

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

**Title: “Consultancy to provide technical assistance to State Unitary Enterprise – Khojagii Manziliyu Kommunali (SUE-KMK) on alignment of their work plans and data management systems with definitions of Sustainable Development Goals”**

**Type of engagement Included in Annual Workplan:**

**Consultant  Yes**

**Individual Contractor**  **No, please justify: will be included**

**Consultant sourcing:  National  International  Both**

**DUTY STATION/DURATION:**

*Estimated duration: 21 working days within 3 months (September – November 2021)*

*Duty station: Dushanbe, Tajikistan*

*On-site working days: 21 w/ds*

*Off-site working days: n/a*

*Supervisor: WASH Specialist (IP), UNICEF Tajikistan*

*Reporting to: WASH Specialist (IP), UNICEF Tajikistan*

**BACKGROUND:**

Key WASH indicators for Tajikistan remains less than optimal. Tajikistan is a member of the High-Level Panel on Water launched by the World Bank and the United Nations and has announced its commitment to the Sustainable Development Goal (SDG-6) to “Ensure availability and sustainable management of water and sanitation for all”. Tajikistan also committed to achievement of the SDGs and recognized the access to WASH in schools and health facilities as important favourable conditions for sustainable development in its National Development Strategy 2030, National Water Sector Strategy (2020 – 2030) and Water and Sanitation Plans and National Programme for Children that are in the process of development and endorsement.

According to WHO-UNICEF Joint Monitoring Programme (JMP) 2017 report, only 47.9% of people nationally in Tajikistan have access to safely managed drinking water services (improved source located at premises, available when needed, and free from microbiological and priority chemical contamination). Similarly, at national level, access to drinking water has improved from 51.2 (2001) to 81 percent (2017). For urban setting figures vary between 87 (safely managed water) to 96.2 percent (improved/basic water), with periodical upward and downward trends. Same sources report figures varying between 36 (safely managed water) and 75.6 percent (improved/basic water) for rural settlements.

SUE-KMK is a national water and sanitation service provider with 13% service coverage nationally. The remaining fall under municipal services that are supported by Vodokanals. Currently, SUE KMK provides services in 62 cities, district centers, and urban type settlements, but only 52 of these areas have centralized water supply system and 29 have partial coverage by sewerage systems. Only 5 percent of sewerage systems in rural areas are functional. Reliance on discharge into a sewerage system without effective treatment is a serious health consideration if pathogens can recirculate into the environment, and is under increased focus under the Sustainable Development Goals (SDGs).

The State Unitary Enterprise SUE KMK is the main actor with the widest span of assets, but it coordinates with at least seven other ministries and agencies. Each of these agencies, in turn, has regional and district level structures. Dedicated coordination and cooperation structures exist only at the national level, while local structures typically work independently from one another. In the current operational model, SUE KMK is the owner, regulator, and operator of all drinking water services in Tajikistan. It is assigned as the authorized state body responsible for drinking water supply and municipal services, state control and supervision of drinking water supply, and water quality monitoring. Its functions are mainly economic, but also include some elements of public administration.

The internal organigram of the KMK shows that its head office at the central level carries out management functions. At the same time, subsidiary organizations of the KMK, usually referred to as Vodokanals at the municipal level and branches of TojikObiDehot in the rural areas, act as service providers. In addition to holding almost exclusive operational and service provision responsibilities, the SUE KMK has been given the authority to design and implement state policies in public and municipal services. The management functions of the SUE KMK has recently expanded with the transfer to KMK of the Main Department of TojikObiDehot, formerly responsible for rural water supply to population and pastures. With this transfer, SUE KMK has become a single institution responsible for management of both urban and rural water supply at the national

level, among many other public services.

