

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

<b>SECTION</b>	Education
<b>CONSULTANCY TITLE</b>	<b>Supervision and quality assurance of Borehole Drilling and mechanization of schools in very drought areas</b>
<b>TYPE OF ENGAGEMENT</b>	<input checked="" type="checkbox"/> Individual Consultant
<p><b>PURPOSE OF THE ASSIGNMENT:</b></p> <p>The purpose of this consultancy is to provide technical oversight, quality assurance, and end-to-end supervision including:</p> <ul style="list-style-type: none"> <li>• Milestone supervision of mobilization and borehole construction including:</li> <li>• Geophysical surveys</li> <li>• Borehole drilling</li> <li>• Test pumping</li> <li>• Water quality sampling</li> <li>• Wellhead construction</li> <li>• Documentation and certification</li> <li>• Regular meetings with World Vision for updates, feedback and capacity building</li> </ul>	
<p><b>BACKGROUND:</b></p> <p>Zimbabwe continues to face significant challenges in rural water supply due to declining groundwater levels, climate-related variability, and poor performance of boreholes resulting from inadequate siting and construction quality. These challenges have also affected schools.</p> <p>UNICEF supports Government of Zimbabwe (GoZ) for WASH in Schools (WinS) through several key ministries that include the Ministry of Primary and Secondary Education (MoPSE), Ministry of Lands, Agriculture, Fisheries, Water and Rural Development (MLAFWRD), Rural Infrastructure Development Agency (RIDA), Rural District Councils (RDCs) to expand equitable access to safe water for school children and communities. Through this support, UNICEF is helping to fulfill children’s rights to health, education and participation and directly contributing to SDGs 4a, 6.1, 6.2 and other health indicators. Research shows that focusing on WinS: increases academic performance by 25% in both boys and girls (UN Water, 2008), girls enrolment can increase by up to 30% when there is adequate sanitation in schools (UNICEF, 2012 Raising Clean Hands), handwashing with soap at pre-primary and primary levels reduced diarrhoea cases by 30% (Ejemot-Nwadiaro, et al., 2009)</p> <p>In 2023 (EMIS ), it was estimated that 600 schools had no access to water, while approximately 930 schools lacked their own water sources. This number has since increased due to both the rise in the number of schools and the breakdown of existing water supply systems.</p> <p>UNICEF has a programme which focuses on the provision of piped water to schools by contractors, either through drilling a borehole and piping the water or connecting schools to existing water systems managed by other organisations, companies, farms, rural authorities, or individuals. The intervention is guided by a wet-hole policy, meaning that contractors are only paid for borehole drilling upon successful borehole that yield specified agreed minimum quantities of water flow. In instances where water cannot be accessed on-site, connection to an existing water source, where available, will be considered, in line with the eligibility criteria to be set by UNICEF in consultation with the Education Coordination Group (ECG).</p> <p>World Vision partnered with UNICEF to implement this intervention and was expected to complete 30 schools . However, progress has been slow, with only 11 schools having completed drilling and mechanization works over the past year, resulting in significant delays. More is needed thorough monitoring to ensure successful achievement of</p>	

agreed indicators. The target districts include **Mudzi, Mbire, Muzarabani, Lupane, Beitbridge, Gokwe North, Buhera, Gwand, Wedza and Matobo**. These are characterized by fragile hydrogeological conditions, high rates of borehole failure, and limited oversight of groundwater development works. Attached is the list of the 30 schools concerned with their status of completion to date.

#### **ASSIGNMENTS:**

The work to be undertaken includes all necessary inputs to ensure quality assurance of completion of the drilling and construction of all 19 outstanding boreholes and for the development of the same to allow reticulation of the water. The following assignments are expected as part of implementation of this project:

- Activity 1: Milestone supervision of mobilization and borehole construction
- Activity 2: Test pumping
- Activity 3: Water quality sampling
- Activity 4: Well head construction
- Activity 5: Documentation and certification
- Activity 6: Regular meetings with World Vision for feedback and updates

The specific activities to be undertaken are detailed below:

#### **Activity 1: Milestone supervision of mobilization and borehole construction**

##### Deliverables:

- Geophysical surveys
  - Validate siting methodology
  - Reviewed and approved geophysical reports submitted by drilling contractors and advice on drilling feasibility
  - File with copies of all approved sites geophysical reports
  - Justifications for sites deemed unfeasible for borehole drilling
  - Provide written advice on alternative sites
- Borehole drilling
  - Copies of sketch of the proposed assemblage of casing and screen and sanitary seal for each completed location
  - Copies of signed borehole completion record for each completed location as submitted by the Drilling Contractor to the government.
  - A summary of the work carried out with recommendations is to be included in the monthly progress report.
  - Supervision (including approval of schedule; checking drilling equipment; checking drilling materials; engaging community to track drilling process, safety, monitoring drilling logs (lithology, depth progression, water strikes), final borehole design, installation of casing and screen meeting specifications, borehole development and site completion and sanitary seal)
  - Ensure that the borehole construction and completion work is carried out as specified in the contract and in line with the agreed technical specifications.
  - Ensure that all measurements and observations are systematically and accurately taken, recorded and submitted to the appropriate authority.

