

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>*Title:</b> National Consultant for WASH Monitoring		
<b>*Funding Code:</b>  Japan National Committee, SC260002  WBS: 2460/AO/06/500/002/020	<b>*Type of engagement:</b>  <input type="checkbox"/> International Consultant (individual) <input checked="" type="checkbox"/> National Consultant (individual)  <input type="checkbox"/> Low Value Contract (individual consultant)	<b>*Duty Station:</b>  UNICEF Lao PDR Office, Vientiane
<b>*Purpose of Activity/Assignment:</b> <p>The WASH programme seeks to recruit a National Consultant for WASH Monitoring to support the implementation of school latrines and water supply systems in communities, schools and health centers. Under the direct supervision of the WASH Chief and WASH Specialists, and in close collaboration with Provincial Health Department, Provincial/District Nam Saat, Provincial Education &amp; Sports Service (PESS), District Education and Sports Bureau (DESB), Provincial unit for construction development and administration (PUCDA) and District unit for construction development and administration (DUCDA). The consultant will be responsible for the overall management of the construction components in targeted Provinces, capacity building in operation and maintenance and water safety planning, and sub-national monitoring and planning for WASH, including support to monitor the soft component of WASH in Schools.</p> <p>When required, the consultant will provide support to emergency response coordination and implementation for the WASH Cluster in affected areas.</p> <p>The construction of WASH facilities is being carried out by contractors selected through a competitive bidding process in compliance with UNICEF's policy on procurement and in close collaboration with Nam Saat and PESS. While government counterparts will supervise the WASH construction on the ground, the consultant will provide frequent monitoring and periodic quality checks in order to ensure quality and proper construction as per design specifications.</p> <p>The consultant will work closely with Nam Saat at sub-national level for the capacity building and planning components including screening for environmental and social safeguards (ESS) in line with UNICEF's ESS policy.</p>		
<b>Scope of Work:</b> <p>The assignment will include the following key tasks:</p> <p><u>Construction</u></p> <ul style="list-style-type: none"> <li>• In consultation with all partners involved in the construction of school WASH facilities, water supply systems in communities and WASH in emergencies when required, the consultant will provide input/feedback where required to ensure successful implementation as per scope of work and design specifications.</li> <li>• Prepare work plans with a timeframe for monitoring latrines' construction in primary schools and community water supply systems and sanitation.</li> <li>• Provide guidance in preparation of existing technical specifications for bidding documents, Bill of Quantities (BoQ) and ensure the technical quality of the construction documents, in close collaboration with the UNICEF Supply Officer, WASH Specialists, Provincial Nam Saat, PESS/DESB and PUCDA/DUCDA.</li> <li>• Supervise and monitor at different stages the construction of school latrines, water supply systems including boreholes, gravity fed systems, catchment protection and rainwater harvesting and other water sources in selected schools to ensure compliance with the design documents, specifications, bill of quantities, construction standards (using a checklist), and timely completion.</li> </ul>		

- Effectively communicate all issues pertaining to the implementation process to provincial counterparts and UNICEF. Systematically record any deviations from the original work plan and other actions by contractors.

**Capacity Building**

- Provide recommendations and corrective actions in a timely manner of any constraints identified in the implementation process (weekly reports) and support training on Operation & Maintenance and Water Safety Planning.

**Monitoring and Planning**

- Provide financial transaction support (DCT submissions like FACE & ICE forms) to the provincial and district line departments for the implementation of projects.
- Undertake field monitoring in target provinces/districts, provide information on progress, update the WASH database, and inputs to donor reports as required.
- Undertake screening for environmental and social safeguards (ESS) for project sites and develop environmental and social safeguard management plans where required.
- Support Nam Saat with the development of a costed District-level WASH plans.

**\* 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:

**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](#)

<p><b>*Budget Year:</b> 2026</p>	<p><b>*Requesting Section/Issuing Office:</b> WASH</p>	<p><b>*Reasons why consultancy cannot be done by staff:</b> This is due to the focus of the WASH programme on rural communities with significant constraints of access, with target villages very remote and isolated and in need of on-the-ground support. The activities require close follow-up and monitoring to ensure that construction activities are of good quality and completed in time. The consultant is expected to build capacity of government staff in technical and financial aspects of infrastructure improvements and enhance the knowledge and skills of the provincial and district agencies for WASH in the long-term.</p>	
<p><b>*Consultant sourcing:</b>  <input checked="" type="checkbox"/> National   <input type="checkbox"/> International   <input type="checkbox"/> Both</p> <p><b>*Competitive Selection:</b>  <input checked="" type="checkbox"/> Advertisement   <input type="checkbox"/> Single source   <input type="checkbox"/> Roster</p> <p><input type="checkbox"/> Emergency – Director’s approval</p>			
<p><b>*Supervisor:</b> <i>Chief WASH &amp; Climate Resilience</i></p>	<p><b>*Start Date:</b> 1 January 2026</p>	<p><b>*End Date:</b> <i>31 December 2026</i></p> <p><b>*Total duration: 12 months</b></p>	

