



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 August 2015

August 2015

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**Location:** Home-based with on-site visits to Harare, Zimbabwe (50% of the time to be spent on site)

**Title of Consultancy:** The Architect Team Leader

**Description of the assignment:** Production of designs and drawings for the construction of the new NATPHARM warehouse

**Project name:** NATPHARM New Warehouse / Harare Central Stores master plan development

**Period of assignment/services (if applicable):** 40 days during September/October 2015

Proposals may be submitted on or before **Tuesday, September 15, 2015** and via email, courier mail or fax to the address below:

**United Nations Development Programme**

**GFATM Programme Management Unit**

**Block 7, Arundel Office Park**

**Norfolk Road, Mt. Pleasant**

**Harare, Zimbabwe**

**[zw.bids.gfatm@undp.org](mailto:zw.bids.gfatm@undp.org)**

**DEADLINE: 15<sup>th</sup> SEPTEMBER 2015 at 13:00 HRS Harare local time**

**“NOT TO BE OPENED BY REGISTRY”**

Submission of proposals to a secured e-mail:

Your offer, in e-mails, should reach the e-mail address of: [zw.bids.gfatm@undp.org](mailto:zw.bids.gfatm@undp.org) no later than 15<sup>th</sup> September 2015 at 13:00 hours Harare Local Time with the subject heading of: **NATPHARM New Warehouse Designs and Drawings Production**. Markings on offers remain as per proposals submitted by courier service/ad delivery above.

Proposals should be submitted by email to [zw.bids.gfatm@undp.org](mailto:zw.bids.gfatm@undp.org) no later than 15 September 2015, at 13:00 HRS Harare local time.

Any request for clarification must be sent in writing, to the e-mail indicated above. UNDP Zimbabwe will respond in writing, 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 consultants. Markings on offers remain as per proposals submitted by courier service/ad delivery above.

Proposals submitted by email must be limited to a maximum of 5MB, virus-free and no more than 2 email transmissions. They must be free from any form of virus or corrupted contents, or the proposals shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Your Proposal must be expressed in the English Language, and valid for a minimum period of 120 days

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## 1. BACKGROUND

The National Pharmaceutical Company (NatPharm), is a commercial company under the Ministry of Health and Child Care (MOHCC) for procurement, storage and distribution of health commodities to the public sector in Zimbabwe. The health commodities for HIV, TB, and Malaria constitute the largest component of the total volume currently stored and distributed in the public sector.

Due to increased initiation of patients onto Antiretroviral therapy, the years 2009-2015 have been marked by a significant increase in the volume of health commodities handled by NatPharm. At the same time, there have been plans to improve the handling capacity of this supply chain with refurbishment of the NatPharm stores mainly the Harare and Bulawayo Regional Stores. Partners including Global Fund (GF) and JSI were in 2010 mobilized to support the Roadmap for improvement which achieved the following milestones:

- Financial systems are now in place that provides information needed to objectively assess the company's financial position.
- A new organizational structure has been approved; staff skills are known and a training program has been developed to improve staff skills where possible; a retrenchment program has also been devised to reduce over-staffing.
- Existing warehouse procedures and processes have been updated to align with present best practices.

- A program for improving storage space for the Harare Regional Store is completed.
- Coordination between NatPharm and the partners has been improved; NatPharm provides key financial information to partners to facilitate reimbursement of funds.
- All software developed for distribution has been converted to Microsoft Dynamics NAV; key commodity and customer data have been input into Microsoft Dynamics NAV.
- Communication links between the Harare central office and branch stores have been substantially improved through the introduction of fibre optic lines.
- Many changes to infrastructure and equipment have been completed, including generators for all stores, new cold room compressors for Harare Regional Store, and installation of insulation at Harare Regional Auxiliary Store.

Despite these significant improvements, additional storage space is required at the Harare Store to meet the growing storage needs resulting from increased commodity consumption rates. Without this additional storage/racking, NatPharm will face a serious storage shortage in the near future.

The Government of Zimbabwe through its Strategic blueprint, ZimAsset 2013-2018 outlines the need to improve infrastructure in all sectors of the economy and this document has been prepared in the context of the blueprint.

