

SECTION II: EVALUATION METHOD AND CRITERIA

Proposals submitted in response to this RFP shall be evaluated following the cumulative analysis methodology, which consists of the following steps:

- 1. Preliminary screening of proposals using formal and eligibility criteria:** This includes an assessment of whether proposals comply with the formal and eligibility criteria stated in the “Formal and Eligibility Criteria” table below. All proposals substantially compliant at this stage will go through subsequent evaluation as follows.
- 2. Technical evaluation using qualification criteria:** This determines which proposals are substantially compliant to the qualification criteria stated in the “Qualification Criteria” table below, and rejects non-compliant proposals. Only proposals meeting or exceeding the qualification criteria shall be considered substantially compliant.
- 3. Technical evaluation using technical criteria:** This determines the technical points achieved by each proposal, as per maximum points assigned per criteria group included in the “Parts of the Technical Proposal Evaluation” table below. Only proposals that meet the minimum threshold indicated in the “Technical Criteria” table below shall be considered substantially compliant. Evaluation of the technical proposals shall be completed prior to the opening and comparison of the financial proposals.
- 4. Financial evaluation:** Financial proposals will only be opened for the proposals that have achieved the minimum threshold for substantial compliance of technical evaluation. Proposals achieving above the minimum threshold in technical evaluation shall be checked for any arithmetic errors following Article 28 [*Minor Informalities, Errors or Omissions*]. Schedule 4.1 A [*Breakdown of the Fees and Reimbursable cost*] shall be used for the financial evaluation. Schedule 4.1.B [*Daily Rate Schedule*] will not be used for the financial evaluation but will inform the assessment of reasonableness of cost. The maximum number of points is stated below and will be allocated to the lowest price financial proposal. Financial proposals from other offerors will receive points in reverse proportion according to the following formula:

Points for the financial proposal being evaluated =

$$[30] \times [\text{lowest price}]$$

$$[\text{Price of proposal being evaluated}]$$

- 5. Combined analysis:** This evaluation will be conducted based on the cumulative analysis, analyzing all relevant costs, risks and benefits of each proposal which could be throughout the whole life cycle of the works for which the Services will be required and in the context of the Project as a whole. The cumulative analysis includes the scores from the technical and financial evaluation with a predefined weighting. The proposal obtaining the overall highest score after adding the score of the technical and the financial proposals, is thus the most responsive to the needs of UNOPS in terms of value for money, and will be recommended for award.
- 6. Background check/due diligence:** After completion of the evaluation but prior to the award, UNOPS shall conduct background checks/due diligence on the offeror recommended for award, to confirm that the offeror meets the criteria set forth in this RFP or as appropriate to the nature of the procurement process. UNOPS may reject an offeror's proposal on the basis of the findings. Offerors shall permit UNOPS representatives to access their facilities at any reasonable time to inspect the offeror's premises, equipment, tools and/or systems, Plant or Materials.

The maximum number of points which an offeror may obtain for its proposal is as follows:

- Technical proposal = 70 points
- Financial proposal = 30 points

The weighting of the technical and financial proposals will be 70%–30% (technical proposal percentage – financial proposal percentage). An Offeror's minimum threshold for technical proposal must reach at least 49 points.

At any time during the evaluation process, UNOPS may request clarification or further information in writing from offerors. The offeror's responses shall not contain any changes regarding the substance, including the technical and financial part of their proposal. UNOPS may use such information to interpret and evaluate the relevant proposal.

UNOPS evaluation of a proposal shall take into account the evaluation criteria described in the following tables.

1. FORMAL AND ELIGIBILITY CRITERIA - In case of Joint Venture all parties must meet this criteria

Criteria evaluated on a pass/fail basis during the preliminary screening	Documents to establish compliance with the criteria
1. The offeror is eligible as defined in Section I: Instructions to Offerors , Article 4 [<i>Offeror Eligibility</i>].	<ul style="list-style-type: none"> Schedule 0.1 [<i>Proposal Submission Declaration</i>] Schedule 0.2 [<i>Offeror's Information</i>] Schedule 0.3 [<i>Joint Venture Partner Information</i>], all documents as required in the Schedule, in the event that the proposal is submitted by a Joint Venture. UNGM suppliers ineligibility lists
2. The proposal is complete, i.e., all documents and technical documentation requested in Section I: Instructions to Offerors , Article 11 [<i>Content of Proposal Submissions</i>] have been provided and are complete.	<ul style="list-style-type: none"> Schedule 0.1 [<i>Proposal Submission Declaration</i>] Schedule 0.2 [<i>Offeror's Information</i>] Schedule 0.3 [<i>Joint Venture Partner Information</i>] Schedule 0.4 [<i>Capacity & Experience</i>] - with supporting documents Schedule 0.5 [<i>Format for Resume of Proposed Key Personnel</i>] - individually for each personnel with copies of diploma Schedule 0.6 [<i>Statement of Exclusivity & Availability</i>] - individually for each personnel Schedule 0.7 [<i>Performance Statement</i>] - with supporting documents - Certificate of completion for completed projects Schedule 0.10 [<i>Dispute Details</i>] Schedule 0.11 [<i>Acknowledgement of the Addenda</i>] Schedule 4 [<i>Contract Schedules from the Offeror</i>], including Schedules 4.1-4.8 A letter from a financial institution/bank confirming access to a line of credit or other financial means Certification of incorporation of the offeror in the country of incorporation Confirmation letter (or draft policy) from an insurer stating that the required insurance policies will be provided to the offeror, if selected
3. The offeror accepts conditions of the Contract as specified in Section III: Conditions of Contract .	<ul style="list-style-type: none"> Schedule 0.1 [<i>Proposal Submission Declaration</i>]

2. QUALIFICATION CRITERIA**Criteria evaluated on a pass/fail basis during the technical evaluation****Documents to establish compliance with the criteria****1. Prior experience**

The offeror has been in continuous business for more than 3 years.

