

United Nations Children's Fund (UNICEF)

Vientiane, Lao PDR

Individual Consultancy: Water, Sanitation and Hygiene (WASH) infrastructure construction management

Terms of Reference

1. Background:

The COVID-19 virus has impacted Lao PDR significantly, resulting in two periods of national lockdown, over 2,000 infected people, 3 deaths to date and severe socio-economic stress. Schools during this period have gone through two extended periods of closure and the health system has been under significant stress trying to manage COVID-19 cases whilst preventing further transmission. Pandemic control strategies from Government have largely managed to limit the transmission of COVID-19 in the country, however with the advent of community transmission, risks have increased throughout the country. The key behaviours of social distancing, wearing masks and handwashing with soap have been central to these strategies.

The lack of water supplies in one in five schools and associated handwashing facilities, and the lack of WASH facilities in health care facilities significantly increases the risk of transmission in these institutions. Ultimately the lack of handwashing and WASH facilities also impact on children's health and nutrition.

Support from the European Union will enable UNICEF to provide WASH facilities for 50 health care facilities, complemented by training of staff to maintain the WASH facilities and to engage pregnant women, mothers and families to promote good hygiene practices including handwashing. This is likely to reduce risks associated with transmission of COVID-19 and other diseases and to support the nutrition status of mothers and children.

In addition, UNICEF also received funding from GPE to support the national education COVID-19 response. To reduce the risks of disease transmission in schools, water is being supplied to 250 schools in vulnerable areas (near borders or in high population areas), group handwashing tables to 580 schools and hygiene education programmes into 750 schools. The water supply systems include a combination of gravity-fed systems, boreholes and mains water connections. These facilities and the hygiene education will reduce COVID-19 transmission, supporting a safer environment for children to return to school and build life-long habits associated with good hygiene.

The urgency of the COVID-19 response necessitates a rapid response, with construction to be completed within 2021. In order to facilitate these activities in a short timeframe, UNICEF needs to engage two WASH Hardware Consultants to support the design, contracting and installation of WASH facilities in schools and health care facilities.

2. Purpose:

Under the supervision of the UNICEF WASH Specialist in Lao PDR, and in close coordination with the Government of Lao PDR and other UNICEF sections, particularly Health & Nutrition and Education, an individual consultant is required to support the design, contracting and installation of school and health care facility WASH facilities, including toilets, water supplies and handwashing stations.

3. Work Assignments:

3.1 Review WASH Designs and Bills of Quantities

The Consultant will review water supply, toilet and handwashing facility designs and associated Bills of Quantities (BOQs) to ensure technical quality and alignment with national standards and good design principles. This will involve writing assessment reports, providing advice to Government counterparts and estimating costs.

Output: Relevant documents with technical inputs from consultant

3.2 Support Procurement Process

The Consultant will support UNICEF to prepare bidding documents for the procurement of construction contractor services for school and health care facility WASH infrastructure. The Consultant will also undertake technical reviews of the contractor bids. This will involve writing assessment reports and providing advice to UNICEF and Government counterparts.

Output: Relevant technical documents to support the procurement process and technical assessment reports of bids received

3.2 Support Construction Process

The Consultant will support the construction process through the development of work plans with:

- Staged construction plans for each contractor
- Key monitoring points for construction, including critical points for inspection
- Key milestones for each district
- Supervision monitoring at critical stages during the construction of representative school and health care facility WASH infrastructure to ensure conformance to design specifications and standards (using a checklist), and timely completion.

Additionally, the Consultant will identify challenges to the timely completion of high-quality WASH infrastructure and work with UNICEF, Government and the contractors to identify solutions to these challenges.

Output: Work plans for all construction in schools and health care facilities; Monitoring plan for the construction work including key milestones and critical monitoring points; Simple site monitoring reports for each site visited; Monthly monitoring summary reports identifying progress, challenges and responses; Construction completion report, summarizing the construction process, completed works, challenges encountered throughout the construction and recommendations for ongoing monitoring and future WASH construction processes.

4. Qualifications or Specialized Knowledge/Experience Required:

The candidate will have University Degree in Civil Engineering, Construction Engineering, Architecture or relevant technical area with 5 years relevant experience in construction monitoring. S/he must have knowledge of materials, methods, and the appropriate tools to construct WASH schemes and proven ability to identify potential problems and recommend appropriate solutions; S/he must be willing to travel and live in locations with difficult conditions; S/he must be fluent in both English and Lao language with good verbal and writing skills in both languages; S/he should be adaptable and flexible in their working approach.