#### **Activity 2: Pumping Test**

##### Deliverables:

- Approve test pumping setup (step-drawdown + constant discharge). The Consultant shall ensure that the Drilling Contractor conducts the pumping test as specified in the drilling contract, whether it is only a constant discharge rate test or step test followed by constant rate test and the recovery rate measurement.
- Ensure accurate recording of drawdown, recovery, discharge rates.
- Analyze sustainable yield and recommend pump type and settings. The Consultant shall verify correctness of analysis of data collected from the Pumping Test to be used in determining the specific capacity of the borehole based on the requirements specified in the Drilling Contract

#### **Activity 3: Water quality sampling**

##### Deliverables:

- The Consultant shall ensure that the Drilling Contractor collects samples and undertakes water quality testing

as specified in the drilling contract.

- The Consultant shall ensure that the samples sent to the laboratory shall be tested for the parameters as set out in the Drilling Contract.
- From the results of the water quality analysis, the Consultant shall determine whether the chemical and bacteriological quality of the water is within permissible levels to serve as a potable water supply based on the National Drinking Water Quality Standards or the WHO Guidelines.
- The Consultant shall ensure that the completed borehole is disinfected by the Drilling Contractor as specified in the Drilling Contract.

**Activity 4: Well head construction**

Deliverables:

- Check concrete works (mix ratios, curing, thickness).
- Ensure drainage channel, soak-away, and fencing are completed.
- Verify installation of handpump or solar pumping system (if applicable).

**Activity 5: Documentation and certification**

Deliverables:

- Submit site reports and weekly progress reports.
- Produce final borehole completion reports including:
  - Drilling logs
  - Hydrogeological interpretations
  - Test pumping results
  - Water quality results
  - GPS coordinates
  - Photographic evidence
- Verify that the drillers’ borehole completion report complies with the Drilling Contract for each borehole drilled.
- In the case of (an) abortive borehole(s), the Consultant shall submit to the UNICEF Focal Person in writing the account of the steps in the drilling process up to the point of the borehole(s) being declared unacceptable and abortive and, the particular reason for the borehole(s) being so declared abortive.
- Certify complete boreholes and submit technical recommendations. i.e. being satisfied that the work has been completed and all the required data and documentation have been completed, a certificate of substantial completion (also called the certification report) shall be issued jointly by the Consultant and the delegated Government technical counterpart.

**Activity 6: Regular meetings with World Vision for feedback and updates**

Deliverables:

- Prior to mobilization to the base camp or first drilling site, the World Vision shall be required to submit the programme for the completion of the works in a Gantt chart of weekly activities as specified in the drilling contract. The Consultant is tasked with checking and approving the programme of work and ensuring that it is updated at least monthly.
- Submission of minutes of regular meetings held between The Consultant and World Vision.

**REASONS WHY CONSULTANCY CANNOT BE DONE BY STAFF:**

Currently UNICEF does not have a geologist who can assist the implementing partner with issues related to ground water potential and ensuring successful drilling takes place in the stipulated time. Additionally, the staff compliment has reduced significantly, and the works will require someone who will be almost 100% field based while technically assisting the implementing partner. Because of the timelines required for delivery, drilling will be happening at multiple sites concurrently and this will require a heavy field presence which only makes sense if being provided by a consultant.

**Child Safeguarding**

Is this project/assignment considered as “[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 immediately physical proximity, with limited supervision by a more senior member of personnel:

