sector reforms to strengthen the Solid Waste Management (SWM) sector, and (b) the complementary support component with a maximum EU contribution of EUR 60,000,000, which aims at incrementally improving solid waste facilities and implementing of priority investments in the SWM sector (new sanitary landfills, landfill upgrades, and extensions, new transfer stations, improvement of old transfers stations; and the closure of the existing dumpsites).

The purpose of the strategy is to ensure in the coming five to seven years, the safe and sanitary disposal of Municipal Solid Waste (MSW). The specific objectives are to (1) consolidate the existing regulatory framework to bring it in line with the objectives set in the national strategy (2) improve the transfer and disposal management system in the Central and Northern Regions (3) improve the socio-economic well-being and health status of informal waste pickers working in dumpsites (4) raise general awareness, understanding, and knowledge about key municipal solid waste management issues amongst concerned segments of the society.

The budget support component in the EU grant agreement with GoJ for a total amount of EUR 40 million is proposed for achieving the first specific objective and part of the second specific objective. The general condition for disbursement of all tranches of the budget support is the satisfactory progress in implementation of the NMSWMS and continued creditability. The progress in the strategy implementation is measured by seven (7) performance-based indicators: (1) Objectives and principles of the SWM national strategy are incorporated in new and revised regulations and instructions; (2) Increased capacities for safe and sanitary disposal is improved; (3) Improved availability & quality of SWM data for monitoring & verification of environmental standards (SO2); (4) Institutional set-up of local, regional and national levels is improved; (5) Improvement cost recovery for solid waste disposal; (6) Ensuring in the coming five to seven years, the efficient, safe and sanitary disposal of municipal solid waste in the country; (7) Improvement of overall environmental conditions, and quality of life of population by developing environmental and financial sustainable systems for SWM.

Furthermore, the EU decided that part of the complementary support component will be implemented through the Solid Waste Project amounting to around EUR 55.3 Million, and its management to be delegated to an external implementing agency. This includes three main components: (a) the implementation of infrastructure and facilities; (b) the support to the operation of a Project Implementation Unit (PIU), embedded in the Ministry of Local Administration (MoLA, as line Ministry in charge) to implement the respective, and (c) the capacity building activities to the benefit of stakeholders involved in the SWM sector.

Over the last three years, the Ministry of Local Administration (MoLA) and UNDP have successfully implemented a number of projects and interventions in the field of solid waste management:

- Improving Solid Waste Management & Income Creation in Host Communities – Rehabilitation of AlEkaider Landfill;
- Solid Waste Transfer Station at AlTaybeh –Irbid;
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• Solid Waste Transfer Station and Sorting Center at Northern Shouneh –Irbid;
• Promoting Innovative Composting of Livestock Manure and Organic Municipal Waste in Jordan through the Establishment of Pilot Windrow Composting Facility, at The Governorate of Mafrak;
• Improving Solid Waste Management and Income Creation in Host Communities;
• Capacity Building, Livelihood creation, and Women Empowerment.

These initiatives have been recognized for their positive social and environmental impact and contributed to the creation of job opportunities for tens of youth and women in the target area. Given UNDP’s track record in the management and implementation of programmes in SWM the Government of Jordan has approached UNDP to support the implementation of the National solid waste management strategy.

UNDP, through the Technical Assistance that was signed with the Ministry of Local Administration (MoLA) is looking for a Local Site Civil Engineer, to support the implementation and follow up of the TA activities.

The Site Civil Engineer is to serve:

- Under the direct supervision of UNDP Contracts and Construction Manager.
- In coordination with Projects Coordination Manager.
- In coordination with technical supervision of the Project Management Unit of the Ministry of Local Administration (MoLA).
- In coordination (as needed) with the members of the SWM Technical Committee (Ministerial).

