



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE National Structural Earthquake Engineer (NSEE) for UNDSS

Reference No.: UNDP/PN/22/2022

Date: 29 September 2022

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**Country: NEPAL**

**Description of the assignment:** As per the attached Terms of Reference (ToR) – Annex 1.

**Project/Agency name:** United Nations Department of Safety and Security (UNDSS)

**No. of Consultant:** 4 (four)

**Period of assignment/services (if applicable):** Long term agreement (LTA) for a period of two years with the provision of extension for another one year subject to satisfactory performance

Proposal should be submitted not later than **1700 hours (Nepal Time) on 21 October 2022** by email to: [procurement.np@undp.org](mailto:procurement.np@undp.org).

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/22/2022 National Structural Earthquake Engineer (NSEE) for UNDSS**, seven days before deadline of the submission. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

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### 1. BACKGROUND

In light of the serious earthquake risk in Nepal, National Structural Earthquake Engineer (NSEE) is required as an advisor to the United Nations Security Management Team (SMT) Nepal/ AFPOs/UNDSS in order to carry out seismic vulnerability assessment of residence of UN personnel and will advise the SMT/AFPOs/UNDSS on options to improve UN security standards vis-à-vis earthquake risks.

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

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Masters Degree in Structural Engineer specialization on earthquake

#### II. Years of experience:

- Minimum of 7 years of progressively professional experience in earthquake related field (seismic vulnerability assessment of buildings, analysis and design of buildings).
- Member of the Nepal Engineer's Association
- S/he must be well versed in MS Word, Excel, Access, Power Point and Auto Cad.
- Person having a well knowledge on necessary equipment for structural analysis.

#### III. Competencies:

- Strong analytical capacity and ability to identify issues and use sound judgment in applying technical expertise to address a wide range of issues related to the earthquake and the safety measures.
- Excellent communication (spoken and written) skills, including the ability to draft/edit a variety of written reports and communications and to articulate ideas in a clear, concise style.
- Ability to establish priorities and to plan, coordinate and monitor work of others; ability to make timely decisions;
- Displays harmonious & cooperative spirit with colleagues.
- Display cultural, gender, religion, race, nationality & age sensitivity **and adaptability**.
- Demonstrate a commitment to the UN mission, vision & values.
- Some knowledge and understand of the UN security policies preferred.
- Can undertake assignment within 48 hours' notice (in other words on call for the assignment within 48 Hours).
- Language: S/he must be fluent in both spoken and written Nepali and English languages

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- Financial Proposal
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work
- Personal CV including past experience in similar projects and at least 3 references

**Note:**

- Applicants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy.
- The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)

- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

## 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.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

### 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 in technical evaluation would be considered for the financial evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical:</u></b>	70%	70
<b><u>Educational Qualification:</u></b> Masters Degree in Structural Engineer specialization on earthquake	25%	25
<b><u>Experience:</u></b> Minimum of 7 years of progressively professional experience in earthquake related field (seismic vulnerability assessment of buildings, analysis and design of buildings).	15%	15

Member of the Nepal Engineer's Association	5%	5
Person having a well knowledge on necessary equipment for structural analysis	5%	5
Quality of Methodology proposed/submitted	20%	20
<b><u>Financial</u></b>	30%	30

**Contract will be awarded to the first four technically qualified consultants who obtains the highest combined scores (financial and technical).** The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

\* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

## **Terms of Reference**

**Post Title:** National Structural Earthquake Engineer (NSEE)  
**Level:** IC  
**Duty Station:** Kathmandu and Outside Kathmandu  
**Project:** Seismic Vulnerability Assessment of Residence of UN personnel  
**Duration:** 3 years  
**Contract:** IC

### **Background**

In light of the serious earthquake risk in Nepal, a National Structural Earthquake Engineer (NSEE) is required as an advisor to the United Nations Security Management Team (SMT) Nepal/ AFPOs/UNDSS in order to carry out seismic vulnerability assessment of residence of UN personnel and will advise the SMT/AFPOs/UNDSS on options to improve UN security standards vis-à-vis earthquake risks.

### **Duties and Responsibilities**

Under the direct supervision of the Security Adviser (SA) in Nepal, the NSEE will be responsible primarily to:

- Rapid visual seismic vulnerability assessment of residential buildings of UN staffs.
- Identification of relatively safe and unsafe places inside the building.
- Assess structural and Non-structural earthquake vulnerability of the proposed buildings by qualitative method. Detail design of retrofitting by quantitative method (Structural Analysis)
- Identification of the best fit retrofitting option if retrofitting is required  
If retrofit option is to be adopted, the incumbent will carry out the following task;

Preparation of drawings and cost estimate for implementation of retrofitting work

- Advise and provide training to staff on residential (earthquake) safety measures
- Review seismic zoning information relating to safe residential areas and to disseminate these findings to UN personnel and their families
- To manage a data base of building surveys undertaken
- To liaise with experts in other development organizations providing similar services to national and international personnel
- Conduct earthquake safety briefing and training to UN personnel and dependants
- The NSEE will report quarterly in written format to both the SMT/AFPOs/ DSS on activities

- Performs any other tasks as assigned by SMT/AFPOs/ DSS. Such as participate in Earthquake Awareness/Preparedness Training as a facilitator to provide knowledge about earthquake awareness/preparedness to the trainees.