## 2. OVERALL OBJECTIVES AND CONTEXT OF THE PROJECT INTERVENTION

### **CONTEXT**

The Global Fund management after discussions with the Minister of Health and Child Care (MoHCC) in 2014, made a deliberate decision to prioritise construction of a state of the art modern warehouse for NatPharm among all the PSM activities. This decision culminated in the ring-fencing of all PSM funds under approved grants until the completion of the warehouse.

The MoHCC has since initiated the processes that will culminate in the construction of a new state of the art modern warehouse in Harare Central Hospital grounds. The Ministry constituted a Steering Committee in May 2015 to provide an oversight for the construction and the committee has since developed a roadmap for the construction. The Steering Committee visited four modern warehouses in Johannesburg, South Africa, to learn more on modern warehousing and the lessons learnt have been incorporated into the concept for the design of the proposed Natpharm warehouse.

The increase in warehouse space will be accompanied by modernization of the structures, equipment and systems; for long term sustainability, the use of materials and construction resulting in energy efficiency as well the use of energy efficient equipment have been identified as essential elements of the infrastructure sustainability strategy. Solar power will also be part of the investment in an environmentally friendly and sustainable energy solution for the proposed NatPharm warehouse.

The Global fund committed funds based on the MOHCC priorities and milestones articulated in the roadmap. The funds available for this infrastructure improvement are time bound and need to be used within a relatively short period.

UNDP is the PR for the management of the funds and will contract consultants for the preparation of the designs and tender documents for the new stores as well as the supervision of the construction of the stores including the supply ,delivery and the installation of the necessary equipment.

In the roadmap, one of the key activities is the engagement of consultants who will facilitate the development of the designs and the tender documents for the central stores infrastructure and equipment.

The proposed consultancy aims to provide NatPharm with all the necessary technical support for the provision of the required reference documents for the design of the building including the tender documents and all the other required materials as per the main objectives of the consultancy and as detailed in the specific objectives herein below by 31st October 2015 .

#### **I. Main Objectives of the assignment**

A team of four consultants will work together to achieve the main objectives of this assignment which include:

- 1.** Detailing the concept described in the concept note and the client brief for warehouse infrastructure, equipment, temperature control systems and energy supply.
- 2.** Prepare the designs , architectural, structural, civil works and mechanical and electrical works drawings , Bill of Quantities and the Engineer's Estimate as per client brief and the concept note
- 3.** Prepare a Program of Works / Master Plan of the Project showing the calendar of the different activities to be carried out, their sequencing and the Critical Path of the activities.
- 4.** Prepare the Bid Documents for the purposes of Tendering of the Proposed Works including participating in the tender evaluation and recommendation for Award.
- 5.** Provide a scale model (on laminated posters)of the store as per final result after the completion of the works.

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

It is envisaged that a team of consultants will work together towards the implementation of the overall objectives of the project. This procurement notice pertains to the position of Architect Team Leader.

The consultants will be working under the direct daily technical supervision of Public works, whose role is to act as the Project Assurance on behalf of UNDP.

#### **UNDP HAS OVERAL OVERSIGHT ADMINSTRATIVELY ON THE PROJECT**

The Team Leader (TL) of the consultants will have the final responsibility for all the deliverables expected from the project and is administratively accountable to UNDP.

The team will consist of four consultants, an international engineer, a quantity surveyor (Zimbabwean national), Engineer (Zimbabwean National) and a Warehouse Specialist. The consultant's team will be under the lead of the international Architect Team Leader.

The team lead will propose an action plan and timelines during the first days of the mission and before starting the work on site.

UNDP, the Ministry of Local Government, Public Works and National housing and MOHCC/NatPharm senior management will brief the consultant team at the start of the mission.

The consultant's team will present the draft design and documentation to the parties mentioned above for their observations and consensus in a formal meeting where the team will invite relevant partners and stakeholders.

Then final draft design documentation will be presented to the steering committee, MOHCC, the Ministry of Local Government, Public Works and National housing and UNDP senior management for final approval and payment.

The MOHCC Programme Coordination Unit (PCU) and the UNDP Programme Management Unit (PMU) will provide the necessary support to the process through their Procurement and Supply Management Experts.

