



TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF CONSULTANCY FIRM

GENERAL INFORMATION

Services/Work Description:	Supervision & Advisory Role for borehole drilling, construction of groundwater reservoirs, piping, fencing etc. for five (5) selected community gardens in the North Bank Region, Lower River Region and Central River Region of The Gambia.
Project/Program Title:	Reduction of Economic and Social Vulnerability of the Poor and Marginalized populations in Protected Areas affected by COVID-19.
Consultant Level:	Level B (Specialist)
Duty Station:	UNDP The Gambia Country Office
Expected Places of Travel:	In-country travel to the above-mentioned three regions
Duration:	3 months
Expected Start Date:	Immediately after Concluding Contract Agreement

I. BACKGROUND / PROJECT DESCRIPTION

Reduction of Economic and Social Vulnerability of the poor and marginalized populations in protected areas affected by COVID-19 seeks to reduce the vulnerabilities of the poor and marginalized highlighted in the findings of the UNDP's June 2020 Rapid Assessment of the Socio-economic Impact of COVID-19. The project aims to: i) support community-based social protection in the Protected Areas to strengthen local livelihoods and discourage the recent spike in the overexploitation of natural resources; ii) promote alternative green livelihoods so that the diverse natural habitat is preserved, and iii) facilitate financial inclusion and digitalization of MSMEs.

The project will thus ensure that women and youth who are adversely affected by the COVID-19 are uplifted financially and provide them with alternative sources of livelihood to reduce their overdependence on tourism, and that the protected areas are preserved and not subjected to overutilisation. To achieve this, the project will employ a community-based social protection initiative for communities living around Four Protected Forest Areas (PAs) which are Kiang West National Park, Jokadu Forest Park, Baobolong Forest reserve and Kunkilling Forest Park, and eco-tourism destinations; Juffureh, Albreda and Tuman Tenda, as a way to compensate for lost incomes due to decrease in tourism. The scheme will provide productive assets to members of small groups; women (especially female-headed household heads and widows), youths, and people living with disabilities; to make investments in agriculture (seed and cereal banking), horticulture, small ruminant rearing, back yard poultry, oyster culture and harvesting, beekeeping, forest fruits and nuts harvesting etc. Communities will also be able to install solar technologies to ensure food security and environmental protection.

II. SCOPE OF WORK

UNDP is looking for a qualified and experienced firm to supervise and provide the on-site coordination and quality assurance of the works on the women's community gardens in 5 selected communities in NBR, CRR and LRR. The selected communities are:

1. Daru-FodayBa
2. BurangYa

3. Jammeh Kunda
4. Dumbuto
5. Boraba

The consultants will work closely with The Ministry of Gender, Children and Social Welfare, Department of Community Development, and a selected contractor engaged by UNDP, and report to the Economic and Social Vulnerability Project coordinator.

The consultants will supervise and oversee all works to be undertaken by the hired contractor in the women's community gardens in 5 selected communities in the regions noted above. The tasks stated below but not limited to the following will be undertaken as part of the assignment:

- a) Verify and confirm the effectiveness of the implementation of the work plan that was agreed on between UNDP and the contractor
- b) Confirmation that the works are carried out in line with national regulations and best international practices
- c) Verify and certify Interim Payment Certificates and variations prepared by the Contractor
- d) Participates in the evaluation of bids received for the hiring of a contractor by UNDP
- e) Verifies and evaluates variations (if any) of works submitted by the Contractor
- f) Ensure that the works are implemented by the approved Bill of Quantities, Specifications, Designs, and Drawings for all related activities including Poles, Transformers, etc.
- g) Confirms and certifies in-situ or laboratory control tests conducted by the contractor and transmits to the UNDP
- h) Verifies and evaluates the application of the Health, Safety, Security & Environment (HSSE) Plan developed by the contractor on-site and ensures that there is 100% completion of mandatory weekly health and safety inspections
- i) Prepares monthly highlight reports documenting the progress made against the milestones, challenges faced and recommendations to address them
- j) Prepares As-Built Drawings at the end of the construction phase
- k) Verifies that all issues raised during the pre-commissioning are addressed before the works are commissioned
- l) Report on the satisfaction of work or any abnormality observed to UNDP

