

MINISTRY OF HOUSING & LANDS

TENDER NOTICE

Authorised under Section 16 of the Public Procurement Act 2006

Proposal for recruitment of a Project Coordinator and Quality Assurance Officer for the LAVIMS Project

1. The Ministry of Housing and Lands hereinafter referred to as the client, is inviting proposals for the recruitment of a Project Coordinator and Quality Assurance Officer for the Land Administration, Valuation and Information Management System (LAVIMS) Project. Detailed information regarding the services required is given in the Terms of Reference.

2. **Objective**

The Ministry of Housing and Lands is implementing a Land Administration, Valuation and Information Management System (LAVIMS) Project as a major part of its ongoing and reform program in close collaboration with the Ministry of Finance and Economic Empowerment which is the parent Ministry of the Valuation Department and the Registrar General Department. In this context, the Ministry of Housing and Lands requires a Project Coordinator and Quality Assurance Officer to assist it in the implementation and management of the project.

3. **Eligibility**

The invitation to submit proposals applies to persons

- having a good understanding of all Land Administration, Valuation and Information Management Processes, input, output and standards to achieve a 'working knowledge' of local practices and policies.
- having a sound knowledge of deed registration system in Mauritius so as to advise and help the Registrar-General to shift from deed registration system to parcel-based registration system. He must have at least twenty to twenty-five (20 to 25) years of experience in the deed registration system.

4. **Scope of Services**

The scope of services is described in the Terms of Reference which forms an integral part of the tender documents.

5. **Collection of Tender Documents**

The Terms Of Reference can be downloaded from the website of the Ministry of Housing and Lands <http://ww.gov.mu/portal/site/housing>. Alternatively, the Terms of

Reference can also be obtained by calling at the Ministry of Housing and Lands, 2nd Floor, Moorgate House, Sir William Newton Street, Port Louis between 09.30 to 11.30 hrs and 12.30hrs to 15.30 hrs on weekdays.

6. Supplementary Information

All correspondence related to the tender shall be made in English. Any clarification in respect of this tender shall be addressed at least 15 days before the deadline for submission of bids in writing to the Permanent Secretary, Ministry of Housing and Lands, 2nd Floor, Moorgate House, Sir William Newton Street, Port Louis.

The Government of the Republic of Mauritius requires that bidders/suppliers/contractors participating in the procurement in Mauritius observe the highest standard of ethics during the procurement process and execution of contracts.

Consultants are therefore advised to consult the website of the Procurement Policy Office of Mauritius on <http://ppo.gov.mu> to acquaint themselves with the legislations related to procurement in Mauritius.

7. Bid Bond

The bidder must include with the Proposal a Bid Bond to guarantee the availability of the goods and services offered until Contract execution. The Bid Bond shall be issued in the amount of Rs 600,000. and be in form and substance acceptable under the law of Mauritius and issued by an issuer licensed to do banking/bonding business in the Republic of Mauritius. The Bid Bond should, at least, cover the bid validity period. The Bid Bond will be returned to unsuccessful Bidders immediately upon the award of the Contract. The Bid Bond of the Successful Bidder will be retained until the Contract is executed and the Government is furnished with an acceptable performance bond. The Bid Bond will be forfeited to the Government if the Successful Bidder fails to submit the performance security or other security, as required within 15 business days of the date of award of Contract or fails to execute the contract when required to do so by the Government.

8. Submission of Proposals

- (i) The technical proposal and financial proposal to be submitted in two SEPARATE sealed envelopes which in turn should be placed in one common sealed envelope and should follow the form given in the “Supplementary Information for Consultants” (Form F-1)
- (ii) Submission of tenders, in five copies (one original and 4 copies) should be clearly marked: Proposal for recruitment of a “Project Coordinator and Quality Assurance Officer” and should be addressed and delivered to:-

The Permanent Secretary
Ministry of Housing & Lands
2nd Floor, Moorgate House
Sir William Newton Street
Port Louis

Proposals should be deposited in the Tender Box situated on the 2nd Floor, Moorgate House, Sir William Newton Street, Port Louis or sent by courier service or registered post so as to reach the Permanent Secretary, Ministry of Housing & Lands at the above mentioned address on or before the Proposal Due Date and Time which shall be:

Monday 4 May 2009 up to 13.30 hrs Mauritius Time at Latest.

Tenders received by facsimile or electronic mail will not be considered.

9. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for Financial proposals. Proposals from consultants should score at least 50 marks for the Technical Proposals to be retained for further consideration.

Only those consultants scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked Consultant and so on until an agreement is reached. Should you be contacted for negotiation you must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

It is estimated that the minimum duration of the assignment shall be for a period of fifteen (15) months. You should base your financial proposal on these figures, giving an indication of man-months considered necessary by you to undertake the assignment. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended.

You are requested to hold your proposal valid for 90 days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Ministry of Housing and Lands will make its best efforts to finalize the agreement within this period.

Please note that the cost of preparing a proposal and of negotiating a contract including visits to Mauritius, if any, is not reimbursable as a direct cost of the assignment.

Assuming that the contract can be satisfactorily concluded, you will be expected to take up/commence with the assignment as soon as possible.

10. **Tax Liability**

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Mauritius; but the Ministry of Housing and Lands shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Mauritius related to:

- (i) payments to the Consultant in connection with carrying out this assignment;
- (ii) equipment, materials and supplies brought into Mauritius for the purpose of carrying out the assignment, provided they are subsequently withdrawn; and
- (iii) property brought in for your personal use provided the property is subsequently withdrawn.

11. **Insurance**

The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

12. The Ministry of Housing and Lands reserves the rights to:-

- (a) Accept or reject any bid, and
- (b) Annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring;
 - (i) any liability to any Bidder or
 - (ii) any obligation to inform the Bidder of the grounds of the Ministry of Housing and Lands action.

20 March 2009

Ministry of Housing & Lands
2nd Floor, Moorgate House
Sir William Newton Street
Port Louis

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

(a) Technical Proposals

- (i) Curriculum Vitae of Consultant (F-2).
- (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last five years in the format given in Form F-3.
- (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- (iv) A description of the manner in which the Consultant would plan to execute the work.
- (v) The Consultant's comments, if any, on the data, services and facilities to be provided by the Ministry indicated in the Terms of Reference (TOR).

(b) Financial Proposals

The financial proposals should be given in the form of summary of Contract estimate in Form F-4.

2. The proposals shall be submitted in one original and four copies.

Payments

3. Payments to the Consultant will be made in accordance with an agreed estimated schedule, assuring the Consultants of regular disbursement in local and foreign currency.

From:

To:

Sir:

Technical Proposal _ Submission Form

I _____ consultant herewith enclose Technical and Financial Proposal for selection as Project Coordinator and Quality Assurance Officer for the Ministry of Housing and Lands.

I undertake that, in competing for (and, if the award is made to me, in executing) the above contract, I will strictly abide by the Conduct for bidders and Contractors as provided under the Public Procurement Act 2006 of Mauritius.

Yours faithfully,

Signature: _____

Full name: _____

Address : _____

FORMAT OF CURRICULUM VITAE (CV) FOR PROJECT COORDINATOR AND QUALITY ASSURANCE OFFICER

Name of Project Coordinator and Quality Assurance Officer : _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional bodies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employers references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: *Day/Month/Year*

[Signature of Consultant]

Full name of Project Coordinator and Quality Assurance Officer: _____

FORM F-3

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED
DURING LAST 5 YEARS**

1. Outline of recent experience on assignments of similar nature:

Sl.No	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

Cost Estimate of Services

Remuneration:

Consultant Name	Monthly Rate (in currency)	Working Months	Total Cost (in currency)
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Total (Remuneration) _____

Ministry of Housing & Lands

TERMS OF REFERENCE

LAVIMS PROJECT COORDINATOR & QUALITY ASSURANCE OFFICER

Background

The Ministry of Housing & Lands is implementing a Land Administration, Valuation and Information Management system (LAVIMS) project as a major part of its ongoing land reform program in close collaboration with the Ministry of Finance & Economic Empowerment which is the parent Ministry of the Valuation Department and the Registrar-General's Department.

Land administration is of particular importance to any government and the information infrastructure components related to land support a wide range of governmental functions. These include ownership of land, taxation of land, land use regulation, utility maintenance and construction and environmental compliance, and many others. Land administration functions involve a number of disciplines, ranging from law, valuation, surveying, registration and land planning. The technologies that support such functions are complex, for example land and geographic information systems and the global positioning system, and are changing rapidly also.

The three major outcomes of LAVIMS for the Island of Mauritius are: a Property Valuation; a Cadastre; and a parcel-based Deeds Registration System, integrated and supported by an appropriate Information Management System (IMS).

LAVIMS Contract

Following an international tender exercise for undertaking the LAVIMS Project, the Government of Mauritius has selected Infoterra Ltd as the successful bidder. The letter of Award has been issued on 22 December 2008.

STEERING COMMITTEE

A Steering Committee comprising representatives of various Ministries and Government Departments has been set up to monitor the progress of the assignment.

Requirements

The Ministry of Housing & Lands requires a Project Coordinator and Quality Assurance Officer to monitor progress, evaluate performance and provide guidance for the successful implementation of the LAVIMS Project in accordance with the Contract between Infoterra Ltd. and the Ministry of Housing and Lands. The areas of responsibility of the proposed Project Coordinator will cover the following:

- Expert technical advice;
- Project structuring and management advice;
- Restructuring and organizational reform;
- Designing associated business process reengineering (workflow);
- Implementing LAVIMS outcomes;
- Monitoring implementation progress.
- Coordinate LAVIMS progress;
- Evaluate project performance;
- Advise MHL and the Steering Committee.