**PURPOSE:**

Under the overall oversight of the Chief, Health and Nutrition, direct supervision of WASH Specialist (international Professional), the Consultant will provide technical guidance and support to the State Unitary Enterprise – Khojagii Manziliyu Kommunali (SUE-KMK) on reviewing annual work plans, approaches/guidance on development of work plans and key data indicators that are part of the data systems and identify issues of deviations from definitions of SDGs (mainly 6.1, 6.2, 3 and 4) and recommend changes to ensure alignment with SDGs (including understanding of capacity to track progress on safely managed water supply and sanitation).

**DESCRIPTION OF THE ASSIGNMENT:**

1. Carry out an inception meeting with SUE-KMK and establish full understanding of the required expectation regarding the scope of the assignment and develop a detailed workplan
2. Review of SUE-KMK work plans and key indicators used by the existing system for collection of information regarding service provision applicable for year 2021 and 2022 and identifying key deviations in comparison with the definitions of SDG 6 (mainly 6.1 and 6.2), 3 and 4. Develop a tools (tables) for proposed data collection system and work with KMK to register it at Agency of statistics of RT.
3. Carry out bilateral meetings/consultations with UNICEF and other key government and development partners to gather useful inputs that could be integrated
4. Recommend changes based on the review and deliver a presentation inviting SUE-KMK, UNICEF and other key partners and collect feedback
5. Submission of final report that is reviewed and accepted by UNICEF and SUE-KMK

**KEY DELIVERABLES/TIMEFRAME/PAYMENT SCHEDULE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tasks/Milestone** | **Deliverables/Outputs** | **Number of days** | **Payment schedule** |
| 1. **Carry out an inception meeting with SUE-KMK and establish full understanding of the required expectation regarding the scope of the assignment and develop a detailed workplan** | Inception report is shared covering outline, methodology, resources required, workplan, timelines, objectives, outcomes, activities, key indicators and process to be followed for the delivery of all parts of the assignment on the basis of the discussion with SUE-KMK | 2 days | 100% payment on submission and acceptance of the final report. |
| 1. **Review of SUE-KMK work plans and key indicators used by the existing system for collection of information regarding service provision applicable for year 2021 and 2022 and identifying key deviations in comparison with the definitions of SDG 6 (mainly 6.1 and 6.2), 3 and 4.** | 1. Detailed review of all documents including workplans, guiding documents and SoPs to identify deviations from the definitions of SDGs is completed. 2. Findings of the review of the existing work plans of SUE-KMK on water supply and sanitation and presentation of key discussion areas to gather feedback is shared. | 10 days |
| 1. **Carry out bilateral meetings/consultations with UNICEF and other key government and development partners to gather useful inputs that could be integrated** | 1. Minutes of bilateral discussions with key stakeholders and a joint summary highlighting key aspects of the discussions are shared including important take away points in terms of suggested revisions. | 3 days |
| 1. **Recommend changes based on the review and deliver a presentation inviting SUE-KMK, UNICEF and other key partners and collect feedback** | 1. Meeting with UNICEF and SUE-KMK on recommendations in terms of changes to the existing work plans of KMK and to the key indicators currently being used for data collection at KMK is carried out and a presentation. is delivered 2. Key notes for feedback and discussion are shared | 3 days |
| 1. **Submission of final report that is reviewed and accepted by UNICEF and SUE-KMK** | Final report as per the agreed format. | 3 days |

**Note:** Due to COVID 19, the work and deliverables are subject to change. Consultant need to be flexible to adjust to any unforeseen adjustments that might occur during the implementation

**Performance indicators for the evaluation of results:**

The evaluation of the results will be based on:

1. Technical and professional competence (quality of the products delivered to UNICEF);
2. Scope of work (e.g. clarity of work plan);
3. Quality of work (quality of methodology, draft, and final report);
4. Quantity of work (completing the tasks indicated in the table above within the set timeframe)

In addition, such indicators as work relations, responsibility, drive for results, and communication will be taken into account during the evaluation of the Consultant’s work.

**QUALIFICATION REQUIREMENTS:**

***Education:*** A university degree in one of the following fields is required: public health, civil engineering, water engineering, sanitation engineering, or another relevant technical field.

