



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8 March 2022

Country: Jordan

Description of the assignment: Individual Consultant: Civil Engineer to supervise the Works Required to establish a Compost plant facility in Al Koura District

Project name: Women Economic Empowerment Project.

Period of assignment/services (if applicable): 6 weeks (approximate date of start 31 March 2022) with no possibility of extension.

Proposal should be sent by e-mail to offers.jo@undp.org no later than 15th of March 2022 highlighting in the subject : IC **Civil Engineer to supervise the Works Required to establish a Compost plant facility in Al Koura District**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. [*The procuring UNDP entity*] 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

The “Enhancing Women Participation in the Solid Waste Management Sector in Jordan” project contributes to improving women’s quality of life in North of Jordan through enhancing their livelihoods and wellbeing. The entry point of this project is women’s economic empowerment and equality as means to addressing barriers that are hindering women from active participation in their communities as workers, entrepreneurs and change makers, with the understanding that real women’s economic empowerment exists when women and girls have similar opportunities to men and boys in terms of knowledge, economic opportunities, gender sensitive policies and decision-making power and access to and control over assets and resources.

The Project focuses on empowering women through improving effectiveness of women organizations to actively represent and support women voices in decision-making processes, increasing participation by women in the local economy, enhancing gender informed and responsive policy making at community and national levels, with particular focus on the Solid Waste Management (SWM) sector.

The project targets women in three municipalities which comprise Northern Shouneh District and an

additional municipality (within Kourah District) all in Irbid Governorate. According to the census of population and housing results 2015, the demographic and socio-economic data of the Northern Shouneh district shows that women are 46.4% of the total population while men are 53.5% with a gender gap of 7.1% in favor of men. Moreover, number of households in the Northern Shouneh is 24,659 households, and average family size is 5.8 which is considered high in comparison to the national family size average of households which is 5.5 (according to Ministry of Planning and International Cooperation poverty pocket Socioeconomic profile for Northern Shouneh). Social indicators show that male-headed households comprise 87.8% while female-headed households comprise 12.2%.

This project is designed to use the UNDP niche and experience in the solid waste management to provide interventions aiming at empowering women economically, strengthening their voice and representation at the local level, and enhance the institutional capacities to accompany this process. Furthermore, this project will benefit from UNDP global and regional experience in implementing such projects. It will also link and build on other relevant interventions implemented by other international organizations, government, and others.

The Project will secure as an end result job opportunity for 600 women through green business group projects in the SWM sector, in addition to further capacitating 46 women from an existing project. It will also target women in the communities and within the CSOs for other support.

The project is implemented through partnership with the Ministry of Local Administration (MoLA) and the Joint Services Council of Irbid (JSC-Irbid); who are the main project beneficiaries as well as the civil society in northern Jordan.

Under this framework and following site visits and technical evaluation of the current situation, a Construction of a new building is currently under implementation to establish a composting processing and packaging center as well as a sorting facility (steel structure – hanger) as per the design drawings and specifications provided by experts in the earlier designing phase. The composting and sorting facility which are currently under Construction located in Deir Abi Saed, Irbid, north west of Jordan near to and adjacent to the Jordanian valley area, where the site is owned by JSC-AL Koura and managed by JSC-Irbid management.

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

Under the overall guidance of the Women's Economic Empowerment Project Manager, and direct supervision of the Construction Manager, and in coordination with the technical supervision of the Project Management Units at the Ministry of Local Administration (MoLA), the Civil Engineer Consultant will be directly responsible for the successful completion of the below set of tasks within allotted, agreed-upon time frame:

The Consultant's main task shall be to supervise the construction activities which are implemented within a scheduled timeline defined based on the construction progress that is currently taking place in Deir Abi Saed transfer station to finalize building a composting and sorting facility. The Consultant has to ensure that the Works are carried out in accordance with the contract documents, consistent with internationally accepted engineering standards and practices.

The Services shall also include some duties normally performed by UNDP field staff, which includes the establishment and maintenance of contacts with counterparts and other stakeholders, liaisons,

coordination, and similar activities. Hence, the consultant has to assist the UNDP's staff in the examination of officially handed documents, supervision and formulating opinion about the modifications and supplements proposed by the contractors.

Upon site handover to the contractor, the Consultant shall take charge and be responsible for managing, supervising, monitoring, verifying, certifying, amongst other activities, on behalf of UNDP, that will be related to the handing over of the site.

Summary of key functions and expected results:

- I. Ensures Construction Works are supervised and monitored.
- II. Support implementation of Construction Works and operationalizing the Compost processing and Sorting Facility.
- III. Support implementation of the Construction Works and operationalizing the Compost processing and Sorting Facility.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's degree in Civil Engineering. A master's degree in a related field is a plus.

II. Years of experience:

- Over 5 years of working experience in a relevant field of civil engineering, especially in preparation of construction technical documentation; and Structural design;
- Experience in activities related to the supervision of the construction works of steel hanga, and structures (civil engineer with 5 years of applied experience as a minimum).
- Ability to work on AutoCAD program.
- Previous working experience with the United Nations is a plus;

III. Competencies:

Communication and Relationship Management: Communicates ideas and positions with command and confidence, and ability to capture, develop, share, and effectively use information and knowledge;

Innovation: Critically assesses established methods;

Teamwork: Demonstrates behaviors of teamwork, collaboration, knowledge sharing, maintaining relationships;

Delivery: Embraces complex challenges and opportunities for getting work done; Works to develop organizational awareness of UNDP's approach to client service delivery and integrity and accountability,

ability to improve performance and satisfaction.

Other Competencies:

- Proven ability to work with a variety of people including community members, in particular women and youth; government officials, local stakeholders.
- Excellent communication, presentation, and facilitation skills.
- Competency in the use of standard Microsoft computer packages is essential.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal (using Annex 3)

3. P11 including past experience in similar projects and at least 3 references **(with their emails)**

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).

Deliverable	Due Date	Percentage
Report on inspected works of the Contractor and progress of construction work phase with conclusion and recommendation and forecast for budget, timetable, and meeting records.	20 Mar 2022	50%
Report on substantial completion process and signed certificate of substantial completion for Establishment of the Compost Plant	14 Apr 2022	50%

Travel;

UNDP will not accept any request for cost reimbursement to cover the consultant movement to the worksite (construction site)

6. SHORTLISTING

- **Shortlisted will be based on the following:**

Note: the passing mark is 60 % to go to the next evaluation

Shortlisting criteria	Weight
Relevance of education / Degree	30%
Years of relevant experience	30%
Adequacy of competencies for the assignment	30%
Language / special skills	10%
Total	100%

7. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

2. 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.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49% points out of 70 would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
• At least 5 years of experience working in similar projects		20
• Required education qualification (min. BSc. in civil engineering)		15
• Significant experience in relevant field of civil engineering, especially in preparation of construction technical documentation; and Structural design. And Working experience with an international organization, preferably		15

UNDP		
• Assessment of technical proposal (methodology for undertaking the assignment)		20
<u>Financial</u>	30%	30

Financial Criteria - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(PI / P_n) * 30$ where P_n is the financial offer being evaluated and PI is the lowest financial offer received.

Step III: Final Evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFERORS LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY