

TERMS OF REFERENCE

Summary

Type of Contract (tick the appropriate box)	Institutional Contractor	<input checked="" type="checkbox"/> Individual Consultant	Technical Assistance to IP (individual)
Title	Provision of consultancy services for quality assurance and certification of WASH infrastructure.		
Purpose	To supervise the quality of water and sanitation infrastructures in communities, schools and health centres.		
Location	All provinces		
Duration	11 months		
Start Date	15 June 2020		

1.0 Background

UNICEF is supporting the Government of Zambia in improving access to safe water and sanitation in line with the provisions of Vision 2030. Since 2015, UNICEF support to the Government of Zambia has resulted in provision of access to improved water, sanitation and hygiene (WASH) services to over 3.9 million people across the 10 provinces of Zambia. In addition, over 1,250 schools and 72 health centres were also provided access to improved WASH services.

As part of continued efforts to support the Government of Zambia in improving the coverage of WASH services, UNICEF is currently assisting in implementation of interventions aimed at strengthening enabling framework as well as provision of WASH services in communities, schools and health centres. Moreover, assistance is also being provided to support construction and maintenance of WASH infrastructure in the refugee settlements.

In this context, it is planned to engage an individual consultant to provide expert services for monitoring/quality assurance and certification of the WASH interventions being supported by UNICEF.

2.0 Justification

In order to assure their quality, the construction works for water supply systems and sanitation facilities need be closely supervised. Given the lack of in-house specialised expertise for construction supervision works, external support is required to ensure continuous technical supervision, as well as certification, of these works mentioned. Accordingly, it is planned to engage a qualified consultant to provide these services.

3.0 Objectives / Target

The main objective of the consultancy is to ensure that the water and sanitation works being carried out with UNICEF support are in line with the best engineering practices. There are two elements to the consultancy to allow that objective to be achieved:

- (i) To provide expert advice and assistance including for technical assessments for civil works as well as equipment (e.g. chlorinators, pumps, pipes, water tanks) and preparation of BoQ for water and sanitation infrastructure; and
- (ii) To ensure that the construction works adhere to quality standards, designs, BoQs and specifications through regular supervision of construction work and reporting back to UNICEF on progress and challenges.

4.0 Description of the assignment (Scope of work) / Specific Tasks

Depending upon the needs/demand, the following specific tasks will be undertaken by the consultant:

- (i) Carry out a technical assessment/feasibility for water and sanitation infrastructure;
- (ii) Prepare on the basis of the above, (a) detailed specifications for supplies and equipment, where required), (b) detailed designs and detailed drawings/schedules, and (c) BOQs/cost estimates for the most appropriate technical options. Also provide technical assistance for review of the available designs/BoQs;

- (iii) Monitor the progress and quality of the works, use of supplies provided and delivery of WASH services (including emergency WASH interventions);
- (iv) Prepare a technical reports in respect of the works carried out in line with (i) to (v) above, as per agreed timeline.

5.0 Expected Deliverables

The key deliverables under this consultancy are shown in Table 1 below. Given the nature of the assignment, however, the sites to be visited every month will be agreed to and approved by UNICEF in advance on monthly basis. No travel to sites will, therefore take place prior to agreed monthly workplan and issuance of e-mail instruction to the Consultant in this regard. Moreover, any changes to that monthly plan will have to be agreed in advance in writing. The Consultant will, therefore, not be paid in case travel takes place without prior written (e-mail) approval from UNICEF.