- Certificate of Incorporation
- Schedule 0.2 [*Offeror's Information*]

2. Financial capability:

The bidder has demonstrated access to a line of credit or bank overdraft or other financial means to meet a working capital/cash flow requirement of MKW5,000,000 (should the bidder be selected).

- Copy of current 3 months bank statement.. The bank statement must have a minimum balance of MKW5,000,000 and/or
- A letter from a financial institution/bank confirming access to a line of credit of MKW5,000,000

3. TECHNICAL CRITERIA

Criteria evaluated based on a cumulative analysis methodology during the technical evaluation

The maximum number of technical points is detailed in the below technical proposal evaluation parts.

To be substantially compliant, offerors must obtain a minimum threshold of 65% of total points.

Documents to establish compliance with the criteria

In **Section VI: Returnable Schedules**:

- All schedules under Schedule 4 [*Contract Schedules from the Offeror*] except Schedule 4.1.A [*Breakdown of the Fees and Reimbursable cost*], Schedule 4.1.B [*Daily Rate Schedule*] and any other price-related documents
- Schedule 0.5 [*Format for Resume of Proposed Key Personnel*]
- Any other format of resume shall not be accepted
- Certificates for each resource have to be attached
- Schedule 0.7 [Performance Statement]

Parts of the Technical Proposal Evaluation: Number and description		Obtainable points
1.	Offeror's capacity and expertise	15
2.	Proposed methodology, approach and implementation plan	35
3.	Key personnel proposed	20
Total technical proposal points		70

Part 1: Offeror's capacity and expertise

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria	Points
1.1	The offeror has the general financial stability and project financing capacity	<ul style="list-style-type: none"> Letter from Offeror's bank confirming the possession of the requisite amount either in the Offeror's account or as a line of credit from the bank of MKW5,000,000 	5
1.2	The bidder has relevant specialized knowledge and experience on similar services (Environment and Social Impact Assessment (ESIA))and has successfully delivered 2 or more similar services in Malawi during the last six (6) years (2018, 2019, 2020,2021, 2022 and 2023) prior to proposal opening.	<ul style="list-style-type: none"> Schedule 0.4 [Capacity and Experience] demonstrating at least 3 Similar Contracts during the last six (6) years (2018, 2019, 2020, 2021, 2022, 2023) Schedule 0.7 [Performance Statement] Supporting documents shall be submitted with the above Schedule 0.4 and Schedule 0.7, including technical references for successfully implemented projects with details of the issuing authority (contact detail, name & position, phone number, email address) 	10
Total points for Part 1			15

Part 2: Proposed methodology, approach and implementation plan

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
2.1	The proposal (in particular, the detail of the Services) is substantially compliant and does not contain any material deviation(s) from the minimum requirements as stipulated in Section V: Requirements , which indicates the offeror's understanding of these requirements.	<ul style="list-style-type: none"> All schedules under Schedule 4 [<i>Contract Schedules from the Offeror</i>] in Section VI: Returnable Schedules except Schedule 4.1.A [<i>Breakdown of the Fees and Reimbursable cost</i>], Schedule 4.1.B [<i>Daily Rate Schedule</i>] and any other price-related documents 	10
2.2	The Programme is substantially compliant and does not contain any material deviation(s) from the requirements as stipulated in Section V: Requirements . The offeror's preliminary Programme and outline statement of proposed methods demonstrate the offeror's capacity to plan and programme the Services within timelines that are consistent with industry practices, the Project requirements and proposed methodology.	<ul style="list-style-type: none"> Schedule 4.3 [Method Statement] 	10
2.3	The proposal satisfactorily demonstrates that the requirements for insurance will be met, either through demonstrating that the offeror's insurances comply with the requirements of the RFP (if any), or by providing a confirmation letter that the offeror will effect the required insurances as specified under Schedule 3.9 [<i>Insurance Requirements</i>], if selected.	<ul style="list-style-type: none"> Schedule 4.8 [<i>Insurance Details and Insurances</i>] Confirmation letter (or draft policy) from an insurer stating that the required insurance policies will be provided to the offeror, if selected. 	2.5
2.4	The proposal satisfactorily demonstrates that the Health, Safety, Social and Environmental (HSSE) requirements in relation to the Services will be met.	<ul style="list-style-type: none"> Schedule 4.3 [Method Statement] 	2.5
2.5	<p>The offeror's proposed sub-consultants and suppliers, if identified, are proposed to undertake appropriate activities related to the Services and have demonstrated the capacity to undertake the services and are located in appropriate locations.</p> <p>The offeror's proposed sub-consultants and suppliers, if identified, are proposed to undertake appropriate activities related to the Services and have demonstrated the capacity to undertake the services and are located in appropriate locations.</p>	<ul style="list-style-type: none"> Schedule 4.6 [<i>Sub-consultants</i>] 	2.5

2.6	The Programme and method statement details how the different activities shall be organized, controlled and delivered based on the quality management system.	• Schedule 4.3 [Method Statement]	5
2.8	The proposal demonstrates Offeror's strive to improve sustainability (social and environmental performance) by considering the use of environmentally friendly and sustainable materials and solutions, with a view of reducing running costs of the infrastructure where reasonable and possible.	Schedule 4.3 [Method Statement]	2.5
Total points for Part 2			35

Guidance:

- Proposed Methodology and Approach: Provide an executive summary that defines your overall approach to manage and operate all of the required services. Include the description of the bidder's approach, methodology, and timelines for meeting or exceeding the requirements of the Terms of Reference (description of firm's established and tested methodologies; details of how the different service elements shall be organized, controlled and delivered, etc.). Describe in detail how you will provide the services in areas where you may not have expertise, if any, and what arrangements you have in place for addressing such requirements. Proposed mechanism for smooth deployment of employees in project locations including information about your firm's security policies and practices, proposed coordination mechanisms with the local authorities, UN Security, where necessary, etc.
- Implementation Plan for the Environment and Social Impact Assessment (ESIA): The bidder shall submit an overall technical assessment phase implementation plan (schedule) for all technical assessment activities. The plan shall be prepared in a Gantt chart format. The schedule shall provide information on the sequence of technical assessment activities, milestone dates, and activity durations.
- Sub-contracted Elements of the Services: bidder should detail the scope of services/activities that they intend to sub contract to other firms as well as other consultants. Details should be provided on each of the proposed subconsultants as well as their competency and experience and other information to assess the capacity of those firms/personnel.
- Quality Management System: A detailed description of the bidder's Quality Management System shall be included in the proposal. The proposal must detail the bidder's Internal Quality Management System (QMS). Each bidder shall be required to implement a Quality Management system across the complete scope of the services. The internal quality assurance and quality control mechanisms are to be clearly stated as part of the organization's proposal and this is to include how this is to be conducted, achieved and the resources to be utilized.
- Insurances: Provide details of the required insurances that you possess or intend to procure and maintain for the Environment and Social Impact Assessment (ESIA) services (if awarded).
- HSSE and Sustainability: UNOPS is committed to progressively streamline sustainability in all its projects and operations, with due considerations for local market conditions and local capacity development. UNOPS expects its consultants, consultants and suppliers to adhere to the principles of UNOPS, and to continuously strive to improve their social and environmental performance. Consultant shall consider the use of environmentally friendly and sustainable materials and solutions.

Part 3: Key personnel proposed			
No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria	Points
3.1	The proposal demonstrates Offeror's efforts for gender-mainstreaming ensuring that their entire team composition includes gender balance. At least 25% of the key resources composition should be women	<ul style="list-style-type: none"> Schedule 4.4 [Key Personnel] 	4
3.2	<p>The qualifications and experience of Key Personnel proposed meet the established requirements.</p> <p>Lead Consultant/Team Leader:</p> <ul style="list-style-type: none"> ➤ Minimum of a Masters Degree in Environmental Science, Environmental Engineering, Ecology, Natural Resources Management and other related fields. ➤ At Least 7 years of experience in conducting ESIA's, experience working with Governments, environmental management regulatory authorities, private sector organisation, international financing institutions (IFIs) and multilateral development banks (MDBs). <p>Environmental Safeguards Consultant</p> <ul style="list-style-type: none"> ➤ Minimum of a University degree in Environmental Science, Environmental Engineering, Natural Resources and other related disciplines. ➤ At Least 5 years experience in conducting and reviewing ESIA, hands-on experience in gathering baseline data related to the physical environment and the specific areas include hydrology, air, noise and soil. <p>Social and Gender Consultant</p> <ul style="list-style-type: none"> ➤ Minimum of a Bachelor's Degree in Social Sciences or related discipline. ➤ At Least 4 years of experience working on social development and gender mainstreaming activities, stakeholder mapping and actual stakeholder engagement activities on at least 2 infrastructure projects <p>Ecologist:</p> <ul style="list-style-type: none"> ➤ A minimum of a university degree in Forestry, Ecology, Conservation Management, Botany or similar. ➤ At Least 3 years of professional experience in conducting ecological surveys and assessing impacts of infrastructure projects. 	<ul style="list-style-type: none"> Schedule 0.5 [Format for Resume of Proposed Key Personnel] Schedule 4.4 [Key Personnel] 	16
Total points for Part 3			20

4. FINANCIAL CRITERIA

Criteria evaluated only for offers that have achieved the minimum threshold for substantial compliance of the technical evaluation

Documents to establish compliance with the criteria

Proposals shall be checked for any arithmetic errors following Article 28 [*Minor Informalities, Errors or Omissions*] and submitted in a separate envelope from the technical evaluation materials.

The maximum number of points is stated below and will be allocated to the lowest price financial proposal.