The incumbent will ensure that the damage description at different intensities will be taken from Nepal National Building Code and information provided by Munich Re Group for the specific building typology.

The incumbent will make sure that different vulnerability factors associated with different types of buildings will be checked with a set of appropriate check list from FEMA 310, "Handbook for the Seismic Evaluation of Buildings", "IS Guidelines for Seismic Evaluation and Strengthening of Existing Buildings" and other relevant building code.

The basic vulnerability factors related to Building system, Lateral force resisting system, Connections, Diaphragms, Geologic and Site hazard, and Non-structural Hazard are evaluated from visual observation.

Detail structural analysis of the building will be performed, and design of different retrofitting elements will be prepared. The most widely used intervention options which are technically acceptable and economically viable in the conditions of Nepal will be suggested for retrofitting. Commonly used structural analysis computer software will be used for detail structural analysis.

The NSEE may also be called upon to:

- Review staff applications for financial assistance in connection to residential earthquake surveys/measures
- Advise the SMT/AFPOs on the need for code-related research, training and prevention of catastrophic event such as a severe earthquake and precautions to be taken.

## **Impact of the results**

The impact of the results of the work of this position will help on raising the awareness to UN personnel and dependants on earthquake threat and its preparedness. The position will help UN personnel on identifying relatively safe and unsafe places by conducting seismic vulnerability assessment of their residences. Eventually, this will enable UN personnel and dependants for precaution to be taken during catastrophic event like severe earthquake.

## **Education**

- Masters Degree in Structural Engineer specialization on earthquake.
- S/he must be well versed in MS Word, Excel, Access, Power Point and Auto Cad.
- Person having a well knowledge on necessary equipment for structural analysis.

## **Experience:**

- Minimum of 7 years of progressively professional experience in earthquake related field (seismic vulnerability assessment of buildings, analysis and design of buildings).
- Member of the Nepal Engineer's Association

**Competencies:**

- Strong analytical capacity and ability to identify issues and use sound judgment in applying technical expertise to address a wide range of issues related to the earthquake and the safety measures.
- Excellent communication (spoken and written) skills, including the ability to draft/edit a variety of written reports and communications and to articulate ideas in a clear, concise style.
- Ability to establish priorities and to plan, coordinate and monitor work of others; ability to make timely decisions;
- Displays harmonious & cooperative spirit with colleagues.
- Display cultural, gender, religion, race, nationality & age sensitivity and adaptability.
- Demonstrate a commitment to the UN mission, vision & values.
- Some knowledge and understand of the UN security policies preferred.
- Can undertake assignment within 48 hours' notice (in other words on call for the assignment within 48 Hours).

**Language:** S/he must be fluent in both spoken and written Nepali and English languages.

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

**UNDP/PN/22/2022 : Individual Consultant - National Structural Earthquake Engineer (NSEE) for  
UNDSS**

Date \_\_\_\_\_

United Nations Development Programme  
UN House  
Pulchowk,  
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **Individual Consultant - National Structural Earthquake Engineer (NSEE) for UNDSS**.

I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- A) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- B) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- C) I hereby propose to complete the services based on the following payment rate:
- ☐
- ☐ A total lump sum of *[state amount in words and in numbers, indicating **exact currency**]*, payable in the manner described in the Terms of Reference.
- D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;



- E) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- F) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- G) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- H) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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- I) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- J) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP

will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

K) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

L) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

M) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

O) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

P) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

Q) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

R) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work

**BREAKDOWN OF COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Components:**

Cost Components	Unit	Unit Cost (NPR)
<b>I. Personnel Costs</b>		
Fee for Rapid visual seismic vulnerability assessment of residential buildings of UN staffs	Per building	
Fee for Assessment of structural and Non-structural earthquake vulnerability of the proposed buildings by qualitative method.	Per building	
Fee for detail design of retrofitting by quantitative method (Structural Analysis) including Preparation of drawings and cost estimate for implementation of retrofitting work.	Per building	
Fee for conducting earthquake safety briefing and training to UN personnel and dependents	Per day	
Daily rate to conduct other related tasks as mentioned in the ToR	Per day	
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>		
Round Trip Airfares to and from duty station	N/A	N/A
Living Allowance in Kathmandu, Nepal	N/A	N/A
Travel Insurance	N/A	N/A
Terminal Expenses	N/A	N/A
Others (pls. specify)	N/A	N/A
<b>III. Duty Travel**</b>		
Round Trip Airfares	N/A	N/A
Living Allowance	N/A	N/A
Travel Insurance	N/A	N/A
Terminal Expenses	N/A	N/A
Others (pls. specify)	N/A	N/A
<b>Total</b>		
<b>Applicable travel cost and DSA outside of Kathmandu, if applicable will be borne by UNDSS at actual in accordance with UN norms.</b>		

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.