In addition, the consultant should:

- Have good initiative and ability to apply technical knowledge creatively to ensure conflicts and disputes are resolved between contractors and beneficiaries.

- Current knowledge of the latest developments and technology, in the field.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
- Computer skills, including internet navigation and various office applications, including knowledge of AutoCAD and MIS/GIS applications.

5. Location:

The Consultants will work in the field, at home and in the UNICEF Lao PDR Office as required by the work and directed by the UNICEF WASH Specialist.

6. Duration:

Five Months – August to December inclusive

7. Deliverables:

| Deliverables | Timeframe |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 1. Assessment reports on WASH Designs and Bills of Quantities | As agreed with Supervisor for each assessment |
| 2. Bidding Documents | As agreed with Supervisor for each package |
| 3. Workplans for Construction in schools and health care facilities | As agreed with Supervisor |
| 4. Monitoring Plan for the construction work | As agreed with Supervisor |
| 5. Simple site monitoring reports for each site visited | Within three working days of site visit |
| 6. Construction completion reports | Within three working days of site visits |
| 7. Monthly summary reports identifying tasks undertaken, project progress, challenges and responses | Within three working days of month end |

8. Reporting Requirements:

All reports are to be submitted in Microsoft Word, written in English with supporting photographs as appropriate. Reports are to be submitted by email.

9. Payment Schedule linked to deliverables:

| <i>Deliverables</i> | <i>Payment must be directly linked with satisfactory deliverables</i> | <i>Reporting Requirements for each deliverable</i> |
|-------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------|
| Monthly report and deliverables linked to Outputs 1-7 | Payment 1 | Agreed Monthly Activity Plan Monthly status report |
| Monthly report and deliverables linked to Outputs 1-7 | Payment 2 | Agreed Monthly Activity Plan Monthly status report |
| Monthly report and deliverables linked to Outputs 1-7 | Payment 3 | Agreed Monthly Activity Plan Monthly status report |
| Monthly report and deliverables linked to Outputs 1-7 | Payment 4 | Agreed Monthly Activity Plan Monthly status report |
| Monthly report and deliverables linked to Outputs 1-7 | Payment 5 | Agreed Monthly Activity Plan Monthly status report |

** The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

10. Administrative Issues:

The Consultants are expected to use their own office equipment (laptop computers, printers etc.) and consult with UNICEF staff via email/online conferencing during any periods of COVID lockdown.

Travel is expected as part of the assignment, including to remote parts of the country. The Submission of Application outlines how this is to be included in the submission.

Medical Insurance: the cost of medical insurance, including Medical Evacuation (required for consultants who are not working from their home) should be included in the proposal.

Office space and access to the office printer and internet will be provided for the Consultant when required by the Supervisor to work in the UNICEF Office.

11. Contract supervisor:

The Consultant will be supervised by and work closely with a WASH Specialist within the UNICEF Lao PDR office, under the guidance of the Chief of WASH.

12. Nature of 'Penalty Clause' to be Stipulated in Contract:

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Lao PDR.

13. Submission of applications:

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment. Travel should be based on 60 days of overnight stays and the Financial Proposal should include a day rate for the Daily Subsistence Allowance which will be used as the base throughout the consultancy. The Financial Proposal should also include a daily rate for vehicle use and a mileage rate. The cost estimate should be based on 60 days of travel averaging 100km per day using these rates.

The deadline for applications is 8/08/2021

14. Assessment Criteria:

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

1. Technical Proposal, including a cover letter, updated CV, and copies of 2 relevant evaluations performed earlier by the consultant.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, travel costs (economy class), per-diem to cover lodging, meals, and any other cost related to the consultant's stay in Vientiane, including transportation inside the city and other costs. The travel (if involved) shall be based on the most direct and economy fare.

No financial information should be contained in the technical proposal.

a) Technical Qualification (max. 100 points) weight 70 %

- Relevant education/degree (30 points)
- Experience working in the education sector in Lao PDR (40 points)
- Fluency in both English and Lao languages (30 points)

b) Financial Proposal (max. 100 points) weight 30 %

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 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price. 6

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

The applicants should provide **medical insurance** covering medical evacuation for the whole duration of the assignment - as part of the financial proposal submission.

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