III. Key Results and Impact

UNDP is willing to start the implementation of the scope of services for the planned projects under the Technical Assistance for the Project Implementation Unit of Solid Waste Management to participate effectively in implementing the NMSWMS with full support to Solid Waste Management in Jordan. This project includes rehabilitation of existing transfer stations and landfills, construction of new transfer stations and landfills inclusive support in finalizing designs with authorized consultancy firms, support in procurement services, support in project management during implementation, and any other related articulated in the Project Document of the Project.

The complex nature of the planned projects under the Technical Assistance for the Project Implementation Unit of Solid Waste Management needs a professional Site Civil Engineer in projects activities. The specified services are required to ensure successful implementation and closure of the respective activities and related contracts/procurement. The Site Civil Engineer will have a direct impact on the positive outcome, successful management, effective closure, and sustainability of the related projects.

IV. Duties and Responsibilities

General:

The Site Civil Engineer – will be directly responsible for successfully completing the below set of tasks within allotted, agreed-upon time frames:

He/she will carry out the respective tasks under the overall supervision of the respective Portfolio Manager, Projects Coordination Manager and Contracts and Construction Manager, in coordination with the Project Management Unit at MoLA. Such works shall include close coordination with potential engineers and government personnel at the central and local levels.
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The **Site Civil Engineer** – is responsible for ensuring such tasks are carried out in accordance with the UNDP project documents, Conditions of Contracts, technical specifications, applicable international standards, and standard project management procedures.

Upon completion of the respective tasks, she / he will be required to report the final outcomes, issues and any necessary follow-up action for the approval of UNDP project management.

**Scope of Work:**

The **Site Civil Engineer** shall carry out tasks in relation – but not limited to - to TA works up to UNDP’s approval, including the below activities:

- Support and develop site management plans and advise the Engineer on the best international practices regarding site management plans, to the approval of the Engineer.
- Develop and submit the technical management support plan to be implemented by the Consultant to the approval of the Engineer.
- Supervise the works in accordance with the contract documents and the procedures established by UNDP;
- Supervise the works in accordance with the technical specifications, bills of quantities and drawings;
- Ensure the correct implementation of the works according to technical specifications, drawings, workmanship and quality of materials;
- Review and advice to the Engineer for the materials submitted;
- Check completed works before they are covered by the contractor, taking photos and measuring/sketching;
- Ensure that the site is kept clean and tidy and that all measures are taken for site safety;
- Ensure that health & safety measures are adopted and followed to the full extent and with no deviation and if needed instruct additional safety measures;
- Take pictures and provide these in digital formats for the contract records and duly maintain an electronic library of photos of the progress of the works;
- Check and verify quantities of works done and provide a report to UNDP for each payment certificate;
- Report on the quantities of works prepared by the contractor – review each payment certificate of the contractor and verify quantities with the Engineer;
- Collate all documentation for the payment requests for each statement (interim / final);
- Monitor the work plans and inform the Engineer of any deviation;
- Assist in the preparation of inspection for the substantial completion and snag list;
- Maintain a filing system for all site memos and instructions, measured quantities of work and materials on site, reports and other documents and correspondence pertaining to the construction activities;
- Attend weekly site meetings and take minutes of meetings to be given to the Engineer;
- Ensure that the daily records are kept on the site workbook; sign on the site workbook;
- Inform the Engineer of any problem which may arise with the Contractor;
- Carry out any other tasks related to the works and the project given by the Engineer.
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The nature of the above-mentioned projects requires this Consultant to be versatile, effective, and able to take on tasks without detailed hands-on supervision.

The Consultant duty station will be at Al Azraq at Al Zarqa Governorate.

V. Qualifications and Experience

Education and professional qualifications:
- Bachelor's degree in civil engineering or related field.

Experience required
- Proven 5 years of experience in implementation of construction projects such as the construction of buildings, roads, infrastructure … etc.
- Active Membership in Jordan Engineers Associations is essential.

Competencies required
- Experience in the implementation of projects in Jordan, in particular public/private sector projects is preferred.
- Competency in the use of standard Microsoft computer packages is essential.

Language Requirements
- The candidate shall be fluent in the English and Arabic languages with excellent writing abilities.

