



Terms of Reference

COMESA Project – Upscaling of Climate Smart Agriculture in Val D’Endor Farming Community in Seychelles

Terms of Reference for the Provision for Engineering Services for the Design and Supervision of the Construction of Concrete Water Storage Tanks at Val D’Endor Farming Area

Type of Contract: Short term local consultancy

Language Required: English, Creole

Duration of Contract: Six (6) weeks + duration of supervision of To Be Determined

Location: Homebased/office based and on project site

Target Start Date: 1 July 2019

1. PROJECT BACKGROUND

The Climate Smart Agriculture (CSA) pilot program is coordinated by the Common Market for East and Southern Africa (COMESA) and is part of a regional undertaking involving five (5) Member States (MS). In Seychelles, the project will be implemented during the period 2019 -2020 and is funded by the EU under the Intra Africa, Caribbean and Pacific countries (Intra ACP) Global Climate Change Alliance plus (GCCA+) programme.

The project builds on the need to further strengthen sustainability and to up-scale efforts initiated under the Seychelles COMESA CSA pilot to strengthen and build resilience of the agricultural practices in Seychelles by addressing the needs of the largest farming community of Val D’Endor region of Baie Lazare district on Mahe Island and La Digue Island. Both projects will create synergies with other ecosystem-based and climate change adaptation projects ongoing in Val D’Endor (UNDP Ecosystem Based Adaptation to Climate Change in Seychelles) and the EU-UNDP Global Climate Change Alliance Project) on La Digue.

The main stakeholder will be the Val D’Endor Farmers Association as well as other water users in the surrounding Val D’Endor farming community. Exchanges will also be undertaken with a smaller community on la Digue Islands with regards to adaptation to climate change.

2. PROJECT OBJECTIVE

The primary objective of the project is to improve water management in farming communities by reducing the water and energy consumption in agriculture. This will in turn lead to increased agricultural production and productivity and bring farming communities in the country, one step closer to having ‘green’ or environmentally sustainable farms.

3. SCOPE OF WORK

The main services required include the design of five (5) concrete water storage tanks of a holding capacity of approx. 320,000 litres of water, each. The objective of this proposal is for the Proposer to prepare the **Bill of Quantities (BOQ)**, technical **Drawings, Specifications** and other related tender documents which will inform the Contractor for the construction of the five concrete water tanks at the Val D'Endor farming area.

The **Drawings** should include the following:

- a) Details on the structure (material specificities, dimensions) and should contain visual displays and written description if necessary;
- b) Planning Authority approval;
- c) Bidding documents with engineering details of the methods as well as quantities and type of materials required for the construction works.

The Drawings should be accurate, as the results will be used as baseline information for the construction works and tender document for the contractor to bid.

In addition, services for **Supervision** will also be required for the above mentioned during the implementation and construction phase of the water tanks. **The timeframe for the Supervision of related works will be planned and agreed upon during the execution stage.**

4. PROJECT SITE

In order to fully understand the scope of work and other specific details, **a half day site visit will be required to the project site at Val D'Endor, for all the interested applicants.** Site visit is tentatively planned for Wednesday 19th June. Please contact: Ms. Audrey Zelia, COMESA Project Manager audrey.zelia@undp.org or phone 2590083 for all information related to the site visit

RESPONSIBILITIES AND REPORTING

The Consultant shall:

- a) Provide **weekly progress reports** over the phone and email to the COMESA Project Manager for supervision works;
- b) Report on any matter pertaining to the tasks mentioned in the Scope of Works directly to the COMESA Project Manager;
- c) Provide all Deliverables in the first instance to the COMESA Project Manager.

5. QUALIFICATIONS AND SKILLS REQUIRED

The Proposal is open to qualified and certified individuals licensed to work in Seychelles.. The Proposal should contain a background of the Proposer including a clear indication of his ability to deliver on the Proposal.

