

**NATIONAL WATER COMMISSION**

**EXPRESSION OF INTEREST**

**FOR THE PROVISION OF  
SPECIALIST CONSULTANCY SERVICES**

**October 2010**

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## **Terms of Reference - For The Provision Of Specialist Consultancy Services**

### **1. Introduction**

The National Water Commission (NWC) is a statutory organization established in 1980 to provide potable water supply and sewerage services in Jamaica. The NWC operates over 460 potable water supply facilities and some 68 wastewater treatment facilities island-wide.

The NWC is required to conform to the guidelines established by the National Contracts Commission (NCC) in procuring goods and services, including consultancy services. However, given the nature of its operations, there are times when the NWC needs to obtain the services of specialists to provide advice, assistance or to undertake assignments to facilitate rapid resolution of operational issues or management decision-making. In an effort to meet these needs the NWC has established a Register of Pre-approved Specialist Consultants who may be contracted to provide specialist/expert services.

The Register of Pre-approved Specialist Consultants will be periodically updated at which time additional applications for inclusion on the Register will be accepted, evaluated and the suitably qualified individuals or firms selected and added to the Register. While not guaranteeing specific works to these experts, the arrangement will allow the NWC to access definitive expert services in specialist areas as required at pre-determined rates and in a timely manner.

The Commission therefore invites individuals or firms of professional consultants to submit a "Request for Pre-approval – Register of Pre-approved Specialist Consultants" in the following specific areas:

<b>No.</b>	<b>Areas of Expertise and Competence</b>
1	Strategic Planning for water supply and wastewater development
2	Public/ Private partnerships in the Water and Wastewater Sectors
3	Non- Revenue Water ( NRW) Reduction & Management
4	Value-for-money Evaluations of capital works for Water & wastewater Schemes
5	Financial / Economic Evaluations for Water & Wastewater Development schemes including alternatives
6	Water Supply Network Modeling for evaluation of operational issues
7	Land Surveying /Property Valuation
8	Tariff Studies / Preparation of Applications for Tariff Revisions
9	Design and Reviews of wastewater proposals for new Sub-divisions./Development
10	Energy Efficiency with reference to pumping of portable water and time of use tariff
11	Evaluation of general operational issues on water supply and wastewater systems
12	Evaluation of surface water and groundwater resources
13	Rapid Assessment of Damage to water supply & wastewater systems by Extreme Climatic Events
14	Water supply Network modeling for evaluation of sub-divisions/Developments
15	Condition Assessment and Engineering Field Audit of existing raw and treated water assets and infrastructure
16	Human Resource Management and Industrial Relations
17	Market Research & Surveys
18	Management of Complex database system
19	Management of operation of Customer Suite Application
20	GIS Management and Operation

## **Terms of Reference - For the Provision of Specialist Consultancy Services**

### **2. Objectives Of The Expression Of Interest**

The objective of this Expression of Interest is to update the NWC's Register of Pre-approved Specialist Consultants, which is a panel of suitably qualified professional consultants who possess specialist knowledge in specific areas of water and wastewater operations.

### **3. Services To Be Provided**

The nature of NWC's operations necessitates timely interventions in issues that arise from time to time that require the input of specialists. These include system and commercial operational issues and strategic business related matters. These specialists, individuals or firms, will be contracted to undertake assignments that are either time critical or require specialist knowledge or expertise for their execution. Examples of such assignments include:

- a. Identification and evaluation of groundwater resource to support water supply operations.
- b. Time critical formulation/ evaluation of system maintenance activities.
- c. Evaluation of operational deficiencies and formulation of plans to address these deficiencies.
- d. Financial assessment of business options available to NWC that require the specialist insight and input.
- e. Value for money evaluation of water supply and sewerage works
- f. Water supply and sewerage designs.

### **4. Eligible Applicants**

The Expression of Interest is opened to independent professional consultants who reside in Jamaica. For each specialist areas indicated above, applicants shall be required to meet the following minimum criteria:

- a. Be **registered** with the relevant local professional bodies to provide services, where it is a requirement of the profession
- b. Must have satisfactorily completed at least one significant assignment in the area of specialty for either the Commission or an organization of similar size and operation.

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- c. If a member of a team, must have played a pivotal role in the execution of the significant assignment indicated above.
- d. Should have at least ten years working experience in the particular specialist area.

### **5. Instructions To Applicants**

#### **5.1 General Guidelines**

Where an applicant considers himself/ herself to be potentially pre-approved but is and expects to continue to be an employee of a corporate entity, he/she must submit a letter from his/ her employer indicating that the employer is aware of the application and will permit the applicant to provide consultancy services as an individual either unreservedly as to time, scope or manner or under specific conditions that shall be clearly outlined in the letter.

The NWC requires that all Specialist Consultants provide professional, objective and impartial service and shall at all times act in its best interest and that in providing the service they avoid conflicts with other assignments and their own corporate interest. All applicants are required to include a statement to this effect.

#### **5.2 Format of Submissions**

Each application must include:

- a. A request for inclusion on the Register, indicating the particular area(s) of expertise for which inclusion is being sought.
- b. The 'completed' Application Form - 'Expression of Interest' for the Provision of Specialist Consultancy Services.
- c. In the case of firms, the applicant must state the principals of the firm, their qualification and experience and the qualification and experience of all key personnel who may be assigned to undertake works with the Commission.
- d. References from at least two clients who can attest to the satisfactory performance of the applicant on assignments relevant to each specialist area identified.
- e. A warranty signed by the applicant that he/she has no fiduciary interest in or business relationship with any organization, entity or endeavour that could create a conflict of interest relating to the current or future supply of

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goods or direct construction/ maintenance services to the NWC. Where such a relationship exists, the applicant must commit to inform the NWC of the relationship and disqualifies himself/ herself from undertaking any assignment that would create a conflict.

- f. The proposed hourly charge rate for services, along with discounting on conditions that should be indicated. It is expected that these rates will be maintained for at least 6 months.

### **5.3 Submission Details**

Applications must be clearly labeled “Expression of Interest – Specialist Consultancy Services” and submitted by **Wednesday, November 17, 2010 at 2:00 pm** to:

**The National Water Commission  
Finance & Administration Division  
18 Oxford Road  
Kingston 5.**

### **6. Evaluation of Applications**

The applications will be evaluated to identify the individuals/ firms best suited to provide the NWC with consultancy services in the area of specialty. The following Evaluation Criteria will be used:

- a. **Experience and Technical Competence** – assessment will be made of the applicant’s track record in providing consultancy services in the specialist area identified and the extent to which s/he possess the requisite skills and experience to effectively provide this service.
- b. **Educational/ Professional Qualification** – assessment will be made of the applicant’s training and professional certification to provide consultancy services in the relevant specialist area
- c. **Responsiveness to the Terms of Reference (TOR)** – assessment will be made of the applicant’s understanding of and responsiveness to the requirements of the TOR.

The NWC in its sole discretion does not undertake to pre-approve any applicant and will not provide reasons for exclusion of any applicant.

**NATIONAL WATER COMMISSION**

**EXPRESSION OF INTEREST**

**APPLICATION FORM**

**FOR THE PROVISION OF  
SPECIALIST CONSULTANCY SERVICES**

**October 2010**

# APPLICATION FORM (1)

## 1.0 GENERAL INFORMATION

All Applicants including firms and each partner of the firm or joint venture who are applying, are requested to complete the information in the form. Nationality information to be provided for all owners or applicants who are partnerships or individually owned firms.

<b>Section A: Personal Information</b>	
<b>1. Name of Applicant or Firm :</b>	<b>2. Name of Contact:</b>
<b>3. Telephone Number(s):</b>	<b>4. Address</b>
<b>5. Fax</b>	<b>6. E-mail Address:</b>
<b>7. Place of Incorporation/Registration</b>	<b>8. Year of Incorporation/Registration</b>

### 1.1 Names and Nationality of Owners

<b>No.</b>	<b>Nationality of Owners( to be completed by all owners of partnerships or individually owned firms)</b>		
	<b>Name</b>	<b>Nationality</b>	<b>Directorship</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			

## APPLICATION FORM (2)

### 2.0 TECHNICAL EXPERTISE AND AREAS OF INTERESTS OF FIRM OR SPECIALIST INDIVIDUAL APPLICANT

Applicants are invited to indicate their area(s) of technical expertise/specialty by the placing of an (x) in box below.

No.	Areas of Expertise and Competence	Check (X)
1	Strategic Planning for water supply and wastewater development	
2	Public/ Private partnerships in the Water and Wastewater Sectors	
3	Non- Revenue Water ( NRW) Reduction & Management	
4	Value-for-money Evaluations of capital works for Water & wastewater Schemes	
5	Financial / Economic Evaluations for Water & Wastewater Development schemes including alternatives	
6	Water Supply Network Modeling for evaluation of operational issues	
7	Land Surveying /Property Valuation	
8	Tariff Studies / Preparation of Applications for Tariff Revisions	
9	Design and Reviews of wastewater proposals for new Sub-divisions./Development	
10	Energy Efficiency with reference to pumping of portable water and time of use tariff	
11	Evaluation of general operational issues on water supply and wastewater systems	
12	Evaluation of surface water and groundwater resources	
13	Rapid Assessment of Damage to water supply & wastewater systems by Extreme Climatic Events	
14	Water supply Network modeling for evaluation of sub-divisions/Developments	
15	Condition Assessment and Engineering Field Audit of existing raw and treated water assets and infrastructure	
16	Human Resource Management and Industrial Relations	
17	Market Research & Surveys	
18	Management of Complex database system	
19	Management of operation of Customer Suite Application	
20	GIS Management and Operation	

## APPLICATION FORM (3)

### 3. FIRM /SPECIALIST INDIVIUDAL - PROFESSIONAL EXPERIENCE (SPECIFIC TO WATER & SANITATION SECTOR)

Summarize professional experience over the last (10) years, in reverse chronological order. This section requires each firm to indicate their experience relevant to the water & sanitation sector. Applicants are asked to include additional pages as required.

From	To	Name of Client / Name of Project	Position Held	Brief description of assignment Performed	Value of Project in JM\$

Have you ever been terminated from a contract ? ( ) Yes ( ) No. If yes explain circumstances

Have you ever had a contract go to arbitration ? ( ) Yes ( ) No. If yes how may ?.....

Explain circumstances :  
(All explanations can be provided on additional pages).

# APPLICATION FORM (4)

## 4.0 PERSONEL CAPABILITIES - EDUCATION AND PROFESSIONAL QUALIFICATIONS

Applicants are invited to provide a brief summary of their relevant qualification and experiences, this may include but not limited to Professional Certification, Education Achievements and previous assignments. This form must be completed by each principals of the firm and all key personnel who may be assigned to undertake works with the National Water Commission. Applicants are asked to include additional pages as required.

A	Name:	Position	
B	Education	From	To
C	Professional Qualifications		
C.	Member of Professional Organizations & Affiliation. If Yes, Please list them in the space below.;	Yes.	No.

# APPLICATION FORM (5)

## PROFESSIONAL EXPERIENCE (GENERAL)

Summarize professional experience over the last (10) years, in reverse chronological order. This section requires each candidate to indicate their general experience. This form must be completed by each principals of the firm and all key personnel who may be assigned to undertake works with the National Water Commission. Applicants are asked to include additional pages as required.

From	To	Name of Client / Name of Project	Position Held	Brief description of assignment performed	Value of Project in JM\$

Have you ever been terminated from a contract ? (  ) Yes (  ) No. If yes explain circumstances

Have you ever had a contract go to arbitration ? (  ) Yes (  ) No. If yes how may ?.....

Explain circumstances :

(All explanations can be provided on additional pages).

# APPLICATION FORM (6)

## 6. PROFESSIONAL EXPERIENCE (SPECIFIC TO WATER & SANITATION SECTOR)

Summarize professional experience over the last (10) years, in reverse chronological order. This section requires each candidate to indicate their experiences relevant to the water and sanitation sector. This form must be completed by each principals of the firm and all key personnel who may be assigned to undertake works with the National Water Commission. Applicants are asked to include additional pages as required.

From	To	Name of Client / Name of Project	Position Held	Brief description of assignment Performed	Value of Project in JM\$

# APPLICATION FORM (7)

## 7. SCHEDULE OF PROFESSIONAL FEES

ITEM	PROFESSIONAL FEES	RATES	
		US\$/hr	JM\$/hr
A.	Rates for Professional Fees		
B.	Other charges		

Applicants are invited to provide other unit rates of their fees/charges.

# APPLICATION FORM (7)

## WARRANTY OF NO FIDUCIARY INTEREST

This is to confirm that We/I of .....

have no fiduciary interest in or business relationship with any organization, entity or endeavour that could create a conflict of interest relating to the current or future supply of goods or direct construction/maintenance services to the National Water Commission. Where such a relationship exists, we will commit to inform the NWC of such a relationship and would disqualifies himself/herself from undertaking any assignment that would create a conflict.

Witness .....

.....  
Name & Signature of Applicant

Name.....

Title.....

Title .....

Address.....

Date .....

Date.....

## APPLICATION FORM (8)

### 8. REFERENCE:

References from at least two clients who can attest to the satisfactory performance of the applicant on assignments on assignments relevant to the specialist area(s) identified.

	<b>Name</b>	<b>Name</b>
	<b>Position</b>	<b>Position</b>
	<b>Name &amp; Address of Organization</b>	<b>Name &amp; Address of Organization</b>
	<b>Telephone/Fax</b>	<b>Telephone/Fax</b>
	<b>Email Address</b>	<b>Email Address</b>

	<b>Name</b>	<b>Name</b>
	<b>Position</b>	<b>Position</b>
	<b>Name &amp; Address of Organization</b>	<b>Name &amp; Address of Organization</b>
	<b>Telephone/Fax</b>	<b>Telephone/Fax</b>
	<b>Email Address</b>	<b>Email Address</b>

# APPLICATION FORM (9)

## DECLARATION OF APPLICANT

This is to confirm that the information provided in this Application is a complete, true and accurate statement of my qualification, professional registration and experience.

.....  
Applicant Signature

.....  
Witness Signature

.....  
Applicant Full Name

.....  
Witness Full Name

Title:.....

Title:.....

Address.....

Date: .....

Date:.....