

The Shell Petroleum Development Company of Nigeria Limited

Operator of the NNPC/SPDC/TEPNG/Agip Joint Venture



TENDER OPPORTUNITY: PROVISION OF COMMUNITY RELATIONS & PROJECT MANAGEMENT SERVICES FOR SDCR TENDER REF: NG01022608 (NipeX no. SPDC.00000210)

1.0 INTRODUCTION AND PROJECT OUTLINE

SPDC hereby announces to interested and prequalified companies an upcoming tendering opportunity for the Sustainable Development & Community Relations Project Management Services for SPDC. The proposed contract will commence in July 2018 and remain active for three (3) years duration, followed by one (1) year extension option.
Three (3) contracts are planned for award.

2.0 SCOPE OF WORK

Among other things, the Vendors will use innovative and results oriented approach, appropriate resources, in addition to excellent people-skills to develop and implement an efficient and effective support program for each service. This will include but is not limited to

1. Community Relations Services

- Plan and coordinate scheduled stakeholder engagements (mobilisation, communication, logistics-invitations, etc) such as People's Parliament, Quarterly meetings, Open forum, and project commissioning.
- Provide support for all SPDC activities including rig/ drilling/well services activities, JIVs, 3rd party visits, non-GMoU community development support, etc.
- Issues identification and record keeping to ensure all activities/issues are documented, closed out and secured for future reference
- Relationship building, identification and implementation of community social events to improve relations with communities and reputation of Company
- Provide support for the SPDC Community Relation staff activities

2. Project Engineering Services

- Provision of electrical, mechanical and civil engineering services for the Asset Team/GMoU Community Infrastructure projects in accordance with the agreed delivery strategy and roadmap (to include pre-qualification and tendering of Projects).
- Supervision of the activities of the Cluster Development Boards (CDB) and Community Trusts (CT) on technical matters to ensure fit-for-purpose designs, construction of the facilities in accordance with the specified standards and specifications, ensuring adherence to the appropriate Company, Group and International standards and specifications.
- Maintenance of projects assurance plans including audits, multi-functional reviews, peer assists, schedule and cost challenges, in order to ensure that projects deliver their promised value.

3. HSE, document Management & Administrative Support Services

- Provide HSE support to ensure Contractor's HSE compliance at project sites and achievement of Goal Zero in project delivery.
- Record, process and track progress of project correspondence & reports using Electronic Data management systems (Liveline & SDMIS)
- Control, record, maintain and archive project design drawings & documentation throughout the entire life cycle of any given project.

4. Education and Enterprise Development Services

- Provide Monitoring and support services for social investment (eg LiveWIRE, scholarships) by establishing and maintaining support front desk for social investment programmes (LiveWire/scholarship) in East and West divisions
- Distribute application forms, verify and collate short listing of potential beneficiaries and support the facilitation of selection tests and accreditation of candidates plus results compilation.
- Provide communications support and stakeholder liaison management with Finance, banks, university bodies, beneficiaries, exam councils, schools.
- Carry out scheduled monitoring visits to training centres and business address of beneficiaries.
- Manage Quality, Distribution and control of starter packs.
- Organise Orientation programmes, workshops and Graduation events for beneficiaries.
- Provide Career guidance & counselling for SHELL Scholars

5. Social Impact Assessment Technical Support Services

- Provide Sustainable Development (SD) support to project maturation in the Opportunity Realisation funnel.
- Plan and deliver scoping workshops with ESHIA team, prepare ToR for SIAs, manage kick-off meeting for SIA field consultants and contractors,
- Facilitate Non-Technical Risks workshop and reporting and carry out and review PIA/SIA/EER studies/ reports,
- Carry out site verification and stakeholder management with government agencies and communities including administrative support for FMENV visits.
- Carry out Social Sensing and reporting

6. Land and oil spills Compensation Payment Services

- Participate in field assessment, verification processes and JIV's and conduct field verification and assessment in strict compliance with all HSE policies and compensation procedures
- Liaise with relevant departments to identify and sensitize claimants/landowners preparatory to carrying out field assessments and verifications.
- Review field verification, assessment and valuation reports to ensure compliance with SPDC compensation procedures.
- Update lands/oil spill compensation records as applicable to activities carried out
- Prepare compensation proposals for compensation for presentation to LCB for approval as basis for negotiation and payment of compensation to claimants.
- Conduct negotiations with claimants/landowners in an open and transparent manner within the approved LCB mandate in such a way as not to induce disputes and litigations.
- Collate, verify and facilitate the vetting of Powers of Attorney (POAs) by the Legal Department (if any).
- Manage and resolve dispute preventing payment of compensations where possible.
- Prepare and collate pre-payment documentation including payment summaries, POAs, and completed FI forms for authorization by team leads.
- Ensure prompt payment of compensation to genuine claimants in a transparent manner so as to enhance SPDC's image and reputation in the area of operations.
- Prepare and collate post-payment documentation including signed forms, receipts of payment, properly executed indemnities and retire same to Lands Records Archives.
- Contribute to the development of strategies for pre-empting conflicts/litigations/damage claims, compensation payment matters in court in order to reduce company's contingent liability.
- Provide support to legal Department on litigations related payment of compensation for and attend court hearings to defend/give evidence (where necessary)

7. Partnership Services

- Organise and coordinate scheduled stakeholder collaboration engagements (communication, administration, visitations, logistics, etc)
- Report/Documentation of collaboration activities
- Organise and facilitate regular meetings with development agencies, companies, organizations and NGOs.
- Design and facilitate programmes to win the hearts of post amnesty youths.
- Provide weekly, monthly and quarterly Progress/Performance reports in hard and e-copies of SPDC partnership activities.