Financial proposals from other offerors will receive points in reverse proportion according to the following formula:

Points for the financial proposal being evaluated

=

[30] x [lowest price]

[Price of proposal being evaluated]

In **Section VI: Returnable Schedules:**

- Schedule 4.1.A [*Breakdown of the Fees*]
Schedule 4.1.B [*Daily Rate Schedule*]

SECTION III: CONDITIONS OF CONTRACT

INSTRUMENT OF AGREEMENT

- [Consultant Services Contract for Works: Instrument of Agreement](#)

GENERAL CONDITIONS OF CONTRACT

- [Consultant Services Contract for Works: General Conditions of Contract](#)

PARTICULAR CONDITIONS OF CONTRACT

Part 1: Amended Clauses

The General Conditions are amended in the following manner (if nothing is stated, then no amended conditions apply):

No.	Clause/Sub-Clause No. and Title	Amended General Condition
1	NA	
2		
3		
4		
5		

Part 2: Additional Clauses

The General Conditions are supplemented by the inclusion of the following additional conditions (if nothing is stated, then no additional conditions apply):

No.	Clause/Sub-Clause No. and Title	Additional General Condition
1	NA	
2		
3		
4		
5		

SECTION IV: SCHEDULE OF DETAILS

SCHEDULE 1: CONTRACT DETAILS

1.1 Details Provided by the Employer

Sub-Clause No.	Description	Details
1.1	Country	Name: Malawi
1.4.1	Agreed system of electronic transmission	X Email: sayedf@unops.org <input type="checkbox"/> If others, specify: NA
1.4.1	Employer's Address for Communication	Name: Sayed Mohammad FAROOQUI Position title: Country Manager - UNOPS Malawi Address: Plot 628 Area 12 Opposite Chinese Embassy Lilongwe Malawi Email address: sayedf@unops.org Telephone/Mobile number: Malawi : (+265) 883 351 4215
2.2	Employer's Representative	Name: Sayed Mohammad FAROOQUI Address: Plot 628 Area 12 Opposite Chinese Embassy Lilongwe Malawi Email address: sayedf@unops.org Telephone/Mobile number: Malawi : (+265) 883 351 4215
3.2.1	Performance Security Amount	x Not applicable
3.2	Permitted Guarantors for Performance Security	x Not Applicable
4.2.1	Commencement Date	Immediately after contract signature
4.2.4	Liability Period	x Not applicable

4.3.1	Time for Completion	8 weeks
4.4.5	Delay Damages	x Not applicable
4.4.6	Aggregate maximum amount of Delay Damages	x Not applicable
7.2.2	Annual rate of financing charges for delayed payment	x Not applicable
7.3	Currencies of Payment	Currency : MKW - Malawi Kwacha - for local consultants (as obliged by the Malawi law.) USD - For foreign registered consultants.
7.3	Proportions of Currencies	X Not applicable
7.8.2	Advance Payment Amount	X Not applicable
7.8.3	Permitted Guarantors	X Not applicable
7.8.6	Advance repayment amount	X Not applicable
8.4.1	Limit of Liability	X Not applicable

SCHEDULE 2: PROJECT SPECIFIC INFORMATION

2.1 Project Details

(Brief description of the project including title, location, background and other relevant details along with details of the Works for which the Services is required)

The Zantchito Program - Skills for Job Programme in Malawi aims to enhance Technical, Entrepreneurial, and Vocational Education and Training (TEVET) policy through system appraisals and piloting sectoral skills development in key sectors like agriculture, energy, construction, and tourism. It seeks to improve national employment and competitiveness by supporting the development of skilled professionals and offering decent job and self-employment opportunities, especially for young TEVET graduates and entrepreneurs, particularly women. UNOPS, is supporting the government of Malawi and EU, to deliver the program by providing new buildings for training centres, supplying quality equipment, and developing maintenance programs for the 4 selected colleges. These colleges are;

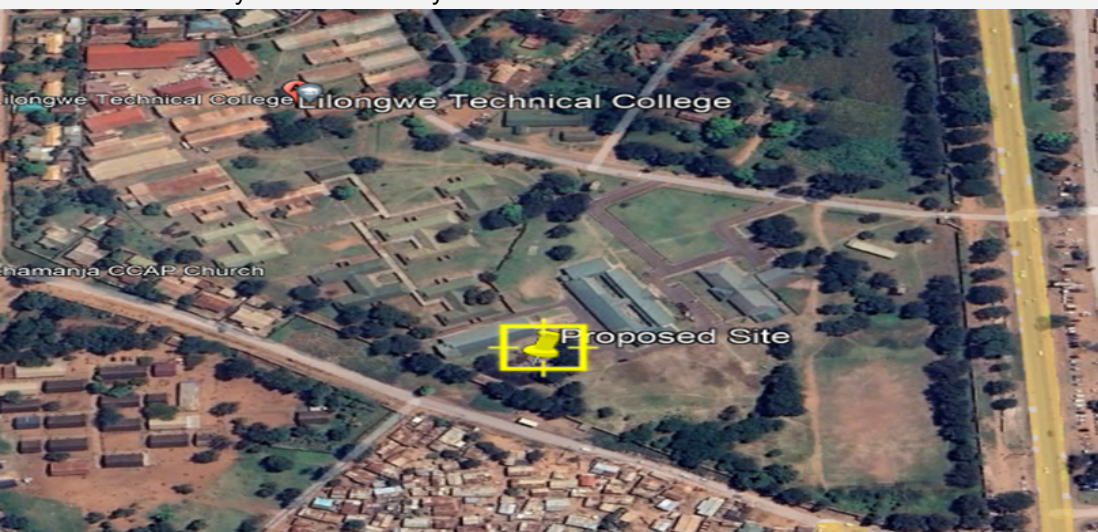
1. Lilongwe Technical College, Lilongwe (LTC)
2. Mzuzu Technical College, Mzuzu (MTC)
3. Salima Technical College, (STC)
4. Malawi Institute of Tourism, Blantyre (MIT)