Expected inputs from the Consultant

- a) Transportation to and from the site
- b) All the equipment and tools to be used in carrying out the set-out tasks including the technical tests
- c) All Built Drawings to be provided in CAD and pdf
- d) Consultant to include in their cost, the presence of Clerks of Work on the ground.
- e) All works to be carried out with the consideration of all the Health and Safety requirements according to UN regulations and international best practices

III. EXPECTED OUTPUTS AND DELIVERABLES

The expected deliverables are summarized in the table below where M is the start date in months.

No.	Expected Timeline	Deliverables / Outputs	Review and Approvals Required
1	M+1	Review the Statement of Work of the Contract including designs, drawings, specifications, and bill of quantities, and submits an inception report highlighting any issues or risks that may affect the delivery of the works	
2	M+2, M+3,	Preparation and submission of monthly highlight report with photos & videos, HSSE inspection report, and certification and verification of payment of milestone of the contractor	
6	M+	Preparation of Final Completion Certificate, Final Payment Certificate, Final Report, Defects Notification Plan, and As-Built Drawings after the works have been commissioned and accepted by NAWEC	

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. UNDP, through the Personnel on the Economic and Social Vulnerability Project under the Poverty and Inclusive Growth cluster, will manage and oversee the evaluation process. The consultant will report to **UNDP**.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO THE PROSPECTIVE CONSULTANCY FIRM

- a. Consultants shall provide their; **Equipment; Local transport to and from the sites and all other equipment** necessary to carry out the supervision works.

VI. DURATION OF THE WORK

- a. The duration of the consultancy is expected to be **3 months**.

VII. COMPOSITION AND QUALIFICATIONS OF EXPERTS

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The consulting firm shall be open to any registered Architectural & Engineering Consultancy Firm in The Gambia. The Consulting firm's staff should have extensive experience in the design and supervision of irrigation systems, especially for Government agencies. The proposed team of experts must have a verifiable degree and professional background in their country of practice. In addition to the above, to be considered for the evaluation process, the consultancy firm shall fulfil the minimum criteria for each staff. The firm shall need to submit proof of all the relevant documents including qualifications of the key staff and their signed CV confirming their availability throughout the assignment. Furthermore, the firm shall have the following profile:

- The firm shall have similar work experience with local or international clients.
- The firm shall have all legal authorizations and registration documents updated.
- The firm shall assume full responsibility for all the design components.

- The firm shall always have the key staff available to accomplish the work

1. Team Leader/Water Resource Engineer

a. Academic Qualifications:

- Possess at least a Master's degree in Civil Engineering, Water Resources, or any related engineering field.

b. Years of experience & Competencies:

- At least 7 years' experience in the design and supervision of irrigation systems in The Gambia.
- Experience in Hydraulic modelling is an asset.

c. Language and other skills:

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions.
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff).
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.
- Experience working with international organizations such as the UN is desirable.

d. Compliance with the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

2. Civil Engineer

a. Academic Qualifications:

At least a bachelor's degree in Civil Engineering or Surveying.

b. Years of experience & Competencies:

- At least 7 years of experience in conducting surveys and profiling infrastructure.
- Possess strong skills in producing architectural drawings, site layouts and plans.

c. Language and other skills:

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions.
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff); and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.
- desirable



d. Compliance with the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

3. Clerks of Works

The supervision firm is expected to propose a Clerk of Works for each site to provide onsite technical supervision and support by monitoring the day-to-day construction activities in the gardens.