The Project Coordinator and Quality Assurance Officer will provide expert technical and managerial advice on world's best practice land administration methodology, practical implementation measures, institutional reforms, automation and computerisation, workflow management, case study examples and project management.

Profile of Consultant

The Project Coordinator and Quality Assurance Officer is expected

- (i) to have a good understanding of all Land Administration, Valuation and Information Management processes, inputs, outputs and standards and to achieve a "working knowledge" of local practices and policies.
- (ii) to have a sound knowledge of deed registration system in Mauritius so as to advise and help the Registrar-General to shift from deed registration system to parcel-based registration system. He must have at least twenty to twenty-five (20 to 25) years of experience in the deed registration system.

The person is expected to be available on a full time basis throughout the duration of his/her services contract.

If the person does not have all the expertise for the assignment, there is no objection to him/her associating with another person for the provision of specific professional, and local advice. Details of the proposed association should be submitted.

Scope of work

Duration

The time schedule allocated to the contractor (Infoterra Ltd) to complete the project in eighteen (18) months from the start date. It is estimated that the duration of the services of the Project Coordinator and Quality Assurance Officer will be at least eighteen (18) months until completion of project plus an additional two months up to the commissioning of the project.

Duties

The Project Coordinator and Quality Assurance Officer is required to perform the following duties:

- i. monitor and evaluate the project's progress and outcomes;
- ii. provide an "in house" continuous quality assurance role for the technical aspects of project activities;
- iii. undertake consultations with other Ministries and agencies as appropriate for broad policy issues;
- iv. maintain close monitoring and evaluation of all aspects of the LAVIMS Contracts project implementation throughout the life of the project;
- v. gain consensus understanding with the Contractor for its project works plan/s, staffing input schedules, project milestones, monthly outputs, meetings and reporting requirements, quality assurance requirements, risk management, training, requirements, business process re-engineering requirements, infrastructure requirements, payment milestones and all other matters relating to the smooth implementation of the project by the Contractor;
- vi. collaborate with the Contractor on proposed revision and changes to any aspects of the Contractor project implementation plans to meet changing needs and requirements;
- vii. review deliverables passed from the Contractor to the Ministry;
- viii. effectively applies agreed methodologies and enforce project standards;
- ix. ensure project documents are complete, current, and stored appropriately;
- x. manage project budget including certification of claims;
- xi. follow up with Contractor, when necessary, regarding invoices;
- xii. assure project legal documents are completed and signed;
- xiii. assess the current situation and identify opportunities for reform and improvement;
- xiv. opportunities for strengthening institutional capacity;
- xv. negotiate with stakeholders to authorize changes and commit resources;
- xvi. ensure proper user acceptance testing;
- xvii. Ensure that the project results meet the technical requirements of the various components of the LAVIMS Project;
- xviii. Ensure that deliverables conform to quality and specifications.
- xix. Ensure that MHL and the Steering Committee is kept regularly up to date and informed of all project implementation activities and progress.

Communication/Reporting

The Project Coordinator and Quality Assurance Officer shall report to the Permanent Secretary of the Ministry of Housing & Lands but shall work in close collaboration with the Implementation team and Dedicated Cell at the Ministry as well as with the Valuation Department, Registrar General Department and the Ministry of Finance & Economic

Empowerment with a view to ensure good communication with all stakeholders. The following tasks are required:

- i. Participate in meetings of the Steering committees and attend meetings;
- ii. Hold regular status meeting with contractor and provide appropriate reports thereon;
- iii. Design implementation strategies and plan and prepare reports?;
- iv. Prepare Reports on the various subsystems that are submitted, in accordance with an agreed schedule, to stakeholders for consideration and execution;
- v. Prepare ad-hoc reports for the LAVIMS Steering Committee on opportunities for reform and improvement;
- vi. Prepare bi-monthly / quarterly reports on Project progress to the LAVIMS Steering Committee;
- vii. Prepare reports as required on analysis of Project methodology and design and the Contractor's processes for: documentation, planning scheduling, controls, reporting, communications, risk management, issue management, testing and work package acceptance;
- viii. Prepare Work Package acceptance reports on a monthly basis.

The above tasks include regular site visits, facilitation of teamwork, effecting well-organised informative presentations, and resolution of issues.

Language

All reports must be in the English Language.

Organisation

The MOHL will make available to the Project Coordinator and Quality Assurance Officer office accommodation and services of one Secretary as well as telephone, fax and international connection line. The Project Coordinator will have to make provision for his/her own local transport and may acquire a car for his/her assignment.

Presentation of the Offer

Technical and Financial offers, should be submitted separately and CVs of the experts and the proposed methodology within/ not more than 4 pages should accompany the offer.

17 March 2009