2.2 Locations Plan

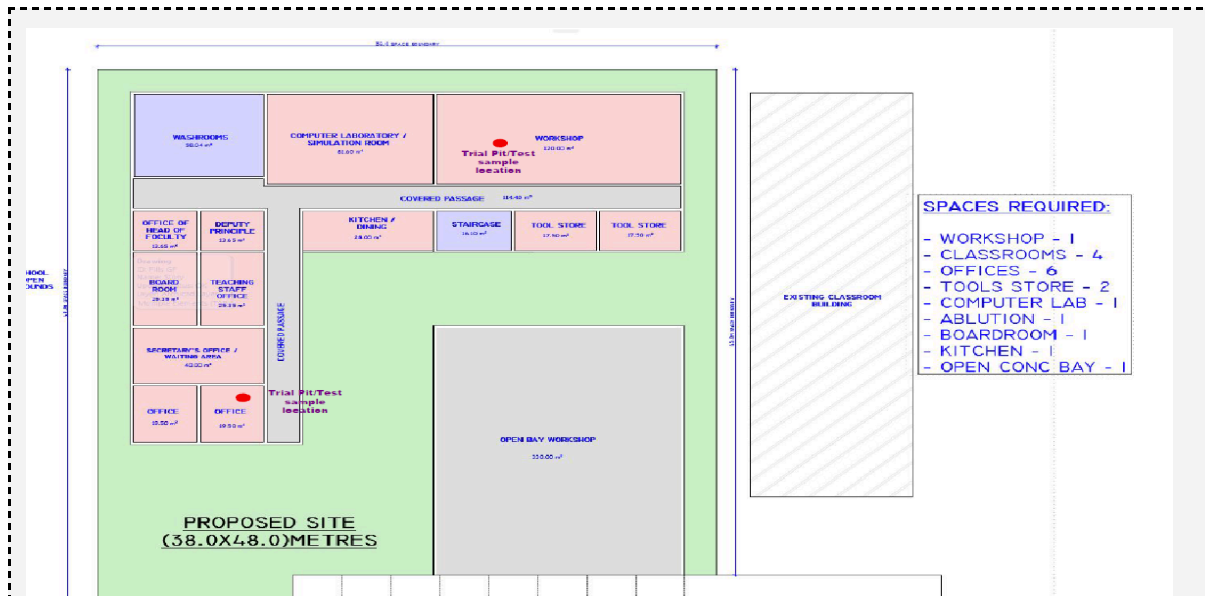
1. General description of location and boundaries:

2.2.1.1. Lilongwe Technical College, Lilongwe (LTC),

- Location: Lilongwe District
- Building fabric and structure; The proposed structure will be all new on a green field constructed in reinforced concrete and solid concrete blocks for walling.
- No. of Storeys: Double Storey



2.2.1.1a Google earth image showing the Lilongwe Technical College site for new structure



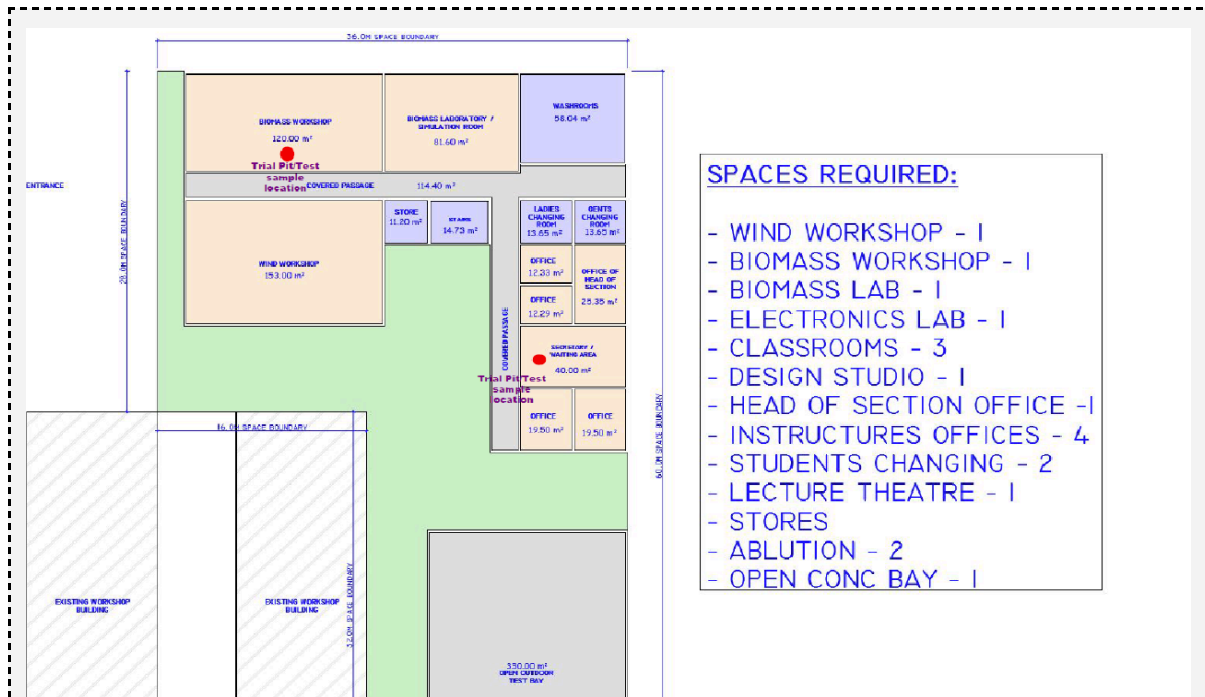
2.2.1.1.b Map showing proposed test locations of trial Pits in Lilongwe Technical College site