*Work Assignments Overview	*Deliverables/Outputs	*Delivery deadline
<p><b>WASH Construction Phase I Implementation</b></p>		
<p><b>Deliverable 1: WASH Construction Monitoring, Planning &amp; Technical Support.</b> In consultation with all partners involved in the WASH construction in schools, communities and health centers including WASH in emergencies when required, design specifications, prepare work plans with timeframe for monitoring of WASH construction, preparation of technical specifications for bidding documents, Bill of Quantities (BoQ) in close collaboration with the UNICEF Supply Officer, WASH Specialists, Provincial Nam Saat, PESS/DESB and PUCDA/DUCDA. Supervise and monitor the construction of school latrines, gravity fed systems, catchment</p>	<ul style="list-style-type: none"> <li>-Work schedule with timeframe provided</li> <li>-Routine WASH supervision and monitoring conducted and timely completed</li> <li>-Financial DCT including FACE&amp;ICE submitted to UNICEF</li> <li>-January and February monthly progress reports provided</li> <li>-Field monitoring report provided</li> </ul>	<p>28 February 2026</p>

*Work Assignments Overview	*Deliverables/Outputs	*Delivery deadline
<p>protection and rainwater harvesting and other water sources and timely completion.</p> <p>For monitoring and planning, provide financial transaction support (DCT submissions including FACE &amp; ICE forms &amp; Activity proposals) to the provincial and district line departments for the implementation of projects.</p>		
<p><b>Deliverable 2: WASH Construction (Phase I) Monitoring and Support.</b></p> <p>For the first-round implementation, follow up and support training on Operation &amp; Maintenance and Water Safety Planning, provide information on progress and update the WASH database, and supervise and monitor the construction of school latrines, gravity fed systems, catchment protection and rainwater harvesting and other water sources</p>	<ul style="list-style-type: none"> <li>-Routine WASH supervision and monitoring conducted and timely completed</li> <li>-Financial DCT submitted to UNICEF</li> <li>-March and April monthly progress reports provided</li> <li>-Field monitoring report provided</li> </ul>	30 April 2026
<p><b>Deliverable 3: WASH Construction (Phase I) Monitoring Review.</b></p> <p>Review and communicate all issues pertaining to the first round of implementation and financial process to provincial counterparts.</p>	<ul style="list-style-type: none"> <li>-Routine WASH supervision and monitoring conducted and timely completed</li> <li>-Financial DCT submitted to UNICEF</li> <li>-May and June monthly progress reports provided</li> <li>-Field monitoring report provided</li> <li>-Review and Support on financial transaction provided for line departments at provincial level</li> <li>-Water safety planning implemented, and Operations&amp; maintenance training conducted</li> <li>-WASH information and database system updated</li> <li>-Follow up and monitoring of water supply with the government continued and</li> <li>-Technical information, designs books and data provided for first round of implementation and submitted to UNICEF</li> </ul>	30 June 2026
<p><b>WASH Construction Phase II Implementation</b></p>		
<p><b>Deliverable 4: WASH Construction (Phase II) Monitoring and Support.</b></p> <p>For the second-round implementation, follow up and support training on Operation &amp;</p>	<ul style="list-style-type: none"> <li>-Review and Support on financial transaction provided for line departments at provincial level</li> <li>-Water safety planning implemented, and Operations&amp; maintenance training conducted</li> </ul>	31 August 2026

*Work Assignments Overview	*Deliverables/Outputs	*Delivery deadline
<p>Maintenance and Water Safety Planning, provide information on progress and update the WASH database, and supervise and monitor the construction of school latrines, gravity fed systems, catchment protection and rainwater harvesting and other water sources</p>	<ul style="list-style-type: none"> <li>-WASH information and database system updated</li> <li>-Follow up and monitoring of water supply with the government continued and undertaken-Routine WASH supervision and monitoring conducted and timely completed</li> <li>-Financial DCT submitted to UNICEF</li> <li>-July and August monthly progress reports provided</li> <li>-Field monitoring report provided</li> </ul>	
<p><b>Deliverable 5: Recommendations and Development of Costed District WASH Plans.</b></p> <p>For the capacity building of government partners, provide recommendations and corrective actions in a timely manner of any constraints identified in the implementation and support Nam Saat with the development of costed District-level WASH plans in consultation with WASH partners who are working in the provinces</p>	<ul style="list-style-type: none"> <li>-Routine WASH supervision and monitoring conducted and timely completed</li> <li>-Financial DCT submitted to UNICEF</li> <li>-September and October monthly progress reports provided</li> <li>-Field monitoring report provided</li> <li>-Recommendations and corrective actions to the Implementation Partners, UNICEF and line government departments provided</li> <li>-Costed District-level WASH plans developed.</li> </ul>	<p>31 October 2026</p>
<p><b>Deliverable 6: End-of-Year Construction Follow-up, Technical Documentation and ESS Compliance.</b></p> <p>In consultation with all partners involved in the WASH construction in schools, communities and health centers including WASH in emergencies when required, follow up with Provincial/district Nam Saat technicians for community dialogue and technical survey of new water supply systems and compile WASH information and the need for WASH, preparation of technical specifications for bidding documents, Bill of Quantities (BoQ) in close collaboration with the UNICEF Supply Officer, WASH Specialists, Provincial Nam Saat, PESS/DESB and PUCDA/DUCDA.</p> <p>For monitoring and planning, provide financial transaction support (DCT submissions including FACE &amp; ICE forms &amp; Activity proposals) to the provincial and district line departments, provide information on progress, update the WASH database, and inputs to donor reports as</p>	<ul style="list-style-type: none"> <li>-Routine WASH supervision and monitoring conducted and timely completed</li> <li>-Financial DCT submitted to UNICEF</li> <li>-November and December monthly progress reports provided</li> <li>-Field monitoring report provided</li> <li>-WASH information and data, water supply design books , Environmental Social Safeguard (ESS) provided and submitted to UNICEF for bidding process at the end of the year</li> <li>-Review and support on financial transaction provided for provincial/district partners including PHD and PESS</li> <li>-Financial DCT including FACE&amp;ICE for second round of implementation submitted to UNICEF</li> <li>-Routine progress, donor report and WASH database updating, HIS story provided</li> <li>-Costed District-level WASH plans developed and completed by the end of the year</li> </ul>	<p>31 December 2026</p>

