**TERMS OF REFERENCE**

**Subject**: *Technical support in monitoring and supervision of UNICEF supported Gravity Fed systems and to conduct practical training on construction, operation and maintenance.*

**Type of contract**: Consultant

**National / International:** International

**Proposed level**: Senior

**Expected start date**: 1st September

**Duration**: 10 weeks

**Supervisor**: WASH Specialist

**Funding Source**: RR

1. **Background**

*General:*

An efficient and effective monitoring system to ensure correct distribution and use of humanitarian supplies and services remains central to the work of UNICEF in DPRK Country Office (CO). Humanitarian supplies and services constitute more than 90 percent of UNICEF’s programming in DPRK. Supply monitoring and supportive supervision activities are critical for UNICEF and Partners to ensure desired outcomes for children and women.

In 2017 UNICEF tripled its field monitoring to demonstrate results and context-specific accountability for the correct use of humanitarian assistance. 105 counties (50 per cent of the county) were visited by UNICEF’s international staff through 233 field visits. In 2018 the office has adopted a field monitoring Standard Operation Procedure (SOP) with minimum monitoring standards in terms of coverage and frequency of monitoring by core staff of quantitative and qualitative key monitoring questions on the planned availability and use of supplied programme inputs according to established quality standards and protocols. In addition, the SOP institutionalized the practice of at least one intensive monitoring round conducted with external expertise.

An intensive monitoring supervision exercise for Health, Nutrition and TB programme was conducted during six weeks, September-October 2017, through monitoring visits to 25 counties. In addition to externally validating UNICEF monitoring findings, the intensive monitoring consultancy capitalization report produced summative findings on challenges and recommendations related to areas on tracking of supplies and implementation of certain policies such as handling and prescription of medicines.

Together, these two types of monitoring – UNICEF field monitoring and intensive monitoring with external expertise – provided significant opportunity for UNICEF and Partners at the national level to accountably assess and ensure availability, continuity and quality delivery of essential services for children and women in need. Thus, it is envisaged to hire a consultant to conduct monitoring of WASH supplies, supervision and training on construction and O&M for quality and optimization of safely managed Gravity Fed water supply services.

**Programme specific:**

Under the current country programme UNICEF DPRK WASH programme is supporting the government on improving access to sustainable clean water supplies, ensuring water quality and promoting improved sanitation and hygiene practices, including the safe management of excreta.

Focusing its activities exclusively in the nine convergent counties, the programme addresses humanitarian needs and risks and focus on communities, schools and health facilities, considering the specific hygiene and sanitation needs of women and girls. UNICEF provides technical and other support to complement local resources used to establish gravity-fed water systems.

In 2017- a total of 160,145 children, women and men from 43,888 households gained access to safe water with a functional water system through UNICEF humanitarian support in constructing seven new GFSs in two county towns and five villages. In 2018- UNICEF is supporting installation of gravity fed systems in 5 convergent counties- with two counties almost nearing completion and supplies being delivered in 3 of the counties.

Also in 2017 UNICEF CO conducted independent evaluation of Gravity Fed Water System (GFS) supported by UNICEF for a period of 13 years. One of the key recommendations was to improve supervision and support from the national level and also to reinvigorate capacity building on GFS on design, construction, operation and maintenance. This would help to ensure UNICEF supported gravity fed system are designed, built, operated and maintained optimally. UNICEF hired an international expert and provided technical support in upgrading skills of computer aided design of water supply network. In partnership with Ministry of Urban Management- UNICEF conducts periodic field monitoring.

But *during regular field monitoring it was observed and agreed that* UNICEF and MoCM should increase the frequency, intensity and duration of timely supervision visits per location during each critical stage of construction to build an optimal water supply system. This requires higher staffing levels to complement the lone International WASH technical staff in the country office and to build local capacity.

In line with the recommendation and in agreement with Ministry of Urban Management (MoCM), the UNICEF Country office intends hire a consultant to monitor WASH supplies, supervise& provide guidance on construction and to strengthen local capacity on construction, operation and maintenance of gravity fed system.

**2. Objective(s)**

**Overall objective:**

To reinforce the UNICEF DPRK Country Office to be able to meet its planned minimum monitoring standard targets for 2018 in line with the CO’s Field Monitoring SOP.

**Specific objectives:**

* To verify quality and quantity of WASH supplies in line with purchase order, conditions of handling, storage and use & document key issues on WASH supplies.
* Provide supportive supervision and technical guidance during the key stage and milestones of construction.
* Update construction, operation and maintenance manual and provide practical skills training

##### Major Tasks, Deliverables & Timeframe

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Deliverable | Duration (man-days) | Payment (% of fee) |
| 1. **Monitoring and Supervision Visit** | | | |
| Monitoring of WASH supplies and technical supportive supervision of GFS construction in Kosong and Myonggan- at least 6 days per project site in a month spread over 2 months & monitoring of supplies and technical supportive supervision of repair and rehabilitation in *Kumya, Unsan and Pukchon as and when needed* | *Trip reports* | *32* | *50%* |
| 1. **Update and finalize existing Construction, Operation and Maintenance Manual** | | | |
| *Update construction, operation and maintenance manual* | *Updated Construction, Operation and Maintenance manual* | *5* | *15%* |
| 1. **Training on Construction, Operation and Maintenance manual** | | | |
| Two batches of 5-day construction, operation and maintenance training in 2 provinces | *60 provincial technicians and masons trained on updated Construction, O&M* | 10 | *20%* |
| **4.Final Report** | | | |
| *Write a final report describing the Gravity Fed System programme, inclusive of best practices and recommendations to improve processes from planning through quality of supplies, construction, completion, operation and maintenance along with a power point presentation of key elements* | *Final report* | 5 | *15%* |

Complete submission of deliverables as per expected standard and quality as assessed by the supervisor is a prerequisite for payment of fee. UNICEF reserves the right to adjust or withhold payments for late deliverables or for deliverables not meeting expected quality.