2.2.1.2. Mzuzu Technical College, Mzuzu (MTC) ,

- Location: Mzuzu District
- Building fabric and structure - The proposed structure will be all new on a green field and the proposed material is solid concrete blocks for walling.
- No. of Storeys: Double Storey



2.2.1.2a Google earth image showing the Mzuzu Technical College site for new structure



2.2.1.2b Map showing proposed test locations of trial Pits in Mzuzu Technical College site

2.2.1.3. Salima Technical College, (STC)

- Location: Salima District
- Building fabric and structure - The proposed structure will be all new on a green field and the proposed material is solid concrete blocks for walling.
- No. of Storeys: Double Storey

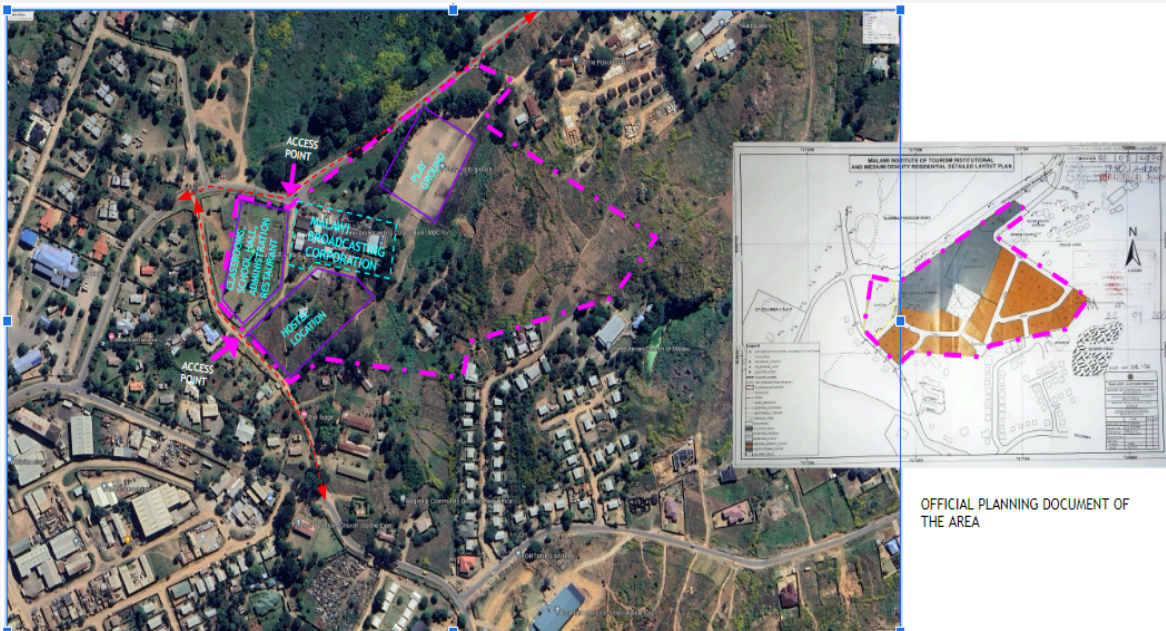
2.2.3a Google earth image showing the Salima Technical College site for new structure



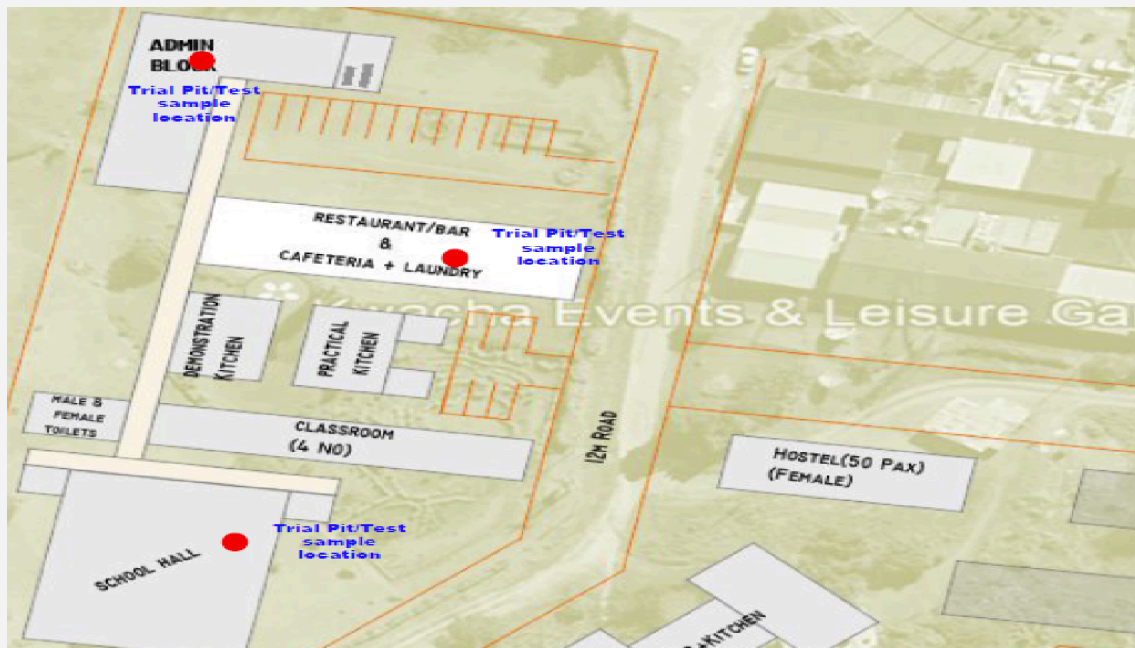
2.2.1.3b Map showing proposed test locations of trial Pits in Salima Technical College site