Minimum qualifications:

- A university Degree in Civil Engineering or related field or equivalent experience is required;
- An entity with minimum five (5) years' experience designing and creating construction documents for similar projects;
- An entity with at least five (5) years of experience in the supervision of civil works;
- A track record of successful delivery and facilitation of similar contracts for the design, preparation of BOQ and supervision of civil works;
- Excellent drawing, reporting and communication skills; and

- Proficiency in AutoCAD and Civil 3D or ability to effectively utilize others to do so

6. KEY DELIVERABLES AND PAYMENT SCHEDULE

NO	Deliverables	Schedule/timing	% Fees	Review and Approvals required
1	Deliverable 1. Planning of Deliverables, Methodology and Risk Management analyzed.	1 week after signature of Contract	20	Ministry of Fisheries and Agriculture/UNDP
2	Deliverable 2: Preparation of Design, Specifications and BOQ for 5 water tanks (at locations indicated in <i>Annex 1</i>)	Week 3	50%	Ministry of Fisheries and Agriculture/UNDP
3	Submission of Design and Specifications to Planning Authority and Obtain Planning Approval	Week 4 to week 5 - after acceptance of Design and BOQ by Ministry of Fisheries and Agriculture	10%	Ministry of Fisheries and Agriculture/UNDP
4	Preparation of tender Documents for Construction	Week 6 – tender Document finalized	20%	Ministry of Fisheries and Agriculture/UNDP
5	Supervision of the construction of five concrete water tanks (To be negotiated during execution stage)	Throughout the construction of the five concrete water tanks		Ministry of Fisheries and Agriculture/UNDP
Total			100%	

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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

1. **Proposal:** Explain why they are the most suitable for the work.
2. **Financial Proposal:** Indicate the all-inclusive fixed total contract price, supported by a breakdown of costs.
3. **Personal CV:** Indicate all past experience conducting similar projects, as well as the contract details (email and telephone number) of the candidate and at least three (3) professional references.

8. FINANCIAL PROPOSAL

The financial offer should be quoted as a lump sum amount for deliverables 1 to 4, all-inclusive (professional fee, insurance). Fees will include duty related travel (Travel to Val D'Endor for site visit as well as supervision).

The contract price is fixed regardless of changes in the cost components. Payments will be affected based on deliverables.

The financial proposal will include a breakdown of this lump sum amount (including travel and number of anticipated working days).

NB:

A first contract will be issued for deliverables 1 to 4.

The second contract of supervision will be issued after performance of the first one and when the related duration of works will be defined during the execution stage by the entity.

The breakdown of the lump sum amount will be the base of the supervision contract.

NB: Do not quote a lump sum for the supervision period – duration is not yet defined.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.

In the case of unforeseeable travel, payment of travel costs should be agreed upon, between the individual consultant and COMESA Project Manager, prior to travel and will be reimbursed.

9. EVALUATION

Individual consultants will be evaluated based on the Cumulative Analyses Methodology (weighted scoring method), where the award of the contract will 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%)

Short-listing criteria:

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<i>Technical</i>	70% of total evaluation	
<i>Criteria A</i>	Relevant education background: University degree in civil engineer or related field	Exclusive and rated 20 points
<i>Criteria B</i>	At least five (5) years of experience in the supervision of civil works	Exclusive and rated 20 Points
<i>Criteria C</i>	Five (5) years minimum experience designing and creating construction documents for similar projects	Exclusive and rated 20 Points
<i>Criteria D</i>	Methodology/Approach: A clear description of the methodology and work plan that the consultants propose to execute the assignment with illustrations – describing the objectives, tasks and deliverables.	Rated 25 Points
<i>Criteria E</i>	Proficiency in AutoCAD and Civil 3D or ability to effectively utilize others to do so	Rated 15 Points

10. APPLICATIONS

All applications should be sent to:

- Ms. Audrey Zelia, COMESA Project Manager, 1st Floor, UNDP Office, Le Chantier Mall, Victoria or by email to audrey.zelia@undp.org; and with a copy to Mr. Antoine Moustache, National Project Director and PS for Fisheries and Agriculture on antmoust@seychelles.net.