

TERMS OF REFERENCE FOR SELECTION OF
Individual Consultant
For

DEVELOPING / PREPARATION / EVALUATION OF BIDDING DOCUMENT / PROCESS FOR
OUTSOURCING OF SWM SERVICES

1. Background

1.1 About WSSP

The government of Khyber Pakhtunkhwa established the Water and Sanitation Services Peshawar (WSSP), an urban utility in Peshawar as a public limited company, registered with the securities and exchange commission of Pakistan (SECP), under section 42 of the companies Ordinance, 1984 in September 2014 for efficient delivery of water and sanitation services to around 2 million consumers residing in 43 urban Union Councils of Peshawar in the territorial jurisdiction of defunct Municipal Corporation Peshawar. It is the first of its kind water and sanitation company in Pakistan with integrated approach for delivery of water, sanitation and solid waste management services in the Urban Area under a corporate structure. With its head office located in Hayatabad, Peshawar, WSSP has four regional offices appropriately located to be conveniently accessible to the general public. (To know more about WSSP, its working methodology and progress update, please visit WSSP website: www.wsspeshawar.org.pk)

2. Project Key Information

Project Location	Peshawar
Project Name	Hiring Consultance for developing / preparation / evaluation of bidding document / process for outsourcing of solid waste management services
Project duration	3 months days
Implementing agency and partners	Water and Sanitation Services Peshawar-GoKP

3. Objective and rational:

With the aim to revamp its existing operational processes and build further capacity of the system, WSSP requires to strengthen its SWM services for the improved service delivery. Keeping in view the requirement, WSSP wishes to engage the services of “Solid Waste Management and Procurement Expert” (hereinafter called as “Consultant”) to conduct a review and analysis of all the previous work done for outsourcing initiatives and documentation done

in WSSP for the purpose since the operationalization of the company. The Consultant will be responsible to work in close collaboration under the supervision of CEO WSSP to prepare a blue print report on existing strengths and weaknesses of the organization in the field of SWM, design the latest and robust system of SWM for the whole city with reallocation of resources for better outcomes, and propose most suitable outsourcing model including financial model and bid documents. (hereinafter called as “Assignment”).

4. Scope of Work:

The scope of work for the assignment is given as under:

- i. Prepare a blueprint report on existing strengths and weaknesses of the organization in the field of SWM
- ii. Design the latest and robust system of SWM for the whole city with reallocation of resources for better outcomes
- iii. Propose most suitable outsourcing model including financial model and bid documents
- iv. Coordinate with relevant officials of WSSP and review the previous procurement documents for outsourcing of solid waste management services on:
 - Primary, secondary collection and transportation to disposal site.
 - Outsourcing of solid waste management services on wrap around solution including treatment on public private partnership (PPP) mode.
- v. Providing technical support on efficient procurement system for WSSP in the procurement/outsourcing of SWM services.
- vi. Prepare bid documents, facilitate in the bidding process, record minutes of the meetings, and prepare bid evaluation report giving complete details of the bidders along with recommendation for the best evaluated bidder for award of contract.

5. Methodology

The consultant is expected to;

- a. Carry out analysis on existing strengths and weaknesses of the organization in the field of solid waste management services
- b. Have capability of develop the latest and robust system of SWM for the Peshawar city with reallocation of resources for better outcomes
- c. Prepare an outsourcing model including financial model and bid documents
- d. Demonstrate good communication skills to coordinate with relevant officials of WSSP and review the previous procurement documents for outsourcing of solid waste management services on primary & secondary collection and outsourcing of solid waste management services:
- e. Provide technical support on efficient procurement system for WSSP in the procurement/outsourcing of SWM services.

6. Deliverable and Timelines

The entire assignment is for three months with each deliverable given in the table as per timeline.