2.2.1.4. Malawi Institute of Tourism, Blantyre (MIT).

- Location: Blantyre District
- Building fabric and structure: The proposed structure will be all new on a green field constructed in reinforced concrete and solid concrete blocks for walling.
- No. of Storeys: Double Storey



2.2.1.4a Google earth image showing the Malawi Institute of Tourism, site for new structure



2.2.1.4b Map showing proposed test locations of trial Pits in Malawi Institute of Tourism site

2. General description of the parts of the Location that will be provided access to and the times of access (in accordance with Sub-Clause 2.1 of General Conditions):

2.2.2.1. Lilongwe Technical College, Lilongwe (LTC),

- Site; The site is already identified within the college compound.
- Trial pits location: Refer to image 2.2.1.1b above
- Timing; Official working days and hours
- Coordinates: 14° 0'27.36"S 33°47'4.63"E
- Liaise with UNOPS staff for clarifications



2.2.2.1a. Map showing the site location in Lilongwe Technical College

2.2.2.2 Mzuzu Technical College, Mzuzu (MTC) ,

- Site; The site is already identified within the college compound.
- Trial pits location: Refer to image 2.2.1.2b above
- Timing; Official working days and hours
- Coordinates: 11°26'12.18"S 34° 2'6.37"E
- Liaise with UNOPS staff for clarifications



2.2.2.2a. Map showing the site location in Mzuzu Technical College

2.2.3.1. Salima Technical College, (STC)

- Site; The site is already identified within the college compound.
- Trial pits location: Refer to image 2.2.1.2b above
- Timing; Official working days and hours
- Coordinates: 13°43'27.00"S 34°37'25.78"E
- Liaise with UNOPS staff for clarifications



2.2.3.1a. Map showing the site location in Salima Technical College

2.2.4.1. Malawi Institute of Tourism, Blantyre (MIT).

- Site; The site is already identified in a new location with no existing structures.
- Trial pits location: Refer to image 2.2.1.2b above
- Timing; Official working days and hours
- Coordinates: 13°43'27.00"S 34°37'25.78"E
- Liaise with UNOPS staff for clarifications



2.2.4.1a. Map showing the site location in Malawi Institute of Tourism

3. Description of access routes, access timing and any access restrictions:

3.1. Lilongwe Technical College, Lilongwe (LTC),

- Access; There is an existing driveway to the proposed site location within the institution from the college main entrance.
- Timing; Official working days and hours
- Restrictions: Liaise with college administration to access the site. UNOPS to facilitate.

3.2. Mzuzu Technical College, Mzuzu (MTC) ,

- Access-There are two existing driveways to the proposed site location through the basketball pitch within the institution.
- Timing; Official working days and hours
- Restrictions: Liaise with college administration to access the site. UNOPS to facilitate.

3.3. Salima Technical College, (STC)

- Access-There is one existing driveways to the proposed site location and there are existing internal vehicular and circulation paths
- Timing; Official working days and hours
- Restrictions: Liaise with college administration to access the site. UNOPS to facilitate.

3.4. Malawi Institute of Tourism, Blantyre (MIT).

- Access: The site has good access from the main road
- The site is not fenced without existing structure
- Timing; Official working days and hours
- Restrictions: Liaise with college administration to access the site. UNOPS to facilitate.

4. Description of other surrounding sites and any related interface issues:

N/A

5. Description of approved location for the Consultant's Location facilities (if any):

N/A

6. Description of arrangements at Locations that is to be provided to the Employer (if any):

N/A

7. Description of disposal areas (within the Location or outside the Location if any):

N/A

8. Description of any Location security requirements:

N/A

9. Any other relevant Location details:

N/A

SCHEDULE 5: FORMS

5.1 Form for Advance Payment Security **NOT USED**

5.2 Form for Performance Security **NOT USED**

SECTION V: REQUIREMENTS

SCHEDULE 3: REQUIREMENTS OF THE EMPLOYER

3.1 Scope of Services *(In accordance with Sub-Clause 3.1 of the General Conditions)*

Please refer to the attached RFP_2024_52237_TOR_Environment and Social Impact Assessment (ESIA) for 4 Locations in Malawi - Zanchito Project

1. The background, purpose and function of the Services:

2. Project Stakeholders:

3. Comprehensive and explicit scope of the Services:

4. Any pertinent details and technical information relevant to the successful execution and completion of the Services:

5. The standards, codes and regulatory requirements the Consultant shall use and comply in the performance of its obligations under the Contract:

6. Key responsibility and liability matrix as indicated in the General Conditions and Particular Conditions, if any:

7. Health, Safety, Social and Environmental (HSSE) requirements: *(In accordance with Sub-Clause 3.16 of the General Conditions)*

8. Quality Management System: *(In accordance with Sub-Clause 3.18 of the General Conditions)*

The list of all Deliverables and/or the Consultant's Documents related to the Services:

9. Specific tools required such as software to be used to develop the Deliverables and the format of presentation of the Deliverable:

10. Information on the Review and Approval Process (UNOPS and any other as required):

3.2 Consultant's Delegations

(In accordance with Sub-Clause 3.9.1 of the General Conditions)

The Consultant's designated personnel has the delegated duties and authorities of the Engineer and Engineer's Assistant as in the Construction Contract for Major Works: General Conditions and Construction Contract for Major Works: Particular Conditions.

OR

The Consultant's designated personnel has the delegated duties and authorities of the Employer's Representative's Assistant under the Construction Contract for Small Works: General Conditions as identified in the table below.

No.	Clause/Sub-Clause No. and title	Delegated duties and authorities	Remark
1	Not Applicable		

3.3 Valuation and Payment

(Based on actuals on monthly basis or based on the following payment schedule In accordance with Sub-Clause 7.1 of the General Conditions)

Item No	Deliverables	Percentage of Total Cost (Weight for payment)
1	a) An overall technical consultancy phase implementation plan (schedule) to cover the preparation and submission of all the four ESIA's to UNOPS for review and finally to MEPA for review and final consideration b) Stakeholder Mapping for each of the four Locations. This is an important part of stakeholder management, for a comprehensive stakeholder engagement process.	35%
2	Approved Scoping Reports and Terms of Reference for each of the four sites :	30%

	Please note that undertaking of scoping will result in the formation of the Terms of Reference for the full ESIA for each of the four locations. Scoping phases must include comprehensive consultations with relevant stakeholders as outlined in the developed stakeholder mapping.	
3	Draft ESIA documents for the 4 locations, submitted to MEPA for review to determine adequacy.	25%
4	Collection of Decision Letters/Final Certificate of approval from MEPA for all the 4 locations	10%

3.4 Programme Requirements

(Description of the requirements associated with the Programme, in accordance with Sub-Clause 4.3 of the General Conditions)

The Offeror's Programme shall be prepared in sufficient detail to enable UNOPS to adequately evaluate the planned execution, staging and allocation of resources for the services. The Programme should include a summary that defines the overall approach to manage and operate all of the required consultancy services.

The Programme details how the different activities shall be organized, controlled and delivered
This shall include:

- Detail the duration of each activity prepared in a Gantt chart format including a critical path for the execution of the services which shall clearly show the float times available within the programme and the earliest start/ earliest finish and latest start/ latest finish times for each and every activity.

3.5 Nominated Sub-consultants

(Details of Nominated Sub-consultants, in accordance with Sub-Clause 1.7.5 of the General Conditions)

No.	Description of Sub-consultant Services	Name of Nominated Sub-consultant
1	NA	

3.6 Employer's Delegations

No.	Clause/Sub-Clause No. and Title	Delegated duties and authorities	Designation	Remark
1	NA			

3.7 Key Personnel Requirements

(Details of Key Personnel requirements in accordance with Sub-Clause 3.6 of the General Conditions)

No.	Position description/title	Required qualification	Area of experience required	Years of relevant experience required
1	Lead Consultant / Team Leader	Minimum of a Masters Degree in Environmental Science, Environmental Engineering, Ecology, Natural Resources Management and other related fields.	Experience in conducting ESIA's, experience working with Governments, environmental management regulatory authorities, private sector organisation, international financing institutions (IFIs) and multilateral development banks (MDBs).	minimum 7 years of relevant experience
2	Environmental Safeguards Consultant	Minimum of a University degree in Environmental Science, Environmental Engineering, Natural Resources and other related disciplines.	Experience in conducting and reviewing ESIA, hands-on experience in gathering baseline data related to the physical environment and the specific areas include hydrology, air, noise and soil.	minimum 5 years of relevant experience
3	Social and Gender Consultant	Minimum of a Bachelor's Degree in Social Sciences or related discipline.	Experience working on social development and gender mainstreaming activities, stakeholder mapping and actual stakeholder engagement activities on at least 2 infrastructure projects	minimum 4 years of relevant experience
4	Ecologist	A minimum of a university degree in Forestry, Ecology, Conservation Management, Botany or similar.	Experience in conducting ecological surveys and assessing impacts of infrastructure projects. At Least 3 years of experience in bilateral or multilateral donor funded programmes, working with multidisciplinary teams.	minimum 3 years of relevant experience

3.8 Equipment and Machinery Requirements

(Details of equipment and machinery to be provided by the Consultant)

No.	Description of Item (equipment or machinery)	Units	Remarks
1	NA		

3.9 Insurance Requirements **Confirmation letter (or draft policy) from an insurer stating that the required insurance policies will be provided to the offeror, if selected**

(Details in accordance with Sub-Clause 9.1 of the General Conditions)

Insurances	Additional details on scope of cover	Period	Limit of Liability
Professional Indemnity Insurance		<input type="checkbox"/> As required by Law or by industry body or trade association from the Contract Effective Date until expiration of the Liability Period <input type="checkbox"/> _____	<input type="checkbox"/> As required by Law or by industry body or trade association <input type="checkbox"/> _____ _____ _____
Public Liability Insurance		<input type="checkbox"/> As required by Law or by industry body or trade association from the Contract Effective Date until Final Completion of the Services. <input type="checkbox"/> _____	<input type="checkbox"/> As required by Law or by industry body or trade association <input type="checkbox"/> _____ _____ _____
Workers Compensation Insurance		From the Contract Effective Date until Final Completion of the Services.	<input type="checkbox"/> As required by Law or by industry body or trade association <input type="checkbox"/> _____
Any other insurance as required by Law or industry body or trade associations			
All risk insurance			