



Terms of Reference

Consultant Engineer with experience of sustainability

Title of Consultancy	Support to the development of a Sustainable Procurement Guideline for Engineer Services
Office/Unit/Project	BMS/Office of Procurement/Procurement Services Unit
Functional Title	Consultant Construction Engineer – Sustainable Sourcing
Type of Contract	<i>Individual Contract (IC)</i>
Reports to	<i>Sustainable Procurement Specialist</i>
Duty station (City and Country)	Home- /Remote-based
Expected starting date	1st October 2022
Expected Duration	1 month
Language required	English

1. Background:

Sustainable public procurement is a tool that leverage public funds to achieve development objectives. The 2030 Sustainable Development Goals, and specifically Goal 12.7, provides a platform for linking public procurement practices with development objectives.

UNDP is fully committed to sustainable procurement (SPP) and will maximize environmental, social, and economic considerations in the procurement process whenever and wherever possible. The UNDP Office of procurement (OP) has spearheaded sustainable procurement by developing a series of trainings, policies, and technology solutions to enhance sustainability integration across the UNDP procurement function. To further advance the integration of sustainable procurement measures in UNDP procurement, the Procurement Services Unit (PSU), is developing Sustainable Procurement Guidelines for its highest sustainability-risk and spend categories.

The UNDP procurement function is decentralized across 170 different countries and territories, with differing market and operational conditions and opportunities. In addition, UNDP procures a wide range of categories of goods, services, and civil works. This hinders systematic category-specific learning and, in turn, effective integration of sustainability considerations in individual tender processes. Local knowledge and capacity gaps within UNDP also coincide with market limitations in relation to the available supply of sustainable products and services. Despite having an enabling SPP policy in place, new and innovative sustainable procurement approaches are seldom explored. Existing SPP guidance is generic and therefore requires the procurement practitioners to develop their own category-specific measures and strategies for each tender. To increase the level of SPP implementation, UNDP will therefore provide its procurement staff with hands-on and practical, category specific SPP guidance.

The objective with the Sustainable Procurement Guidelines is to have as big sustainable impact as possible, given the described constraints for effective sustainability integration within UNDP. An important factor for achieving this is that the guidelines are as user-friendly and practical as possible. As different categories of goods and services are procured through different methods, and as the local context and conditions vary,



the guidelines need to take this into account when defining strategies for sustainability integration.

Construction works constitute one of the UNDPs procurement categories with highest sustainability risks. The sustainable guideline for engineer services provides a sourcing strategy for making UNDP construction works projects more sustainable, in line with UNDP Construction Works policy. The guideline includes model Terms of references for sourcing engineering services with experience of sustainable building design practices and concepts. Most often, UNDP contracts external expertise for designing its construction works projects that, in turn, are sourced through a pass/fail procedure where the specifications are defined and quantified in drawings, Bill of Quantities (BOQ) and Scope of Works (SOW). To integrate sustainable and circular principles in construction works projects effectively, both in the design of new buildings and infrastructure, and in the reconstruction of existing ones, it is therefore important that the engineer has the relevant experience of sustainable and circular building practices.

The guideline is developed leaning on, but not limited to, the following key references:

- EU GPP Criteria for Office Building Design, Construction and Management
- European Commission's Circular Economy Principles for Building Design

UNDP PSU intends to hire an individual contractor (IC) to review and finalise the draft sustainable procurement guideline for engineer services.

2. Objectives of the work:

This TOR specifically relates to the appointment of an engineer with experience of sustainability to complete the objectives as below:

1. Review the draft version of the Sustainable Procurement Guideline for Engineer Services
2. Propose changes and enhancements to the guideline based on the following principles:
 - i) Achieve maximal positive sustainability impact through the proposed strategy for integrating sustainable procurement measures,
 - ii) User-friendliness and practical applicability,
 - iii) Reflecting global best practice for sustainable and circular buildings, while;
 - iv) Taking into account how UNDP construction works projects are normally planned, designed and carried out, while;
 - v) Adhering to current UNDP Construction Works Policy and other applicable policies and regulations.
3. Propose evaluation criteria and score for engineering services, including allocation for sustainability factors, in the tender for Engineering Services, adhering to:
 - i) Applicable UNDP Procurement rules and policies,
 - ii) UNDP Financial Regulations and Rules.

3. Methodology and Scope:

In completing the work, the appointed Consultant will at a minimum be required to the following:



- i. Participate in an inception meeting.
- ii. Participate in weekly progress report meetings.
- iii. Deliver a draft version of the reviewed guideline, one week prior to the delivery of the final version.
- iv. Deliver a final version of the guideline, taking into account comments received from UNDP.
- v. Benchmark the strategy for sustainability integration in the guideline against global best practice for sustainable and circular construction, infrastructure and building principles while considering UNDP policies, procedures, and way of implementing construction works project.