An action plan and timelines during the first days of the mission and before starting the site assessments will be provided to UNDP and the Ministry of Local Government, Public Works and National Housing for their approval by the consulting Team Leader. Note that there will be basically 3 phases:

- Initial briefing and discussions with the national team,
- Preparation of the draft design and presentation of the initial proposal
- Preparation of the final design and presentation to senior management of UNDP and MOHCC/Natpharm

Any final comments will be included after the last presentation to compile the final consultancy report. It is expected though that a consensus will be reached during the second phase on the overall design and specifications.

#### I. Period and timeline

This consultancy is expected to start end of September/ early October with an expected result / final report by the first two week of November 2015.

The Architect Team Leader is expected to dedicate 40 working days to the project.

Responsibilities/Expected deliverables – Architect Team Leader

**The Architect Team Leader will**

- ✓ The team leader will have the overall responsibility for this assignment and the timely submission and quality of the results and reports.
- ✓ The team lead will coordinate the work, prepare a calendar of activities for the team and coordinate and monitor progress for this assignment
- ✓ Take the lead for specific objective 1 and share the workload with the other members of the team
- ✓ Have the final responsibility and coordinate the work for specific objectives 3, 6, 10 and 11
- ✓ Contribute to Specific objective 7,
- ✓ Is responsible for all the expected results and deliverables
- ✓ Ensure and/or delegates the work under expected result 4
- ✓ Coordinate the response for the totality of expected results
- ✓ Is a key contributor for the expected results 5 to 7
- ✓ Coordinate the work on expected results 8 and 9
- ✓ Be responsible for the development of the concept for the warehouse infrastructure and associated requirements
- ✓ Mechanical works progress for this assignment
- ✓ Ensures that country knowledge is incorporated in all key results
- ✓ Has final responsibility in the presentation of the detailed estimated budget.

(for detailed description of the objectives please refer to Annex1)

#### 4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

##### I. Academic Qualifications:

- ✓ A Master's degree or equivalent in Architecture

##### II. Years of experience and competencies:

- ✓ A Master's degree or equivalent in Architecture
- ✓ At least 10 years' proven working experience in the construction sector in architectural work
- ✓ Experience in the preparation and supervision of large storage related construction projects is a must
- ✓ International Experience and experience in developing countries is a must
- ✓ Experience in the region and SADC countries is essential
- ✓ Experience in pharmaceutical warehouse construction/rehabilitation is an asset
- ✓ Experience and skills for leading teams is essential
- ✓ Capacity to deliver work under pressure is a key asset for this assignment
- ✓ Registration with the Architects Council of Zimbabwe is an added advantage
- ✓

##### IV. Languages:

- High proficiency in English

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

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

1. Brief Technical Proposal:
  - (i) Explaining why they are the most suitable for the work
  - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Offeror's letter to UNDP including your Financial Proposal (Annex III)
3. Personal CV including past experience in similar projects and at least 3 references
4. Completed and signed Form P11

## 6. 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 instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the SOW. Further details regarding the payment terms to be discussed at the time of award of contract. 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, per diems, and number of anticipated working days).

- **Travel**

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

## 7. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

2. Cumulative analysis

\* *Technical Criteria weight: 65*

\* *Financial Criteria weight: 35*

*Only candidates obtaining a minimum of 45.5 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		65
• <i>Criteria A</i>	<i>Years of experience in the construction sector in architectural work</i>	25
• <i>Criteria B</i>	<i>Prove of International relevant Experience and experience in developing countries</i>	15
• <i>Criteria C</i>	<i>Experience in preparation of tender documents for and/or procurement</i>	10
• <i>Criteria D</i>	<i>Experience in pharmaceutical warehousing design/construction</i>	5
• <i>Criteria E</i>	<i>Additional relevant academic qualifications</i>	5
• <i>Criteria F</i>	<i>Experience in the preparation and supervision of large storage related construction projects is a must</i>	5
<u>Financial</u>		35

## **ANNEXES**

**ANNEX 1- OVERALL OBJECTIVES AND CONTEXT OF THE PROJECT INTERVENTION**

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

**ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

**ANNEX 4 – FORM P11**