

## United Nations Development Programme



## TERM OF REFERENCE (ToR) FOR THE GARDENING SERVICES FOR THE UN HOUSE

### GENERAL INFORMATION

<b>Services/Work Description:</b>	<b>Gardening Services for the UN House</b>
<b>Project/Program Title:</b>	Common Services
<b>Post Title:</b>	N/A
<b>Consultant Level:</b>	<b>N/A</b>
<b>Duty Station:</b>	UNDP Gambia <b>Country Office</b>
<b>Expected Places of Travel:</b>	<b>N/A</b>
<b>Duration:</b>	<b>2 Years</b>
<b>Expected Start Date:</b>	<b>Immediately after Concluding Contract Agreement</b>

### I. BACKGROUND / PROJECT DESCRIPTION

The Common Services provides function approach to ensuring that Agencies engage on joint business operations with the purpose of eliminating duplication, leveraging the common bargaining power of the UN and maximizing economies of scale. With the BOS 2.0 created as a response to a call for simplification and harmonization of the United Nations system, the provision of a common service gardening services will be in support of a more effective programme delivery on the 2030 Agenda mandating all United Nations Country Teams (UNCTs) to ensure compliance with the BOS 2.0.

The Project will critical respond to the BOS 2.0 in ensuring a common back office as well as cost savings for Agencies within the UN House and beyond.

### II. SCOPE OF THE WORK

The United Nations proposes to contract Gardening and **landscaping services for the UN System sites**. The Landscape Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period.

Gardening and landscaping maintenance works will include mowing, edging, fertilizing, trimming, plant & bed care, weeding, replacement plant materials, mulching, pruning and leaf removal or cleanup, and irrigation throughout the gardens.

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**Mowing:** Lawns shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the Contractor is required to use the proper mowing equipment to provide a high-quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain.

**Trimming:** string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. String line trimming around sidewalks and curbs shall be performed with each mowing and or as needed to maintain a sharp edge between the concrete areas and the turf.

**Clean-Up:** removal of all trash prior to mowing each time. Grass clippings shall be removed after each mowing prior to departure of Contractor's employees from the premises. All trash and debris should be placed neatly for easy of collection at the Garbage Collection area before the Contractor's employee's departure.

**Plant & Bed Care:** landscaped beds shall be edged as often as required prior to mulching. Excess soil/turf shall be removed and not allowed back into the bed.

**Weeding:** Weeding in mulched beds shall be performed every week or as needed to maintain a neat appearance. Physical weeding shall be the preferred method of unwanted plants in mulched beds (care taken to remove the root of these plants). Chemical control only as needed. Weeds in seams and cracks of sidewalks and curbs shall be sprayed with a broad-spectrum herbicide, as needed.

**Placement Plant Materials:** Plant materials that need replacing will be on an as needed basis. (At least 4 times annually). Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (IPM) strategy, emphasizing least toxic choices, preventative cultural practices and most effective and cost-efficient results shall be implemented.

**Pruning:** trees/shrubs/plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood whenever required to reduce an impediment or hazard.

**Leaf Removal:** leaves shall be removed from the turf as required.

**Fumigate:** plant/grass/ shrubs/ flowers/trees/vegetation on a quarterly basis and on an ad hoc basis as and when necessary

**Irrigation Services:** The Contractor shall provide expertise and all labor to water all areas as required noting to maximize effect use of water on landscaping and minimize overflow onto sidewalks, driveways and building.

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### Location/sites of the service delivery:

1. UN House compound at Cape Point, Bakau
2. UN Projects Office compound at Kololi
3. UN Residence compound at Fajara

### III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Deliverable of proof of gardening services	Weekly	UNDP Common Services

### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. UNDP, through its Common Services Unit, will manage and oversee the process. Contractor will submit monthly reporting to **UNDP**.
- b. The Common services Unit will provide guidelines and assess the quality of service provided by the Contractor.

### V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT CONTRACTOR

- a. UNDP provides to the prospect Contractor: **Space for keeping equipment, Security Clearance for its staff to enter the UN House**

### VI. DURATION OF THE WORK

- a. The duration of the service is **2 years**.

### VII. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

#### a. Qualifications:

The Service Provider must be a well-established and reputable organization in the field of Garden Maintenance Services and is expected to have a minimum of 5 years proven experience in this field. Further, have similar experiences (at least two contracts) for providing Garden services to UN Agency and/ or international organization/companies/Embassies/Diplomatic offices of similar nature or larger during the past five years.

**Staff Capabilities:** Total number of key staff and their experience.

- Must provide the following workers with at least 3 years relevant gardening experience
  - 2 full time at the UN House,
  - 1 full time at the UN Project Office and
  - 1 full time at the UN Resident
- A Supervisor with five years' Experience; minimum of a Diploma in Relevant area should be appointed & based in the UN compound by the Contractor, who is

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responsible to oversee the contracted personnel & provide necessary trainings. The supervisor should have decision-making capacity.

- A qualified horticulturalist or Landscaper is required; minimum of 5 years' experience and a national diploma in the relevant area.

### **b. Equipment and Health and Safety**

- Shall have and provide list of the required equipment in their business operation.
- The Contractor shall accept responsibility for the occupational safety of staff, equipment, furnishings and fittings in the areas exclusively occupied by it for the provision of the services at all times and for such responsibility in the areas where the services are being provided during the hours that it occupies those areas. The Contractor shall ensure that its staff will use protective clothing/gears (to include but not limited to gum boots and gloves) to prevent exposure to electrical risks.

### **c. Competencies:**

- The Contractor shall further warrant that he/she has complied with all the laws and regulations applicable to its gardening services operation and further warrant that its chemicals/pesticides compliance with the health and safety regulation of government authorities. The Contractor shall describe their health and safety guidelines.

### **d. Language and other skills:**

- Excellent knowledge of English
- Capacity to communicate fluently and
- Computer skills: Common internet applications will be required email correspondence

### **e. Compliance of 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.

## **VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Firms is expected to submit both the Technical and Financial Proposals. Accordingly, 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 are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

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The Contractor shall submit a detailed financial proposal as a lump sum, with detailed workings of how the lump sum is calculated. The cost breakdown includes; salary, allowance, uniforms, as well as chemicals, materials and all the necessary tools and equipment, profit margin etc.		
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

**IX. PAYMENT MILESTONES AND AUTHORITY**

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

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
Monthly	Payment will be done subject to satisfactory completion of service and evidence of gardening services signed by the on-site supervisor submitted with the invoice	HOP	100%

**XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

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

**This TOR is approved by:**

**Signature:**

Nana Chinbuah

DocuSigned by:  
Nana Teiba Chinbuah  
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**Name and Designation:** DRR

**Date of Signing:** 10<sup>th</sup> September 2022

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
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UNDP Headquarters

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