Education, Knowledge, and Experience

- Technician's Diploma in Civil Engineering from an accredited academic institution.
- Working knowledge of health and Safety requirements on construction site
- Working knowledge of the Building Construction Industry in The Gambia
- Excellent written and communication skills including preparing daily site logs, preparing requests for testing materials, site registers, and health and safety inspection forms
- Minimum of three (3) years of working experience performing similar functions in a large, diverse organization.

OR

- Equivalent combination of Qualification, Training, and Experience

Important Note:

The Consultancy firm is required to have the following professional and technical qualifications. **Only the firms that hold these qualifications** will be shortlisted and contacted.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, a qualified Firm is expected to submit both the Technical and Financial Proposals. The Firm is required to submit a detailed methodology, work plan, and approach as part of the Technical Proposal. This should include how they plan to undertake the assignment. The methodology selected must appropriately respond to the scope of work to produce the intended deliverables. The Technical Proposal must have the signed CV of the experts and signed CVs of the backstopping experts if any. Accordingly, Consultancy firms will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

The Consultant must submit the following documents/information to demonstrate her/his qualifications:

I. Technical Proposal:

- Demonstration of understanding of the assignment.
- A clear narration of the methods and/or approaches that would be employed to fulfil the objectives of the assignment.
- An implementation matrix/work plan with timelines for carrying out the assignment.

- Detailed CV of the experts which must include past experiences undertaking similar assignments and at least three (3) references and their contacts for ease of background checks.
- Demonstration of past performance in providing similar services, indicating client name, nature, and scope of work.

II. Financial proposal:

- Indicate the breakdown of the fee.
- The lump sum should be broken down by the consultant

Evaluation Criteria

Preliminary Mandatory Exclusionary Criteria	
Criteria for Team Leader/Water Resource Engineer	Yes/No
Possess at least a Master's degree in Civil Engineering, Water Resources, or any related engineering field	
At least 7 years experience in the design and supervision of irrigation systems in The Gambia	
Complete proposal submitted as per item *** Documents to be Included when Submitting the Proposal	
Criteria for Civil Engineer	
At least a bachelor's degree in Civil Engineering or Surveying	
At least 7 years of experience in conducting surveys and profiling infrastructure	
Technical Evaluation	
Criteria	Max Points
1. Team Leader/ Water Resource Engineer Demonstration of technical ability to undertake the assignment through the technical proposal submitted, Demonstration of in-depth understanding of the design and supervision of Irrigation Facilities Possess at least a Master's degree in Civil Engineering, Water Resources, or any related engineering field At least 7 years of experience in the design and supervision of irrigation systems in The Gambia	40
2. Civil Engineer At least a bachelor's degree in Civil Engineering or Surveying At least 7 years of experience in conducting surveys and profiling infrastructure	40
3. Methodology/Approach	15

<ul style="list-style-type: none"> • Adequate demonstration of understanding of the assignment. • Clear narration of methods and/or approaches for fulfilling the objectives of the assignment. • A work plan demonstrating steps that would be taken to fulfil the assignment. 	
4. Presentation and Packaging	5
<ul style="list-style-type: none"> • Good writing, communication, and presentation skills 	
Financial Evaluation	Max Points
Financial Offer	100

IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Instalment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Instalment	Mobilization: Upon submission of an Inception report that reviews the Statement of Work of the Contract including designs, drawings, specifications, and bill of quantities, and submits an inception report highlighting any issues or risks that may affect the delivery of the works	DRR	10%
2 nd Instalment	Preparation and submission of monthly highlight report with photos & video, HSSE inspection report, and certification and verification of payment of milestone of the contractor	"	60%
3 rd Instalment	Preparation of Final Completion Certificate, Final Payment Certificate, Final Report, Defects Notification Plan, and As-Built Drawings after the works have been commissioned and accepted by UNDP	"	30%

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The Consultancy firm shall not either during the term or after the termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests in all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

XII. ANNEXES TO THE TOR

None

This TOR is approved by: Amie Khan

Signature: 

Name and Designation: Amie Khan, Project Manager

Date of Signing: 23/09/2022