4. Deliverables:

The total duration of the review will be approximately one month starting from the date of contracting. The tentative timeframe is as follows (deliverables illustrated per site):

Description of Deliverables	Target delivery dates	Lumpsum payment schedule
Milestone 1) Review the draft sustainable guideline for Engineer Services, including model Terms of Reference for Engineer Services Long Term Agreements and Individual Contracts.	Within 1 week of contract award	0%
Milestone 2) Suggest edits and changes to the sustainable guideline for Engineer Services, based on global best practice for sustainable building design and performance and in compliance with applicable UNDP policies and procedures	Within 3 weeks of contract award	0%
Milestone 3) A final version of the Sustainable Procurement Guideline for Engineer Services, including a model Terms of Reference for Engineer Services Long Term Agreements and Individual Contracts. <i>a) The payment for milestone 3 will be made upon UNDP's acceptance and approval of work completed.</i> <i>b) Note that the Intellectual Property Rights will remain with UNDP as per the General Terms & Conditions of the contract.</i>	Within four weeks of contract award	100%

5. Required Skills and Experience:

- An advanced degree in civil engineering, public law, social sciences, environmental science, or related qualifications;
- A minimum of 7 years professional experience of engineer services where sustainability measures have been integrated throughout the project cycle;



- Demonstrated professional experience of developing sustainable procurement criteria, technical requirements, evaluation criteria and/or contract clauses for civil works projects;
- Documented experience of designing sustainable procurement guidelines and/or policies within the United Nations, international organizations or national or local authorities;
- Prior experience working with UN Agencies will be an added advantage.
- **Language:** English.

6. Evaluation Method and Criteria:

The evaluation of proposals will be conducted according to UNDP procurement rules. A two-stage procedure is utilized for evaluating the individual consultants, with the evaluation of the technical proposal (CV review) being completed prior to any price proposal being opened and compared. Only candidates who obtain at least 70% of the obtainable score of 70 points in the evaluation of the technical proposals will be considered for the financial evaluation (i.e. candidates who score at least 49 points). The technical proposal is evaluated based on its responsiveness to the Term of Reference as specified below. In the second stage, the price proposal of all candidates who have attained a minimum 70% score in the technical evaluation will be compared. The total obtainable score for the financial proposal is 30. The contract will be awarded to the lowest priced technically qualified proposal.

Evaluation criteria	Max score (70)
Proposed Methodology: A brief description of approach to the assignment describing how the Scope of Work will be carried out according to the deliverables.	20
Documented qualifications and experience: demonstration of necessary technical expertise to undertake and successfully complete the project. Documented relevant academic qualifications must be showcased, as well as experience, knowledge, proven track record and evidence of undertaking similar projects.	15
Technical Capability:	
<ul style="list-style-type: none"> • Experience of designing and/or supervising construction works projects where sustainability measures have been integrated. Consultant to provide relevant documentation and evidence to support the experience. 	10
<ul style="list-style-type: none"> • Experience of designing sustainable procurement criteria, technical requirements, evaluation criteria and/or contract clauses for civil works projects. Consultant to provide relevant documentation and evidence to support the experience. 	10
<ul style="list-style-type: none"> • Experience of designing sustainable procurement guidelines and/or policies within the United Nations, international organizations or national or local authorities. Consultant to provide relevant documentation and evidence to support the experience. 	10
Previous experience working with international organizations and/or United Nations bodies.	5

All applications will be treated with the strictest confidence.



7. Implementation, Reporting and Administration:

Following the contracting process, the individual consultant is expected to engage closely with the UNDP Sustainable Procurement team and to participate in the inception meeting and weekly progress report meetings.

The Individual Contractor will report to the PSU Sustainable Procurement Specialist.

UNDP is responsible for processing the payments of the invoices against this contract and all the administration associated with the contract management. The project report(s) must be submitted in electronic format (MS Word) in English.

Response Format:

To facilitate the analysis of responses, all interested candidates are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated.

Applicants are required to submit the following:

- A brief technical proposal outlining a methodology for the approach and implementation of the assignment.
- Personal CV or P11 indicating all past positions held and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details (email and telephone number) of the Candidate, and at least three (3) the most recent professional references of previous supervisors. References may also include peers.
- Duly accomplished Letter of Confirmation of Interest and Availability including Financial Proposal that indicates the all-inclusive fixed total contract price (US dollars). If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

8. Terms of payment:

The assignment is based on a lump sum contract amount and payment is based only upon the certification and acceptance of the deliverables as indicated in the TOR. In the event of non-performance and pre-termination where the payment cannot be made in full or may have to be suspended, the final payment will be pro-rating against received and accepted deliverables.