3.0 MANDATORY REQUIREMENTS

- To be eligible for this tender exercise, interested contractors are required to be pre-qualified in the 3.02.01 – Quality Assurance QA / QC Consultancy category in NipeX Joint Qualification System (NJQS) database. All successfully pre-qualified suppliers in this category will receive Invitation to Technical Tender (ITT).
- To determine if you are pre-qualified and view the product/services category you are listed for: Open <http://vendors.nipexjqs.com> and access NJQS with your log in details. Click on Products/Services Status tab to view your status and product codes.
- If you are not listed in a product/service category you are registered with DPR to do business, contact NipeX office at 30, Oyinkan Abayomi Street, Ikoyi, Lagos with your DPR certificate as evidence for necessary update.
- To initiate the JQS Pre-qualification process, you may access www.nipex-ng.com, click on services tab followed by NJQS registration.
- To be eligible, all tenders must comply with the Nigerian Content Requirements in the NipeX system.

4.0 NIGERIAN CONTENT REQUIREMENTS

Vendors are to demonstrate strict compliance with the provisions of Nigerian Oil & Gas Industry Content Development Act and also provide the following requirements:

- Only Nigerian Indigenous Companies (especially Companies from the Niger Delta) with Shareholding of 51% and above Nigerian equity are allowed to bid for this tender.
- Demonstrate that the entity is a Nigerian Registered Company, or Nigerian Registered Company as the contracting entity in genuine alliance or joint venture with foreign company with details on scope and responsibilities of parties for this work. Such companies must show evidence of joint venture binding agreement duly signed by the CEO of both companies including evidence or plans of physical operational presence and set-up in Nigeria
- International or multinational company working through a Nigerian subsidiary must demonstrate that a minimum of 50% of equipment to be deployed for execution of work shall be owned by the Nigerian subsidiary by providing a list of equipment for this tender and indicating those that will be executed by the Nigerian subsidiary
- Furnish details of company ownership and share holding structure. Also submit clear photocopies of your CAC Forms CO2 and CO7
- Provide evidence of what percentage of your key management positions is held by Nigerians and what percentage of the total work force are Nigerians. Also, show overall percentage of work to be performed in Nigeria and those by Nigerian resources relative to total work volume.
- Provide a Nigerian Content Plan providing a detailed description of the role, work scope, man-hours and responsibilities of all Nigerian companies and personnel that would be involved in executing the work. Also provide details of Nigerian Content focal point or manager.
- State proposed total scope of work to be conducted by Nigerian personnel (whether contracted directly or under subcontract agreements) with names and addresses including evidences of well equipped offices and workshop; attach past experience of such patronage.
- Specific to this work, provide detailed plan for staff training and development on equipment repairs & maintenance and procurement (including all software to be used, number of personnel, name of organization providing such training and evidence of past training record) for Nigerian personnel including description of any specific programs in place for transfer of technology and skills to indigenous businesses and Nigerians over the next five (5) years.
- Location of in-country facilities (Storage, workshops, repair & maintenance facilities and testing facilities)
- Contractor must be willing and able to provide evidence of maximization of made in Nigeria goods and services.
- Provide details on any other Nigerian Content initiative your company is involved in.

5.0 CLOSING DATE

Only Tenderers who are registered in the NJQS product/category as at **16th January 2018** being the advert close date shall be invited to submit Technical bids.

6.0 ADDITIONAL INFORMATION

- All costs incurred in preparing and processing NJQS prequalification shall be to the contractor's accounts.
- This advertisement shall neither be construed as any form of commitment on the part of SPDC to award any contract to any company and or associated companies, sub-contractors or agents, nor shall it entitle prequalified companies to make any claims whatsoever, and/or seek any indemnity from SPDC and or any of its partners by virtue of such companies having been prequalified in NJQS.
- SPDC will communicate only with authorized officers of the pre-qualifying companies and NOT through individuals or Agents.

ES/NCDMB/CERT/SPDC-NCP/21/09/17/TSD/PROVISION OF COMMUNITY RELATIONS AND PROJECT MANAGEMENT FOR SDCR NG01022608

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Please visit the NipeX portal at www.nipex-ng.com for this advert and other information. Also note that this contract will be progressed via the NipeX system.