Table 1: Expected deliverables:

Tasks	Expected Output	Deliverables	Timeline
Undertake regular field visits to, depending upon specific needs, for carrying out technical assessments/feasibility, preparation of specs/designs/cost estimates and monitoring of the works	The quality of UNICEF supported WASH infrastructure complies with the agreed specifications and quality standards.	Monitoring/assessment/ review reports are timely prepared and shared with UNICEF, depending upon specific needs, and focussing on (i) technical assessment; (ii) detailed specifications for supplies and equipment; (iii) detailed designs, BOQs/cost estimates for technical options, and (iv) Field visits are undertaken to monitor the progress/quality of the works, and technical reports are prepared as per agreed timeline.	<ul style="list-style-type: none"> • 1st technical report covering tasks (i) to (iii) mentioned under Section 4, by 15 June 2020 • 2nd monthly covering tasks (i) to (iii) mentioned under Section 4 by 15 July 2020 • 3rd technical report covering tasks (i) to (iii) mentioned under Section 4, by 15 August 2020 • 4th technical report covering tasks (i) to (iii) mentioned under Section 4, by 15 Sept 2020 • 5th technical report covering tasks (i) to (iii) mentioned under Section 4, by 15 Oct 2020 • 6th technical report covering tasks (i) to (iii) mentioned under Section 4 by 15 Nov 2020 • 7th technical report covering tasks (i) to (iii) mentioned under Section 4, by 15 Dec 2020 • 8th technical report covering tasks (i) to (iii) mentioned under Section 4 by 15 Jan 2020 • 9th technical report covering tasks (i) to (iii) mentioned under Section 4, by 15 Feb 2020 • 10th technical report covering tasks (i) to (iii) mentioned under Section 4 by 15 March 2020 • 11th technical report covering tasks (i) to (iii) mentioned under Section 4, by 15 April 2020

6.0 Reporting requirements and Taking Instructions

The consultant will prepare a monthly work plan each month and subsequently submit monthly progress reports against the approved work plan. The format for reporting shall be mutually agreed upon by the Parties within ten (10) days after signing of the Agreement.

7.0 Project Management

The Consultant will report to the Chief, WASH Section, or his designate who will monitor and issue instructions on the expected deliverables and timelines.

8.0 Location and duration

The Consultant will be required to travel throughout Zambia on need basis. The total/maximum duration of the consultancy will be 11 months. However, the services of the consultant will only be used on need basis. The consultant will not travel to the sites unless a travel plan for each visit is agreed to and approved by UNICEF in writing.

9.0 Payment Schedule

Payment will be made to the consultant on monthly basis following submission and approval of monthly reports in respect of the monitoring reports provided as per agreed plan (ref. Section 5 above).

10.0 Qualification/Special Knowledge/experience required.

- a) A Master's degree in civil engineering, geology, hydrogeology, groundwater engineering or a related field;
- b) At least eight years' relevant experience including in design/supervision of water and sanitation infrastructure including piped water supply, boreholes and sanitation infrastructure;
- c) Strong communication skills in English (spoken and written);
- d) Proven ability to work effectively in cross-cultural and multi-cultural settings and teams, and to deliver high-quality results within expected time frames; and
- e) Experience of working in African countries, especially in Zambia.

Administrative Issues, including Consultant's Workplace and Travel

- a) Consultant will provide an all-inclusive cost in the financial proposal, factoring in all cost implications for the required assignment.
- b) Consultant will include cost of travel and accommodation for field trips. Other general conditions to be apply are as follows:
 - i. The consultant shall arrange his/her own work space, office equipment, supplies, etc.
 - ii. Expected expenses should be part of the submitted quotation/estimates
 - iii. Except for the costs included in the financial proposal, UNICEF will not pay for any other expenses incurred when implementing this assignment.
 - iv. The contract will not commence the works unless issuance of written instruction in this regard (ref. Section 5 above).
 - v. The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.
- c) Confidentiality:
 - i. The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution or publication will reside solely with UNICEF.
 - ii. The contract will include other general terms defined by UNICEF.
 - iii. The consultant shall sign the Declaration of Impartiality and Confidentiality Form.

Policy Issues

- i. Under the consultancy agreements, a month is defined as 21 working days. Consultants are not paid for weekends or public holidays.
- ii. No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- iii. Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- iv. Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- v. The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.