*4. Methodology*

The consultant will travel extensively throughout the DPRK especially to *Kosong*, Myonggan, *Kumya, Unsan and Pukchon* . When in Pyongyang, the consultant will work on the weekly plan and reporting of key issues to immediate supervisor Chief of WASH programmes. The national officer and national UNICEF consultants will support the consultant providing the background, the logistics and other necessary tools.

*5. Timeframe*

The consultancy will start on the 1st of September and end on 10th November

*6. Supervision*

WASH Specialist

7. Qualification and requirements

*Education:*

* Advanced degree (Masters) in Civil engineering/ Mechanical Engineering/ Geology/ Hydrology etc.
* Additional qualification in Construction training will be an asset.
* Minimum of 10 years of experience on water supply system design, construction, operation and maintenance including least 5 years of field work experience on construction supervision of water supply system preferably gravity fed system.
* Must have at-least minimum 60 hours of experience on training of engineers, technicians and masons on construction, operation and maintained of gravity fed system
* Proven track record of high quality written analytical reports

*Competencies:* The successful candidate is expected to demonstrate the following competencies that are considered to be necessary to this consultancy:

Core Competencies

* Excellent communicator of concepts both verbally and in writing to a developing country government and international audience.
* Able to quickly understand instructions, to proactively seek clarification when needed.
* Able to work well in a team environment.

Functional Competencies

* Works independently and is problem-solving oriented.
* Works in a multi-cultural environment and establishes harmonious and effective working relationships.
* Demonstrates communication and relationship-building skills.
* Proven capacity to work across different locations utilizing technical skills within supply chain management and data visualization, management and/or monitoring.

Language: Full professional proficiency in English (written and oral) is required.

*UNICEF core values:*

* Diversity and Inclusion

Treats all people with dignity and respect; shows respect and sensitivity towards gender, cultural and religious differences; challenges prejudice, biases and intolerance in the workplace; encourages diversity wherever possible.

* Integrity

Maintains high ethical standards; takes clear ethical stands; keeps promises; immediately addresses untrustworthy or dishonest behaviour; resists pressure in decision-making from internal and external sources; does not abuse power or authority.

* Commitment

Demonstrates commitment to UNICEF’s mission and to the wider UN system; demonstrates the values of UNICEF in daily activities and behaviours; seeks out new challenges, assignments and responsibilities; promotes UNICEF’s cause.

8. Evaluation process

Qualified candidates are requested to submit:

1. Cover letter/application.
2. Lump sum financial quote for the consultancy with a breakdown in daily rate, travel costs and other costs in US Dollars. Travel within DPRK will be arranged by UNICEF.
3. CV.
4. Examples of previous, relevant work.
5. References.

Applications are to be submitted through UNICEF’s recruitment system (TMS) or by email to [sbaikamara@unicef.org](mailto:sbaikamara@unicef.org) with cc to [syun@unicef.org](mailto:syun@unicef.org) with subject line “*Technical support in monitoring and supervision of UNICEF supported Gravity Fed systems and to conduct practical training on construction, operation and maintenance*” by 15 August 2018. UNICEF considers best value for money as a criterion for evaluating potential candidates. As a general principle, the fees payable to a consultant or individual contractor follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee.

Potentially suitable applicants will be invited to a telephone interview and will be evaluated by the following criteria:

|  |  |
| --- | --- |
|  | **Applicant** |
| **TECHNICAL QUALIFICATION *(max. 70 points)*** |  |
| **Overall Response (20 points)** |  |
| Understanding of tasks, objectives and completeness and coherence of response |  |
| Overall match between the TOR requirements and consultant’s competencies |  |
| **Technical Capacity (50 points)** |  |
| Relevance of consultant’s experience with similar projects and as per required qualifications |  |
| Quality of previous work (samples) |  |
| References |  |
| **TECHNICAL QUALIFICATION *- Total Points*** |  |
| **FINANCIAL PROPOSAL *(max. 30 points)*** |  |
| Daily rate |  |
| Economy Air Ticket |  |
| Total estimated cost of contract (proposed contract fee only)- Lump sum |  |
| **FINANCIAL PROPOSAL - *Weight Combined Score*** |  |
| **TOTAL SCORE** | **100** |

9. Other:

* The consultant will need to provide his/her own laptop and all necessary computer accessories.
* Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
* Consultants will be asked to submit a statement of good standing
* The consultant will be required to sign a Health Statement for Consultants/Individual Contractors prior to taking up the assignment, and to document that they have appropriate health insurance.
* UNICEF’s General Terms and Conditions for consultancies will apply