Nationality
- Jordanian

VI. Deliverables & Outputs Time Frame

<table>
<thead>
<tr>
<th>Output Description</th>
<th>Deliverable due date</th>
<th>Deliverable value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report on the contractor mobilization works and the Consultant work plan.</td>
<td>21-Dec-21</td>
<td>15%</td>
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<tr>
<td>Detailed log on the contractor inspection requests. Compliance report for the material used by the contractor.</td>
<td>31-Jan-22</td>
<td>20%</td>
</tr>
<tr>
<td>Submittal status list for the contractor's scope of work.</td>
<td>17-Feb-22</td>
<td>15%</td>
</tr>
<tr>
<td>Comprehensive report regarding the contract laboratory tests and verification according to the project specifications.</td>
<td>29-Mar-22</td>
<td>20%</td>
</tr>
<tr>
<td>Inspection records and notes on the contractor performance regarding works executed.</td>
<td>3-May-22</td>
<td>20%</td>
</tr>
<tr>
<td>Take-off sheets (quantities calculations) for all executed works. Closure report for all the assignment including updated reports for all previous deliverables.</td>
<td>31-May-22</td>
<td>10%</td>
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The Daily Rate should cover all costs of social security, insurance, professional fees…etc, except for those explicitly covered by UNDP in this ToR.

VII. Documents required
Required Documents for offers evaluation to be submitted by hand to UNDP offices before announced deadline:

1. Curriculum Vitae (shall at least include information about university degree, trainings and professional certificates, experience, age, professional references, skills and competencies, contact information).
2. Copy of national ID.
4. Signed Separate financial offer.

VIII. Evaluation of offers

1. SHORTLISTING

- Shortlisted will be based on the following:

  Only candidates obtaining a minimum of 70% would be considered for the Technical Evaluation

<table>
<thead>
<tr>
<th>Short-listing criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Relevance of education / Degree</td>
<td>30%</td>
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<tr>
<td>Years of relevant experience</td>
<td>30%</td>
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<tr>
<td>Adequacy of competencies for the assignment</td>
<td>30%</td>
</tr>
<tr>
<td>Language / special skills</td>
<td>10%</td>
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</tbody>
</table>

  Total 100%

2. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Cumulative analysis
When using this weighted scoring method, the award of the contract should 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.

¹ All Contract documents complete and explain each other, and in case of contradictions, the ToR and UNDP contract conditions will take precedence over the Consultant technical offer, and at any case, any additional tasks or services provided in the technical offer will be considered to be covered in their offered price.
* Technical Criteria weight: 70%
* Financial Criteria weight: 30%

Only candidates obtaining a minimum of 50 points would be considered for the Financial Evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical</td>
<td>70%</td>
<td>70</td>
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<tr>
<td>• Experience in similar tasks.</td>
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<td>Technical approach and methodology demonstrating understanding of the job to be done.</td>
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<tr>
<td>• To what degree does the Proposer understand the task?</td>
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<tr>
<td>• Have the important aspects of the task been addressed in sufficient detail?</td>
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<tr>
<td>• Is the scope of task well defined and does it correspond to the TORs?</td>
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<tr>
<td>• Is the presentation clear and is the sequence of activities, time schedule and the planning logic, realistic, promise efficient implementation to the assignment?</td>
<td>35</td>
<td>35</td>
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<tr>
<td>• Is the proposed methodology suitable and resources adequate to implement the project, all stages on time and data collection method?</td>
<td>35</td>
<td>35</td>
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<tr>
<td>Financial</td>
<td>30%</td>
<td>30</td>
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Evaluation Criteria: UNDP reserves the right not to choose the lowest price, where all candidates that pass the technical evaluation will be considered for final evaluation, where 70% of evaluation points will be given to technical score rank and 30% for financial offer and the best overall offer will be chosen in accordance to procurement regulations and limitations at UNDP.

**Total Combined Score**

\[(TP \text{ Rating}) \times (\text{Weight of TP (70%)} + (FP \text{ Rating}) \times (\text{Weight of FP (30%)})\]

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