<b>Child data role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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): <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>		
More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>		
Tasks/Milestone:	Deliverables/Outputs:	Timeline, % invoice
Desk review to understand the task requirements	Inception report with workplan	7 days, 10%
Supervision of geophysical surveys for all drilling sites	Reviewed geophysical survey reports for all sites	21 days, 20%
Quality assurance for all drilling processes	<ul style="list-style-type: none"> <li>Defects/ condition report for each borehole site</li> <li>Duly signed certificates of substantial completion for each site</li> <li>Duly signed certificates of final completion after defects liability for each site</li> <li>Borehole design reports for each site (detailing final depths, water strikes, pump locations)</li> </ul>	27 days, 30%
Quality assurance of pump testing for each site	Comprehensive <b>technical report</b> detailing the borehole's hydraulic performance and recommendations for its sustainable operation for each site	10 days, 15%
<ul style="list-style-type: none"> <li>Supervision of the water chemical and biological water quality sampling and testing</li> <li>Review of the water quality results</li> </ul>	Recommendations for each site in terms of water use and requirements to ensure water quality remains intact	10 days, 5%
Provide technical oversight and capacity building to World Vision	<ul style="list-style-type: none"> <li>Meeting minutes (for site meetings, monthly meetings etc)</li> <li>Training reports</li> </ul>	5 days, 10%
Overview of the assignment and opportunities for learning/ improvement	Final Technical Completion Report – all boreholes including unsuccessful boreholes and the reasons for their rejection	5 days, 10%
	<b>Total</b>	<b>85 days</b>
<b>Minimum Qualification required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <b>Enter Disciplines:</b> MSc in Hydrogeology, Water Engineering, Geology, or related field. Languages: English, Shona and Ndebele  Experience: <ul style="list-style-type: none"> <li>At least 5 years of experience in groundwater development.</li> <li>Proven track record in supervising drilling operations in Zimbabwe.</li> <li>Strong knowledge of geophysical survey methods and interpretation.</li> </ul>	<b>Knowledge/Expertise/Skills required:</b> <ul style="list-style-type: none"> <li>Ability to validate drilling logs, test pumping, and aquifer performance.</li> <li>Conversant with Zimbabwe groundwater regulations and ZINWA protocols.</li> <li>Strong reporting, GIS/GPS mapping, and data management skills.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>Experience in using a down-the-hole camera for borehole inspection is a strong added advantage.</li> <li>Excellent communication skills and experience in working with senior government officials</li> <li>Experience in issues related to WASH regulation, upstream</li> </ul>	

<ul style="list-style-type: none"> <li>• Experience with rural WASH and humanitarian water supply preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• work and policy advocacy</li> <li>• Familiarity with equity and gender issues.</li> <li>• Experience in working with UN or similar agencies</li> </ul>		
<b>Supervisor:</b> Terence Chanakira	<b>Start Date:</b> 9 February 2026	<b>End date:</b> 05 June 2026	<b>Total Working Days:</b> 85 days
<b>Requesting Section/Issuing Officer:</b>	<b>Education Section</b>		
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant Sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both	<b>Consultant Selection Method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/ Desk Review/Interview)		
<b>Payment</b>	<b>1Delivery based</b>		
<b>Travel International (if applicable)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Travel Local (please include locations)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Locations: Mudzi, Mbire, Muzarabani, Lupane, Beitbridge, Gokwe North, Buhera, Gwand, Wedza and Matobo		
<b>DSA (if applicable)</b> Approximate number of days: 70 days	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  The Consultant is required to include Daily Subsistence Allowance (DSA) costs in the Financial Proposal, where applicable, in accordance with the expected number of field days indicated in these Terms of Reference.  The Financial Proposal shall clearly separate professional fees, DSA, and any other reimbursable costs, and no additional DSA claims shall be considered outside the approved contract amount		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: Consultant to arrange his/her own transportation for field trips <input type="checkbox"/> (for field trips)	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>  The Consultant shall be fully responsible for arranging and providing their own transport for the execution of all duties under this assignment, including travel to and between all designated field locations. UNICEF and/or the Implementing Partner will <b>not provide vehicles or drivers</b> for the Consultant.  Any costs related to local travel, including vehicle hire, fuel, insurance, maintenance, and associated expenses, shall be borne by the Consultant and shall be deemed included within the agreed professional fees and/or approved travel-related cost provisions as stipulated in the contract		
<b>Provide Justification for requesting</b> - <b>Travel for the consultant</b> - <b>Access to use of UNICEF ICT equipment</b> - <b>Access to UNICEF email and shared</b>			
Guidance on Travel and Access to UNICEF	<a href="#">Individual Contract types (sharepoint.com)</a>		

email and Resources for consultants	
<b>Application requirement</b>	<input checked="" type="checkbox"/> Technical Proposal <input checked="" type="checkbox"/> Financial Proposal
<b>Request Authorized by Section Head</b> Joëlle Ayité, Chief Education	<b>Request Verified by HR:</b>
<b>Approved by Deputy Representative Programmes</b>	

**Text to be added to all TORs:**

<sup>1</sup> 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.

Consultants are an important temporary work force that contribute with their knowledge, skills and expertise in their respective fields of work.

The assignment of these contracts requires compliance with policy and guidelines and HR practitioners are best positioned to provide the assistance and advise to manager and hiring offices to ensure the effective and efficient use of this resource.

This page provides information regarding policy and guidelines, forms and documents required for the creation and management of contracts.

Please contact us at [nyhq.consultants@unicef.org](mailto:nyhq.consultants@unicef.org).

Contracts are delivery-based, i.e., the consultant is required to produce pre-determined, tangible, and measurable outputs/deliverables, aligned to the delivery schedule outlined in the Terms of Reference. Any single contract should not exceed 36 months duration to produce a single or set of deliverables under the same contract, to ensure best value for money based on periodic competitive reviews by the office.

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.

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