*Work Assignments Overview	*Deliverables/Outputs	*Delivery deadline
<p>required, undertake screening for environmental and social safeguards (ESS) for project sites and develop environmental and social safeguard management plans where required and support Nam Saat with the development of costed District-level WASH plans.</p>		

*Estimated Consultancy fee	*Remarks/ Criteria	*Grand total (USD)
Professional fee		
Travel International (if applicable)		
Travel Local (please include travel plan)	The consultant will travel at least 8 times per year from Vientiane to Province/District to conduct field monitoring in target villages and schools requiring airfare, train tickets, rental vehicle for required trips. Travel includes trips to Luangprabang (2 times), Houaphan (3 times), Phongsaly (3 times).	
DSA (if applicable)		
Health insurance		
<p><b>Minimum Qualifications required*:</b></p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Advanced degree or equivalent experience in Environmental Public Health, Civil Engineering, Hydro(geo)logy, Water Management, Sanitation Engineering, or related field.</p>	<p><b>Knowledge/Expertise/Skills required*:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 10 years of experience in project coordination or management, preferably in climate-related projects with international financing institutions</li> <li>• Proven experience in liaising with government bodies, donors, and consulting firms</li> <li>• Proven experience working in climate and/or social sectors (WASH, Education, Nutrition, Health, Child Protection)</li> <li>• Strong knowledge of project management tools.</li> <li>• Excellent communication, negotiation, and stakeholder management skills.</li> <li>• Proficient in Microsoft Office Suite and project management software.</li> <li>• Excellent oral and written Lao and English skills.</li> </ul>	
<p><b>*Submission of applications:</b></p> <ul style="list-style-type: none"> <li>▪ Letter of Interest (cover letter)*</li> <li>▪ CV or Resume*</li> <li>▪ Performance evaluation reports or references of similar consultancy assignments (if available)</li> <li>▪ Financial proposal: All-inclusive lump-sum cost including travel, accommodation cost and insurance with medevac for this assignment as per work assignment*.</li> </ul> <p>Additional requirements*:</p>		
<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p>		

**A) Technical Evaluation <sup>1</sup>(minimum 50 and maximum 80 Points) 80 points**

Evaluation Criteria	Points
An advanced degree or equivalent experience in Environmental Public Health, Civil Engineering, Hydro(geo)logy, Water Management, Sanitation Engineering, or related field.	20
A minimum of 10 years of experience in project coordination or management, preferably in climate-related projects with international financing institutions	30
Proven experience in liaising with government bodies, donors, and consulting firms	10
Proven experience working in climate and/or social sectors (WASH, Education, Nutrition, Health, Child Protection)	10
Strong knowledge of project management tools.	5
Excellent communication, negotiation, and stakeholder management skills.	5
<b>Total</b>	<b>80</b>

**B) Financial Proposal <sup>2</sup>(maximum 50 and minimum 20 Points) 20 points**

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened / evaluated and compared among those technical qualified candidates who have attained a minimum 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of verification.

**Administrative details:**

Visa assistance required:

Home Based  Office Based:

(The consultant will be present in the office on certain days as needed for related tasks)

**If office based**, seating arrangement identified:

IT and Communication equipment required:

Internet access required:

<sup>1</sup> The technical weighting is between 80% and 50% - in accordance with [UNICEF Procedure of Management and Evaluation of offers](#).

<sup>2</sup> The financial weighting is a minimum of 20% and a maximum of 50% - in accordance with [UNICEF Procedure of Management and Evaluation of offers](#).

<sup>1</sup> 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.

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

Individuals engaged under a consultancy 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. Consultants 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 consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant 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 prior to taking up the assignment. The vaccine mandate, 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.