S.no	Activity	Deliverable	Timeline
1	i)-Secondary data collection and meetings with WSSP Officials	Inception report	10 days
	i)- Appraisal of pre-qualification documents for outsourcing of Primary, Secondary solid waste collection and transportation with revised self-sustainable model for WSSP on A to Z solution. ii)- Review and advise on bid document including technical specification and draft Agreement for signing with the potential bid winner	Pre-Qualification Document/ EOI Ratification of Pre-Qualification Evaluations Report Ratification of Bidding Documents including Technical Specification and draft contract Agreement	30 days
2	i)- Attending the pre-bid meeting and submission of the Pre-bid meeting report with minutes of the meeting ii)- Ratify the Evaluation of all submitted bids/ proposal and Submission of Bid Evaluation Report (BER) ii) Presentation of all bidding process reports to WSSP management	Pre- Bid Meeting report Ratification of Bid Evaluation Report Presentation of final report	30 days
3	i)-Finalization / negotiation for the award of contract	Finalized Contract	20 days

7. Requirements

Mandatory Checklist:

The applicant shall meet the following mandatory requirement in order to be considered for the evaluation purpose, failing to meet the below mentioned mandatory requirement will lead to dis-qualification and that applicant will not be considered for evaluation purpose:

S.No	Check List	Status		Document Provided	
		Yes	No	Yes	No
1	NTN holder				
2	Non-Black Listing Certificate				

8. Consultants Skills and Qualification

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:

	<u>Points</u>
(i) Consultant's Profile:	
a) Education	(Total) 15
Master	10
PhD	5
b) Experience (total experience: (1_point per year)	20
c) Number of similar assignments (2.5 points per assignment)_	20
b) Value of similar assignments (2 points per million)	20
(ii) Methodology:	
a) Understanding of objectives	10
b) Methodology & Work plan	15
Total	100

The minimum technical score (TS) required to pass is: **65** Points

a. Overall experience & qualification:

- The Solid Waste Management Expert should hold a sixteen years education (Solid Waste Management/Environmental Engineering/Sciences). Higher education like M-Phil and PhD in Solid Waste Management will be preferred. The consultant shall have at least 10 years of relevant experience.

8 Evaluation Criteria

Proposal evaluation criteria is as follows:

- 70% weightage to Technical Proposal (3 pages) and applicant CV whereas, 30% weightage to the Financial Proposal (daily rates, transport and accommodation – whichever is applicable).
- The participating consultant must score at least 65% to qualify.
- Non-Responsive bids will not be considered.

9 Reporting line and Payment Schedule

The consultant will be directly reporting to GM PMER of WSSP for respective streams of work. The payment schedule is below

S.no	Deliverable	% age payment
1	Inception Report	20 % of the contract amount
2	On Bidding Document and EOI / Financial Model Document	40 % of the contract amount
3	Pre bid meeting minutes/ reports / evaluation report Contract agreement award	40 %

10 Consultant's Skills and Qualification

Required skills and qualification of the individual consultant:

- 10 years or more proven experience working / developing SWM outsourcing system / designing bidding documents
- Rich knowledge and practical experience of developing SWM self-sustainable financial model for WSSP on wrap around solution
- Masters or Doctorate degree in relevant discipline
- Knowledge of procurement, financial modelling in solid waste management sector.

11 Terms & Conditions.

- The consultant will submit separate envelopes for technical and financial proposals clearly stating the name of the assignment.

- All federal and provincial duties, taxes etc. will be recoverable as per directives of the government issued from time to time.
- Incomplete / conditional and late submitted proposals shall not be acceptable.
- The Competent Authority reserves the right to reject anyone or all the proposals, the reason for rejection shall be communicated upon request.
- All the attached Annexures and appendixes must be filled in and signed by the bidder, else the proposal may be considered as Non-Responsive.

12 Disclaimer

Though adequate care has been taken while preparing this document and information provided therein, but it is advised that the bidder must satisfy himself for the corrections and sufficiency of the Data. Information on any discrepancy should be intimated to this office immediately. If no information is received from any of the bidders within the time of submission date, it shall be presumed that this document is correct and complete in all respects. If considered necessary in the interest of work / public, WSSP reserves the rights to modify, amend or supplement this document.