



## Terms of Reference

### Reference: IC/PNG/031-2022 National Consultant for Supervising and Managing Construction Projects Related to Bougainville Innovation Hubs

#### General Information

<b>Title:</b>	National Consultant for supervising and managing construction projects related to Bougainville innovation hubs
<b>Project Name:</b>	Sustaining peace through economic empowerment UNDP PNG
<b>Reports to:</b>	<b>Private Sector Development Specialist</b>
<b>Type of Appointment:</b>	Individual consultant national)
<b>Expected Places of Travel:</b>	Buka, Arawa and Buin in Bougainville, Papua New Guinea
<b>Duty Station:</b>	Port Moresby (PNG)
<b>Duration of the Contract:</b>	66 Days over the period of 6 months (From April 10, 2022 to 10 October 2022)

#### I. Background

The Sustaining Peace through Economic Empowerment project (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, including provision of technical and logistical support to the two governments on capacity building, support on the ratification process, continued awareness to the people of Bougainville and PNG on the progress and ensuring inclusive opportunities that supports meaningful participation.

UNDP has experience across Asia-Pacific in designing and delivering one-stop shop youth innovation hubs for fostering innovation and entrepreneurship and developing vocational and transferable skills among young people. These hubs provide an integrated end-to-end support service to entrepreneurs from idea generation, start-up to scale-up of businesses. Youth are also supported with training to develop vocational and soft skills; and are supported with mentorship programmes to build their confidence and capacity.

Innovation hub services include vocational training services, business training and incubation, business registration and legal advice, financing and financial literacy, innovation camps and challenges, research and leadership development, internships and employment opportunities, internet access and online learning, and e-market platform connecting demand to supply for skills, services, and products.

For this purpose, UNDP PNG is seeking a national Consultant for the supervision of the construction and project management related to the Bougainville innovation hubs.

#### II. Scope of work

The overall purpose of the consultancy is to support UNDP Country Office (CO) in PNG in the development and construction of innovation hubs including review and input into the detailed design process. The Consultant will work closely with UNDP's Private Sector Development Specialist and the UNDP team based in Buka.



The scope of work will include;

Support to UNDP in delivering the the development and construction of the innovation by providing specialist skills related to unique circumstances in Bougainville. The consultant will work closely with the project architect, UNDP team in Buka, Autonomous Bougainville Government (ABG), local twon councils and other stakeholders. The consultant will support UNDP by facilitating the development and construction of the innovation hubs mainly through working closely with the architect, construction contractors, supervising construction activities and management of the sites and with the various regulatory agencies. In addition, she/he will also facilitate the planning and consultation process related to the sustainment of the innovation hubs and their handover to the ABG when completed. to be held in the country office.

The key tasks for which the Consultant will be responsible are as follows:

1. Support the Country Office by providing and facilitating the completion of bidding and tender documents related to the construction of the innovation hubs
2. Support the architect and the country team by developing Bill of Quantities (BoQ) and other documents related to the finalisation of the tender documents
3. Supporting the development application process through the town councils in buka, Arawa and Buin
4. Providing on the ground support services related to the site possession, clearing and processing it ready for construction (boundary, survey and other works as required)
5. Management of site including supervision of work related to the material storage, retention and securing before construction
6. Construtcion management related to the building of the innovation hubs in Buka, Arawa and Buin
7. Supporting the country office in the formal completion of the construction process and obtaining occupancy certificates for the three innovation hubs
8. Providing input and expertise related to the handover and post construction support to ABG



### III. Deliverables and timeline

The deliverables are summarized in the table below:

<b>Deliverables</b>	<b>Estimated number of Workingdays</b>	<b>Completion deadline</b>	<b>Percentage payment</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
<b>Pre- construction</b> Sufficient support to UNDP CO PNG in conducting review and analysis of the design process including the development of detailed design from a construction perspective a) a). Input into the design process mainly focussed on practicality in Bougainville and how the project can be efficiently developed with limited infrastructure support networks b) b). Finalisation of BoQ and other documents related to the construction activities c) Supporting the UNDP CO in developing tender documents d) Submission of development approval documents to the town councils for construction to start	<b>11 days</b>	<b>15<sup>th</sup> May 2022</b>	<b>20%</b>	<b>Private Sector Development (PSD) Specialist</b>
<b>Construction</b> Supervision of the construction process including the following: a) Site possession and securing perimeter. Setting up hoardings and signages. Management of connection related to the utilities from service providers b) Liaison with the selected contractor for the various activities related to the site works, management of materials and personnel c) Reporting progress and updating UNDP CO d) Highlighting any issues that may delay or have adverse financial impact on the project	<b>45 days</b>	<b>30 September 2022</b>	<b>60%</b>	<b>PSD Specialist</b>



<b>Post Construction</b> a) Completing the end of work process in partnership with the architect and contractor b) Submitting documents relevant to the local town council to get occupancy certificates c) Site clean up and possession from contractor d) Supportting the ABG for post handover responsibilities and best practices	<b>10 days</b>	<b>10 October 2022</b>	<b>20%</b>	<b>PSD Specialist</b>
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#### Disbursement of payments

Lumpsum payment linked to deliverables, and Payment for aforementioned deliverables are subject to certification of deliverable/s report approved by Supervisor, Private Sector Development Specialist UNDP PNG

#### Institutional Arrangement

The consultant will work in close collaboration with the UNDP team based in Buka and will report and submit deliverables to the Private Sector Development Specialist UNDP PNG for review and approval.

#### Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Buka, Bougainville, Papua New Guinea	<b>Pre-construction stage</b> One trip to Buka, Arawa and Buin  <b>Construction stage:</b> <ul style="list-style-type: none"> <li>To be on site during the following times: pouring of foundation concrete, erection of structure and fitting of services</li> </ul> <b>Post construction stage:</b> One trip to Buka, Arawa and Buin	15 days.  <b>Note:</b> Travel will be combined for the three sites as work will overlap in any given time



2	Arawa, Bougainville, Papua New Guinea	Same as Buka	15 days
3	Arawa, Bougainville, Papua New Guinea	Same as Buka	15 days

**IV. Duty Station**

Port Moresby, PNG as per ToR

**V. Contract duration**

The duration of the contract will be six (6) months as per the above deliverables.

**VI. Qualifications and Experience****Academic Qualifications:**

At least Bachelors or Master's degree in construction management, civil engineering or quantity surveying or other relevant disciplines, with proven track record construction management and procurement.

**Experience:**

- Minimum of (05) five years of construction or infrastructure development related to public buildings and services.
- Experience in working in challenging environment in remote and regional areas
- Minimum of (3) three years of proven ability to manage projects on behalf of public agencies or with UN sponsored projects.
- Minimum of (05) five years of experience working in Papua New Guinea.

**Language:**

- Proficient in English language, spoken and written.

**VII. Competencies:****Corporate Competencies:**

Integrity, professionalism, and respect for diversity.

**Functional Competencies:**

- Proven ability to deliver and implement building and infrastructure facilities in regional and remote areas of Papua New Guinea



- Familiarity and working in Bougainville is desirable
- Ability to think conceptually and flexibly, capacity to adapt, innovate, and propose multiple options.
- Proven ability to deliver quality output including reports writing and making presentation under tight deadlines.
- Familiarity with UNDP or UN operations will be advantageous.
- Fair and transparent decision making; calculated risk-taking

### **VIII. Documents to be included When Submitting the Proposals**

Consultant shall submit the following documents:

- Personal CV or P11, 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.
- Financial proposal in the UNDP format – Annex 3 and 3A.
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment.

### **IX. Financial proposal**

#### **Lump sum contract**

The financial proposal shall specify an all-inclusive (including Travel related cost to Buka, Buin and Arawa) a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based 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.

The Consultant will be responsible for all personal administrative expenses associated with undertaking this assignment.

#### **Evaluation of applicants**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Only those applications which are responsive and compliant will be evaluated.
- Offers will be evaluated according to the Combined Scoring method –where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%.
- Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.
- The financial proposal shall specify an all-inclusive lumpsum payment linked to deliverables.
- The top applicant with the Highest Combined Scores and accepted UNDP's General Terms and Conditions will be awarded the IC contract.



<b>EVALUATION CRITERIA</b>		
<b>Technical evaluation (70 points).</b>		<b>70 POINTS</b>
<b>Academic Requirement</b>	Relevant academic degree or higher	<b>10 Points</b>
<b>Experience</b>	Relevant working experience	<b>35 Points</b>
	Relevant skills in delivering construction and engineering related to infrastructure and public facilities in remote and regional Papua New Guinea	<b>15 Points</b>
	Relevant experience in delivering project services for UNDP or UN agencies in Papua New Guinea	<b>5 Points</b>
	Relevant experience in delivering project services in Bougainville	<b>5 Points</b>
<b>Financial Evaluation</b>		<b>30 POINTS</b>
<p>Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 points</p> <p>Lowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according the following calculation:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <math display="block">FE = \frac{LFP}{FPI} \times 30</math> </div> <p>FE= Financial Evaluation LFP = Lowest Financial Proposal FPI= Financial Proposal of bidder i</p>		
<b>FINAL EVALUATION: TECHNICAL + FINANCIAL</b>		<b>MAX 100 POINTS</b>

**Note:**

**Applications without i) financial offer, ii) P11 form and iii) Documents mentioned under Technical Proposal will NOT be considered for evaluation.**

Financial proposal should be on provided format (i.e Annex 3- OFFEROR'S LETTER TO UNDP); The financial proposal should also incorporate the costs related travel to Bougainville including flights, daily rate and other costs. Firms are not eligible for this consultancy assignment (open only for national individual consultants).



Incomplete application will not be considered, it will be disqualified automatically.  
Please complete the Statement of Health form and submit along with proposal

**ANNEXES:**

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- FINANCIAL PROPOSAL TEMPLATE

ANNEX 4 – P11 FORM

**Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document**