



Support to Confidence Building Measures Programme



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **25 August 2015**

Country: Republic of Moldova

Description of the assignment: International Consultant/ Engineer on Civil Works (up to 2)

Project name: Support to Confidence Building Measures Programme

Period of assignment/services: up to 45 days within a 27 months assignment/ per Consultant

Proposals should be submitted online by pressing the "Apply Now" button no later than **15 September 2015**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: viorel.albu@undp.org. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. BACKGROUND

The Support to Confidence Building Measures Programme (SCBM Programme) is funded by the European Union and implemented by the UNDP Moldova. The overall objective of the Programme is to contribute to an environment of trust and cooperation across the Nistru/Dniestr River generating new perspectives on shared interests and a shared future by people from both banks of the river while responding to their pressing development needs.

SCBM Programme consists from two main components: Business Development Project and Empowered Communities and infrastructure support Project.

Under the Empowered communities and infrastructure support Component, the SCBM Programme aims to address barriers to cooperation by building the trust and broadening opportunities for engaging a wide range of actors. At least 60 local actors will increase their capacities to promote sustainable and inclusive development, while 30 social infrastructure projects will be implemented in the security zone on both banks of the river, also promoting **people-to-people contacts** and **cross-river** exchanges. Projects will focus on the rehabilitation of key social institutions (such as education, health facilities), and improvements to critical physical infrastructure (such as transportation, water supply, sewage networks and waste management).

In order to ensure a tangible impact, the programme will provide support to medium-sized infrastructural projects (100,000 - 200,000 USD). About 100,000 women and men are expected to directly benefit from the implementation of the programme.

Expected results from the above outlined activities are twofold. From one hand, they will contribute to the **increase of the capacity of target communities** to plan better in a more transparent, inclusive and accountable manner by involving most vulnerable members of their communities, considering people'

needs in local participation processes. From another hand, building in local ownership, will bring **longer-term sustainability and community engagement in confidence building activities**.

In June-July 2015 open calls for project proposals were organised by SCBM Programme, to identify the maximum of 30 social infrastructure project proposals to be implemented in the Security Zone on both banks of the Nistru River. The task of evaluation, monitoring and commissioning of the reconstruction works will be delegated to one or several local companies, for selection of which an open contest was announced.

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

SCBM Programme is planning to contract **up to two (2) International Consultants/Civil Engineers** to certify the Bill of Quantities of the selected infrastructure projects (roads, infrastructure, buildings, water and sewage management). Since the documentation concerning each particular project is at different stage of development, the involvement of International Consultants will be required gradually. Up to a maximum of 15 reconstruction projects will be assigned to one consultant.

For detailed information, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

- BS in Civil, Structural, Environmental Engineering or BA in Architecture.
- Higher degree or professional certification in specialized area (e.g. Electrical Systems, Renewable Energy etc.) is an asset.

II. Experience:

- Senior professional level with a minimum of five (5) years practical experience in the field of civil engineering;
- International experience is an advantage;
- Experience in implementing projects related to electrical systems, renewable energy, roads is an advantage.

III. Competencies:

- Demonstrated technical knowledge of constructions field;
- Knowledge of procurement, tendering and contracting regulations, requirements of international organizations such as UNDP, EC and IFIs etc.
- Good knowledge of and experience in the region, in particular in CIS countries is a strong advantage.
- Fluency in English. Knowledge of Romanian and/or Russian will be an asset.
- Computer literacy and ability to effectively use office technology equipment, IT tools.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal: explaining why they are the most suitable for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);

2. Financial proposal (in USD, specifying a total requested amount per day, including all related costs, e.g. fees, per diems, travel costs, phone calls etc.);
3. Dully completed and signed P11 Form and at least 3 reference persons.

We reserve the right to reject incomplete applications.

5. FINANCIAL PROPOSAL

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 accordance with the price schedule in the table below. 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 (including travel and number of anticipated working days).

Financial Proposal Schedule

<u>Deliverables</u>	<u>Estimated workload</u>	<u>Price per unit</u>	<u>Total Amount (US dollars)</u>
<u>Phase I:</u> Completeness and compliance of the design documents (drawings, BoQs, cost estimates) of the selected infrastructural projects analysed and their compliance with relevant technical standards certified.	2 working days per project, up to 15 projects		
<u>Phase II:</u> Bids received as result of competitive processes evaluated, with focus on the winning bids, in terms of completeness and compliance with the solicitation documents, as well as realism of quoted prices certified.	1 working day per project, up to 15 projects		
TOTAL			

Travel

No travel is envisaged for the current assignment.

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- BS in Civil, Structural, Environmental Engineering or BA in Architecture. Higher degree or professional certification in specialized area (e.g. Electrical Systems, Renewable Energy etc.) is an asset;

- Senior professional level with a minimum of five (5) years practical experience in the field of civil engineering;
- Fluency in English.

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

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

- 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.

* Technical Criteria weight – 70% (350 points);

* Financial Criteria weight – 30% (150 points).

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical Evaluation Scoring (160 pts)</u>		
• BS in Civil, Structural, Environmental Engineering or BA in Architecture	<i>Bachelor Degree – 20 pts; Master's degree or relevant specialized certification – 30 pts</i>	30
• Higher degree or professional certification in specialized area (e.g. Electrical Systems, Renewable Energy etc.) is an asset	<i>up to 20 pts</i>	20
• Senior professional level with a minimum of five (5) years practical experience in the field of civil engineering	<i>5 years – 30 pts, >5 years – 5 pts for each additional year up to maximum additional 20 pts</i>	50
• Minimum 2 years of experience in conducting expert technical evaluation of project designs and/or elaboration of tender documentation and technical specifications on independent advisory basis	<i>2 years – 20 pts; >2 years – 5 pts for each additional year up to maximum additional 20 pts</i>	40
• International experience is an advantage	<i>limited – up to 5 pts, satisfactory – <15 pts., extensive – < 20 pts</i>	20
<u>Interview (190 pts)</u>		
• Experience in implementing projects related to electrical systems, renewable energy, roads is an advantage	<i>3 years – 20 pts, >3 years – 2 pts for each additional year up to maximum additional 10 pts</i>	30
• Experience in working in complex environments and large infrastructure and/or civil works	<i>limited – <5 pts, satisfactory – <15 pts., extensive – <30 pts.</i>	30
• Demonstrated technical knowledge of constructions field	<i>limited – <5 pts, satisfactory – <15 pts., extensive – <30 pts.</i>	30
• Knowledge of procurement, tendering and contracting regulations, requirements of international organizations such as UNDP, EC and IFIs etc.	<i>limited – <5 pts, satisfactory – <25 pts., extensive – <40 pts.</i>	40
• Good knowledge of and experience in the region, in particular in CIS countries is a strong advantage	<i>limited – <5 pts, satisfactory – <20 pts., extensive – <30 pts.</i>	30

<ul style="list-style-type: none"> Fluency in English. Knowledge of Romanian and/or Russian will be an asset 	<i>Fluency in English – 10 pts., knowledge of Russian and/or Romanian – add 10 pts for Russian & 10 pts for Romanian</i>	30
Maximum Total Technical Scoring		350
<u>Financial Evaluation Scoring</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 150$ S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		150

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS