



## **TERMS OF REFERENCE (TORS)**

### **INDIVIDUAL CONSULTANT TO OFFER PROJECT MANAGEMENT SERVICES ON THE IMPLEMENTATION OF A NEW CCTV PROJECT AT DUDUVILLE KASARANI, NAIROBI AND ITOC MBITA CAMPUSES**

#### **1) Overall objective**

The Project Lead (PL) will be required to support the process of selecting a contractor and oversee the implementation through a program of designing, tendering and supervision of the different aspects of the new CCTV system(s) project, upgrade and linkage of the existing CCTV systems to the new system within the two campuses.

#### **2) Scope of work Summary**

The project lead (PL) is required to support and supervise the implementation of the installation of a new CCTV system in an organized, timely, cost-effective manner within the *icipe*'s governance framework while guaranteeing good quality implementation pursuant to the contract agreement, technical standards and norms. For the CCTV implementation project and over the contract period, the work of the PL shall include the following:

- a. Review progress to date of the processes for the identification of a contractor by reviewing security review reports, expression of interest call, the applicants received, and the longlist derived and advise on completeness with reference to an understanding of the industry.
- b. Develop outline timelines and issue entry report.
- c. Develop scope of works for the different aspects of the new CCTV system(s) ensuring inclusivity and coverage of most critical areas consultation with key stake holders. Define procurement plan indicating work and equipment to be outsourced and the specific work and equipment that need to be procured directly by *icipe*.
- d. Design the CCTV system, including transition processes from the existing system.
- e. Develop updated timelines for the installation and issue a framework report of the review carried out and proposed way forward.
- f. Develop final tender documents.
- g. Support the tender Committee in the contractor selection process for the construction work.
- h. Develop project briefs and project charters defining reporting relationships and approval processes to be referenced in final contracts with various contactors.
- i. Support the contracting process with respect to the construction and provide advise with respect to such matters as installation timelines, indexing of cost and right to proceed to subsequent phase, disincentive for missing deadlines, and incentive for advancing the schedule.
- j. Supervise the construction from commencement to handover including the coordination of the installation of any directly acquired equipment.
- k. Manage the transition from the old system to the new system ensuring no loss of data and of any vital information before during and after the implementation phase. Recommend system for managing the installed CCTV system on a continuing basis.

1. Prepare and submit reports to *icipe*, on progress of renovations works as required, from time to time.

### 3) Qualifications and Experience

The Individual Consultant must have a Bachelor's degree in Electrical and/or Electronics engineering or related field, and sufficient (over 5 years) experience in delivering similar projects to scientific research and development and higher education institutes, or institutions of similar breadth and complexity.

### 4) Application Guidelines

#### 1.1 Technical Proposal

- i. A cover letter expressing interest in undertaking the assignment. Please include your contact details (physical address, E-mail address and telephone number).
- ii. Relevant specific experience of the Individual Consultant relevant to the assignment. Please provide details of similar assignments undertaken.
- iii. Technical capacity in terms of qualifications and competencies for the assignment. Please attach detailed CV.
- iv. Provide the approach and/or methodology to be used during the assignment.

### 5) Payment terms

The successful Consultant shall be compensated based on deliverables as follows:

Deliverable	Compensation
Project inception report	10%
Submission of the framework report on the design, development of scope of works for the different aspects of the new CCTV system, timelines and procurement plan.	20%
Final tender documents, finalization of contractor selection process and contract award.	20%
Site handover/start of actual construction works, and commencement of supervision of the construction. Completion of installation and full transition from the old system to the new system.	30%
Submission of system management reports to <i>icipe</i> and final project handover.	20%