***Work Experience:*** a minimum of 5 years of proven work experience in research and analysis of WASH development with focus on SDGs and humanitarian programs, review reviewing government work plans and summarizing both quantitative and qualitative data and information. Experience in undertaking reviews of government WASH work plans in comparison with SDG requirements.

***Competencies:*** Strong analytical and conceptual thinking. Excellent writing skills. Excellent communication and presentation skills with stakeholders and the ability to work under pressure and commitment to work to a tight timeframe.

***Language:***  Excellent working knowledge and communication in Tajik and Russian is required. Knowledge of English is an asset and preferable.

**REQUIREMENTS:**

***Qualified candidates are requested to submit:***

1. Cover letter/application/CV.
2. A technical proposal with the proposed methodology/approach to managing the project, showing understanding of tasks.
3. Work plan.
4. Financial quote for the consultancy in Tajik Somoni per deliverable, stating also the timeframe for completion of deliverable and/or daily rate in Tajik Somoni
5. Examples of previous, relevant work related to the deliverables.
6. At least two references

Queries can be sent to: [dushanbe@unicef.org](mailto:tad-procurement@unicef.org) with subject line **“Consultancy to provide technical assistance to State Unitary Enterprise – Khojagii Manziliyu Kommunali (SUE-KMK) on alignment of their work plans and data management systems with definitions of Sustainable Development Goals”** Applications must be received in the system by **August 23, 2021** at our website: <http://www.unicef.org/about/employ/index.php>

Travel costs and DSA will be covered in accordance with UN rules and regulations. No other remunerations apply. As a general principle, the fees payable to a consultant or individual contractor follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible cost.

Please note that consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.

**EVALUATION PROCESS AND METHODS:**

Individual consultants/contractors will be evaluated based on a cumulative analysis methodology. The award of the Contract shall be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) having received the highest score out of a weighted set of technical and financial criteria.

During the selection, the ratio between the technical evaluation and commercial offer is 70 to 30.

|  |  |  |
| --- | --- | --- |
| ***Criteria*** | ***Weight*** | ***Max. Point*** |
| ***TECHNICAL QUALIFICATION (max. 70 points)*** | ***70%*** | ***70*** |
| ***Overall Response (20 points)*** |  | |
| Understanding of tasks, objectives and completeness and coherence of response |  | *10* |
| Overall match between the TOR requirements and proposal |  | *10* |
| ***Proposed work plan (10 points)*** |  | |
| Quality of proposed work plan |  | *10* |
| ***Technical Capacity (40 points)*** |  | |
| ***Education:*** A university degree in one of the following fields is required: public health, civil engineering, water engineering, sanitation engineering, or another relevant technical field. |  | *10* |
| ***Work Experience:*** a minimum of 5 years of proven work experience in research and analysis of WASH development with focus on SDGs and humanitarian programs, review reviewing government work plans and summarizing both quantitative and qualitative data and information. Experience in undertaking reviews of government WASH work plans in comparison with SDG requirements. |  | *10* |
| ***Competencies:*** Strong analytical and conceptual thinking. Excellent writing skills. Excellent communication and presentation skills with stakeholders and the ability to work under pressure and commitment to work to a tight timeframe. |  | *10* |
| Excellent working knowledge and communication in Tajik and Russian is required. Knowledge of English is an asset and preferable. |  | *10* |
| ***FINANCIAL PROPOSAL (max. 30 points)*** (daily rate) | ***30%*** | ***30*** |
| **TOTAL SCORE *(max. 100 points)*** |  |  |

Only candidates who obtain a minimum of 49 points in the Technical Criteria evaluation will be considered for the Financial Evaluation.

**Financial Proposal**

Please provide an all-inclusive price for delivering professional services in accordance with the assignment described under this TOR.

The formula for the rating of the Financial Proposals will be as follows:

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100