

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS (LONG-TERM AGREEMENTS)

<p>Title: Hydrogeologists (2)</p>	<p>Type of engagement</p> <p><input checked="" type="checkbox"/> LTAs with a pool of individual consultants to be engaged based on need</p>	<p>Duty station:</p> <p>All Provinces in Zambia</p>
<p>Purpose of Assignment:</p> <p>These terms of reference aim to establish long-term agreements (LTAs) with competent Hydrogeologists (consultants) to monitor borehole drilling and rehabilitation activities for UNICEF Programmes. Under the supervision of the UNICEF WASH section, these consultants will support the monitoring of construction projects implemented by contracted vendors to ensure adherence to contractual obligations.</p>		
<p>Background</p> <p>The United Nations Children’s Fund (UNICEF) Zambia Country Office (ZCO) supports the Government of the Republic of Zambia (GRZ) in implementing Water, Sanitation and Hygiene (WASH) programmes including:</p> <ul style="list-style-type: none"> • Solar-powered piped water schemes • Borehole drilling and rehabilitation • Water catchment development • Sanitation and hygiene facility construction <p>To support planning, design, procurement, and contract management, UNICEF Zambia seeks to engage qualified Hydrogeologists on a Long-Term Agreement (LTA), to be engaged on needbasis.</p> <p>Justification</p> <p>Construction is a key component of many UNICEF programmes. For example, the EU-supported NEWZA programme (2024 – 2028) involves the construction of 100 new borehole-based solar-powered small, piped water schemes and the rehabilitation of 162 existing boreholes. The NEWZA sites are located mostly in remote and hard-to-reach areas, and span 32 districts across the Northern, Muchinga, Copperbelt, Central, Eastern, and Southern provinces.</p> <p>Given the scale and complexity of the construction activities, UNICEF requires a pool of stand-by consultant Hydrogeologists to:</p> <ol style="list-style-type: none"> i. Support Borehole siting & supervision. ii. Supervise pumping tests and water quality sampling; iii. Support contract management iv. Ensure contractor compliance v. Documentation and reporting <p>These consultants will be engaged as needed and assigned specific tasks based on programme requirements. Upon receiving an assignment, the consultants will submit work plans and budgets based on pre-agreed LTA rates for UNICEF approval. The budget will cover all anticipated costs, including professional fees, daily subsistence allowances, and travel expenses. The chosen mode of contracting under this assignment is consistent with the phased approach of construction. Contracts may be issued to multiple consultants depending on need.</p> <p>Objectives</p> <p>The key objectives of the assignment are to:</p> <ol style="list-style-type: none"> vi. Ensure timely availability of competent professionals for planning, procurement, monitoring, and valuation. vii. Support efficient cost estimation and tracking. viii. Provide technical oversight to ensure quality and compliance. ix. Enhance contract administration and documentation of construction activities. <p>Specific Tasks</p>		

Hydrogeologists will play a crucial role in supervising construction activities and ensuring that all work complies with approved plans, specifications, standards, and regulations. The main tasks include:

- Validate borehole siting using hydrogeological surveys, geophysical data, and groundwater availability indicators.
- Supervise drilling operations, logging lithological profiles, and identifying aquifer zones.
- Oversee pump testing and water quality sampling to determine borehole yield and potability.
- Evaluate risks of borehole failure or contamination and recommending mitigative measures.
- Support the finalization of borehole completion reports and advising on the long-term sustainability of groundwater sources

Conditions for the assignment

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible for ensuring that the health insurance required to perform the duties of the contract is valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (COVID-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met before taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations, or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions, or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

Child Safeguarding

Is this project/assignment considered as an “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES **NO** If YES, check all that apply:

Direct contact role YES **NO**

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES **NO**

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos): More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#).

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:
2025/2026	WASH/Zambia, Lusaka	While UNICEF WASH section staff possess valuable expertise, focused and specialized capacity is required beyond current staff bandwidth due to the scale and

		complexity of ongoing and planned construction activities, to mitigate potential risks.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> <input type="checkbox"/> Yes No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National		Request for: <input checked="" type="checkbox"/> New SSA	
Consultant selection method: <input checked="" type="checkbox"/> Competitive Selection (Advertisement / Desk Review / Interview)			
Supervisor: WASH Specialist	Start date: 1 st November 2025	End date: 30 th October 2027	Number of Working Days: Dependent on need (LTA for 2 years)
Work Assignment Overview:			
LTAs will be established with a pool of individual consultants, and their contracts will be issued as and when their services are required. This is in line with the implementation modality of construction, which will be phased. Therefore, the issuance of their contracts will be dependent on the timing of construction contracts and also on the associated volume of construction works, so that each consultant is allocated a realistic number of sites for quality monitoring.			
Task / Milestones:	Deliverables / Outputs:	Proposed fees per day (professional fees, DSA, travel)	Timeline:
Validate borehole siting using hydrogeological surveys, geophysical data, and groundwater availability indicators.	Borehole logs		Within the agreed reporting period
Supervise drilling operations, logging lithological profiles, and identifying aquifer zones.	Weekly report on contractor compliance with drilling standards		Within the agreed reporting period
Oversee pump testing and water quality sampling to determine borehole yield and potability.	Pumping test results		Within one week of measurement
Support the finalization of borehole completion reports and advising on the long-term sustainability of groundwater sources	Borehole Completion Reports (BCRs)		Within the agreed reporting period

<p>The consultants will report to the WASH Specialist – Service Delivery, or his designate, who will monitor and issue instructions on the expected deliverables and timelines. The consultants will be required to travel to sites based on need. The consultants will be required to submit a travel plan for each visit, which shall be approved in writing.</p> <p>(Daily Rate): an all-inclusive fee comprising professional fees and anticipated subsistence costs.</p>			
Travel International (if applicable)			Not applicable
<p>Transport & Travel Service Fee: an all-inclusive fee covering travel expenses. Consultants are expected to arrange their own transport to the site. Consultants will be required to submit two separate rates, i.e, one for areas with favorable terrain, and another for challenging terrains such as Western and Northwestern Provinces, which are considered hard-to-reach.</p>	Monitoring site visit report detailing sites visited.	The claim is to be submitted along with monitoring site visit reports, 1 week after completion of a field mission	All-inclusive fee for travel conducted on a field mission.
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required*:</p> <p>Degree <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p><u>Education</u></p> <ol style="list-style-type: none"> i. A university (Bachelor’s) degree is required in Hydrogeology, Geophysics, Geology, or a related field ii. Must be a fully paid-up EIZ member with a valid 2025 practicing certificate. <p><u>Skills</u></p> <ol style="list-style-type: none"> i. Supervision of construction projects, planning and coordination of works, including preparation of daily site reports, quality control, and measurements of works ii. Computer skills in Microsoft packages (Excel, Word, PowerPoint, etc.) iii. Use of digital data collection tools (Kobo, mWater, ODK, etc.) iv. Strong documentation and report writing skills <p><u>Competencies & Values</u></p> <ol style="list-style-type: none"> i. Excellent interpersonal, networking & communication skills. ii. Willingness to collaborate with others and 		<p>Knowledge/Expertise/Skills required*:</p> <p><u>Experience</u></p> <ol style="list-style-type: none"> i. A minimum of five (5) years of relevant professional experience in water resources management, groundwater works/specifically drilling, pump testing, hydrogeological/geophysical assessment, and related fields. ii. Understanding of the local context, culture, and government systems in the delivery of development projects, particularly rural public infrastructure in the Education, Health, and WASH areas. <p>ii. In their cover letter, applicants must clearly indicate the number of years they have worked in the WASH sector in a similar role and provide a concise summary of the work they have undertaken in relation to planning of WASH infrastructure projects, coordination of key stakeholders on a WASH project, and monitoring of construction to ensure adherence to specifications.</p>	

<p>contribute meaningfully to the achievement of results.</p> <p>iii. Respect for diversity and adaptability to new cultures, environments, and living conditions.</p> <p>iv. Ability to innovate and embrace change.</p> <p>v. Self-awareness and ethical awareness.</p> <p>vi. Drive to achieve results for impact.</p> <p>vii. Ability to think and act strategically.</p> <p>viii. Ability to manage ambiguity and complexity.</p> <p>ix. Ability to work independently with minimum supervision</p>	<p>iv. UN experience is an advantage.</p> <p><u>Language</u></p> <p>v. Fluency in English is required. Knowledge of the local language(s) of the respective provinces is considered an asset.</p>
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Additional Terms: Procedure and logistics

1. No lodging or meals will be provided to the consultant.
2. The consultant will not work from UNICEF office. They must use their own office facilities.
3. DSA will not be paid to the consultant by UNICEF. All such costs should be included in the price quotations.
4. The consultant should use their own materials such as computers and printers, etc.
5. The consultant is not authorized to use UNICEF’s vehicles. Local transport costs should therefore be part of the price quotation. The consultant is required to quote for communication costs, vehicle hire, fuel costs and DSA as applicable
6. Payment will be made upon delivery of the deliverables listed above that meet UNICEF quality standards.
7. Provision of services will not commence unless a contract is signed by both UNICEF and the awarded individual.
8. The resulting contract will be supervised by UNICEF.
9. The cost of fieldwork shall be included in the financial proposal provided by the consultant.

Evaluation Criteria (This will be used for the [Selection Report](#) for clarification, see [Guidance](#))

Applications will be assessed based on the following weighting structure:

- A) Technical assessment: **70** maximum obtainable points.
- B) Financial proposal: **30** maximum obtainable points.

The following criteria will be used in assessing the responsiveness of applications:

Criteria	Maximum Obtainable Points
Candidate’s Technical Attributes	70
i. Education/academic qualifications	10
ii. Years of relevant experience	25
iii. Experience in carrying out similar assignments for UNICEF and/or other similar (international) organizations	35
Financial Offer	30
i. Payment schedule linked to milestones	15
ii. All-inclusive fees	15
Total	100

Administrative details:
 Visa assistance required: N/A
 Transportation arranged by the office: No- consultants required to

Office-Based/In-Country-Based:
 If office-based, seating arrangement identified: Not applicable.
 IT and Communication equipment required: No
 Internet access required: No

arrange their own transportation. <input type="checkbox"/>	
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ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant