

Individual Consultant: Quality Assurance of Oxygen Generation Plants and Oxygen Cylinders (FULL TIME) - Open to Indian Nationals only

Duty Station: Home based; with travel to plant sites in India

Contract Duration: 07 months, 1st November 2021 to 31st May 2022 (full-time)

Closing Date: 7th October 2021

1. BACKGROUND / RATIONALE

As part of response to COVID-19 pandemic, for the past 12-15 months, UNICEF has supported the procurement and installation of PSA Oxygen Generation Plants (OGPs) in various States of India – Assam, Meghalaya, Arunachal Pradesh, Nagaland, Maharashtra, Gujarat and Bihar. This has been largely in response to the urgent and increased need of medical oxygen for management of patients with COVID-19. The support provided to setting up PSA Oxygen Generation Plants is an effort to strengthen the health systems in a sustainable way and with a long-term perspective. UNICEF intends to hire services of a technical consultant who as part of quality assurance mechanism is expected to undertake the following tasks:

- (i) pre-dispatch inspection in the warehouse of the supplier located in Aurangabad, Maharashtra contracted by UNICEF (through another Purchase Order),
- (ii) site inspection of hospitals where UNICEF procured plant would be set up (in States of Bihar, Madhya Pradesh, Maharashtra and sites in North East) through remote mechanism or site visit (COVID-19 Pandemic situation permitting),
- (iii) technical assistance to validate the layout drawings submitted by the supplier, validate and finalize site readiness and remotely verify where required, the progress towards site readiness and
- (iv) site visit to hospitals once PSA Oxygen Generation Plants are installed and certify its commissioning.
- (v) support establishing and LTA for UNICEF for procurement of oxygen generation plants in terms of designing the technical bids and its verification post-submission of bids.
- (vi) validating the technical specifications of oxygen cylinders, evaluation technical bids, pre-dispatch inspection, supporting in site readiness and installation

From experience, it is realized that there is a lot of troubleshooting support that is required during the process of PSA OGPs commissioning. This is further complicated by the decisions by the local governments to shift locations based on resources that are received from different sources

2. PURPOSE OF ASSIGNMENT

The procurement and installation of OGPs is being carried out by UNICEF for the first time in India. The activity involves high monetary value and reputational risk. Technical expertise in the field of installation of OGPs is a niche area and is not available in UNICEF.

A total of 40 PSA Oxygen Generation Plants are in process of being set up in the country with UNICEF support. Of these, for this consultancy it is expected that:

- support for vetting the site readiness plans and drawings would be required for 10 sites,
- remotely monitoring progress of site readiness would be required for 20 sites,
- pre-dispatch inspection to warehouse of supplier would be required for 10 sites through 2-3 visits,
- site visits to hospitals for certifying that PSA oxygen generation plants are functioning optimally as per expectations for 30 sites.
- support establishing and LTA for UNICEF for procurement of oxygen generation plants in terms of designing the technical bids and its verification post-submission of bids.
- validating the technical specifications of oxygen cylinders, evaluation technical bids, pre-dispatch inspection, supporting in site readiness and installation (approx. 14,000 cylinders)

The above-mentioned quantity of work is an estimate, and exact quantum of sites for which the support is required could vary.

In addition, Government has also included the strategy for providing Oxygen through Jumbo Oxygen Cylinders and has sought UNICEF support for the same. Thus, there is need for further technical guidance to guide in matters related to procurement of such Cylinders.

The consultant is also expected to assist UNICEF in engaging with UNICEF Regional Office, UNICEF Headquarters and other stakeholders to discuss the India approach of supporting government to augment their capacities and readiness for Oxygen Support as part of COVID response.

3. OBJECTIVE/S

- Validate the plans for site readiness, review and verify site readiness, pre-dispatch inspection of OGPs and facility assessment/site inspection of hospitals for quality assurance.
- Guide the process for procurement and supply of Oxygen Cylinders to State Governments and facilities as per plan.

4. MAJOR TASKS TO BE ACCOMPLISHED

- For the PSA Oxygen Generation Plants that UNICEF has commissioned, completing the following tasks for each of the sites:
 - (i) pre-dispatch inspection in the warehouse of the supplier contracted by UNICEF (through another Purchase Order) for 10 sites through 2-3 visits
 - (ii) site inspection of hospitals allotted to UNICEF through remotely (COVID-19 Pandemic situation permitting) for 20 sites,
 - (iii) technical assistance to validate the layout drawings submitted by the supplier for 10 sites
 - (iv) validate and finalize site readiness and remotely verify where required the progress towards site readiness for 20 sites and
 - (v) site visit to hospitals once PSA Oxygen Generation Plants are commissioned and running to verify that the plants are functioning optimally and as per expectations for 30 sites.
- For support to establishing a Long-Term Arrangement for UNICEF for procurement of oxygen generation plants
 - (i) Provide technical advice to UNICEF for finalizing bid documents and responding to technical queries during the bidding process
 - (ii) Support UNICEF to review the technical bids made by agencies that compete for provision of Oxygen Cylinders
- For the provision of Oxygen Cylinders:
 - (i) Review and finalize the technical specifications in consultation with MOHFW and UNICEF for Oxygen Cylinders, storage tanks and Cryogenics vessels.
 - (ii) Provide technical advice to UNICEF for finalizing bid documents and responding to technical queries during the bidding process
 - (iii) Support UNICEF to review the technical bids made by agencies that compete for provision of Oxygen Cylinders
 - (iv) Provide technical assistance to State Governments regarding preparedness of sites for use of the Oxygen Cylinders
 - (v) pre-dispatch inspection in the warehouse of the supplier contracted by UNICEF through 2-3 visits
 - (vi) site inspection through remotely (COVID-19 Pandemic situation permitting)
 - (vii) post installation quality assurance to sample sites

5. DELIVERABLES AND DEADLINES

The following deliverables are required every month during the duration of the contract period.

- Reviewing the proposals by OGP vendor to confirm appropriateness for the site in question
- Validating of drawings by Engineer to review for accuracy and safety protocols as per the drawing submitted by Engineer
- Reviewing site readiness at facilities through remote meetings as per the scheduled readiness claims made by Government hospital sites
- Visits for pre-dispatch inspection as scheduled by the vendor depending on the timelines agreed by the vendor
- Visits to hospital sites where the OGP has been commissioned to verify optimal functioning once installation has been undertaken
- Reviewing technical bids from agencies for Oxygen Cylinders, and providing technical assistance to State Governments regarding preparedness of sites for use of Oxygen Cylinders
- For support to establishing and LTA for UNICEF for procurement of oxygen generation plants
- Provide technical advice to UNICEF for finalizing bid documents for LTA of oxygen generation plant; later review the technical bids

The consultant shall submit monthly progress report against the above tasks.

6. DUTY STATION

Any location in India

7. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

Travel would be required for following locations and purposes:

- Aurangabad for PDIs (2-3 visits for two days each)
- 30 sites around various locations in States of Maharashtra, Madhya Pradesh, Bihar and North Eastern States as per sites where OGPs are made functional. These sites could be visited vide 6-7 trips of 4-5 days each.
- PDI to supplier of oxygen cylinder

8. ESTIMATED DURATION OF CONTRACT (FULL TIME)

Seven months, from 1st November 2021 to 31st May 2022. Depending on the progress of work at the commissioned sites, the support required could end before the scheduled time and payments would be eligible till that month only.

9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES

(CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- Bachelor's in electrical engineering and above
- 6-8 years of experience in the field of Medicinal Oxygenation
- Knowledge about existing government regulations on Medicinal Oxygenation
- Must be willing to travel in the country
- Knowledge of English / Hindi and computer is essential.

10. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

S. No.	Criteria	Maximum Score
1	Educational Qualification and relevant experience	15
	Bachelor's in electrical engineering and above 6-8 years of experience in the field of Medicinal Oxygenation	
2	Technical knowledge and skills	25
	Knowledge about existing government regulations on Medicinal Oxygenation	
	A cut off score of 32 would be required in the criteria 1 and 2 above to proceed to the interview stage	

3	Interview (A cut off score of 24 out of 30 is required for qualifying in the interview)	30
	Total technical score	70
The candidates who score 56 marks (out of 70) and above will be considered technically responsive and their financials will be opened.		
4	Financial	30
	Total technical and financial score	100

11. PAYMENT SCHEDULE

Payments would be made against deliverables on submission of monthly activity report for supporting activities, duly approved by the supervisor/s. Travel expenses would be reimbursed based on self-certification of completed travel duly verified by the supervisor. Supporting bills and invoices may be requested by the supervisor for verification. Payment would be done every month based on completed deliverables across the various heads at that point in time.

HOW TO APPLY:

The application to be submitted through the online portal should contain three separate attachments:

- i. A Cover letter explaining suitability for position, relevant experience, technical knowledge and skills about existing government regulations on Medicinal Oxygenation **(to be uploaded online under “Cover Letter” tab)**
- ii. Curriculum Vitae (CV) **(to be uploaded online under “Resume” tab)**
- iii. A financial proposal indicating all-inclusive monthly professional fee and other expenses, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab).**

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 3 documents, your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

For any clarifications, please contact:

UNICEF

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