

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

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| Title: National consultant for site inspection, supervision, and quality assurance of solar energy system installation in health care facilities in Cambodia | Funding Code: N/A | Duty Station: Phnom Penh, Cambodia |
| Purpose of Activity/Assignment: The purpose of this consultancy is to provide supervision, site inspection and overall quality assurance to the implementation of UNICEF commissioned solar energy system installations in health care facilities in target provinces in Cambodia. | | |
| Scope of Work: The scope of work for this consultancy is mainly to provide supervision, site inspection and overall quality assurance to the implementation of UNICEF commissioned works on solar energy system installation in health care facilities located in Kratie, Monduliri, Ratanakiri, Stung Treng, Preah Vihear, and Pursat provinces. The consultancy will particularly focus on the technical supervision, inspection and quality assurance at critical points and completion works of UNICEF commissioned solar energy system installation, implemented by contractors/companies. The consultant will support UNICEF to successfully implement its projects, to achieve the timely delivery of solar energy system installation in health care facilities, with adherence to relevant technical designs, specifications, and standards. The consultant will review related solar energy system installation project documents, including designs and technical specifications; developing tools for quality assurance and certification; conducting assurance and certification of the solar energy installation in the targeted health care facilities to make sure that the solar energy systems are installed correctly according to the designs and technical specifications that have been agreed between UNICEF and the contractors/companies. | | |
| Child Safeguarding Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply: Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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: <input type="text"/> Child data role <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): <input type="text"/> | | |

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| <p>More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates</p> | | |
| <p>Budget year: 2024</p> | <p>Requesting Office: WASH Section</p> | <p>Section/Issuing</p> |
| | | <p>Reasons why consultancy cannot be done by staff: The assignment needs a highly experienced renewable energy (solar) expert to ensure the quality assurance of the solar system installation works in health care facilities that WASH Section lacks the expertise. This is also aligned with the approved project document.</p> |
| <p>Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:</p> | | |
| <p>Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both</p> | | |
| <p>Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster <input type="checkbox"/> Informal competitive (Low Value Contract)</p> | | |
| <p>Single Source Selection: <input type="checkbox"/> (Emergency - Director's approval)</p> | | |
| <p>Supervisor: Thun Soriya, WASH Specialist</p> | <p>Start Date: 1 July 2024</p> | <p>End Date: 31 December 2024</p> |

| Work Assignments Overview | Deliverables/Outputs | Number of Days | Delivery deadline | Estimated Budget (Percentage of payment) |
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| <p>Solar energy system project document review and quality assurance tools and plan development</p> | <p>Deliverable #1: Inception report with proposed work plan and tools for conducting quality assurance of solar energy system installation in the targeted health care facilities.</p> <p>The following key tasks are expected to be undertaken during this period:</p> <ul style="list-style-type: none"> • Review related site assessment reports, detailed engineering design, including technical specifications, distribution system • Develop quality assurance tools (both on site and remote monitoring tools), and plan for conducting the quality assurance and certification • Produce first progress report on the status of the solar energy system installation in the selected health care facilities through remote monitoring | <p>12 days (Estimated travel day: 4 days)</p> | <p>July 2024</p> | <p>15%</p> |
| <p>Undertake site visits as necessary for site supervision and assurance</p> | <p>Deliverable #2: Certified report of site visits to verify the solar energy system installation that are installed by the contractors/companies are aligned with the technical designs and specifications (50% of the total sites).</p> <p>The following key tasks are expected to be undertaken in this period:</p> <ul style="list-style-type: none"> • Update the quality assurance plan • Undertake site visits as necessary for site supervision and monitor progress of individual solar energy system installation in each health care facility | <p>22 days (Estimated travel day: 9 days)</p> | <p>Mid-September 2024</p> | <p>30%</p> |
| <p>Undertake site visits as necessary for site supervision and assurance</p> | <p>Deliverable #3: Certified report of site visits to verify the solar energy system installation that are installed by the contractors/companies are aligned with the technical designs and specifications (the remaining 50% of the total sites).</p> | <p>22 days (Estimated travel day: 9 days)</p> | <p>Mid-October 2024</p> | <p>30%</p> |

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| | <p>The following key tasks are expected to be undertaken in this period:</p> <ul style="list-style-type: none"> • Update the quality assurance plan • Undertake site visits as necessary for site supervision and monitor progress of individual solar energy system installation in each health care facility | | | |
| Undertake site visits as necessary for site certified completion work | <p>Deliverable #4: Final report of consultancy with overall achievements and certified reports of the quality assurance of solar energy system installation and testing works, which is completed by the contractors/companies (completion works)</p> <p>The following key tasks are expected to be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> • Undertake site visits as necessary for site supervision and monitor progress of individual solar energy system installation in each health care facility and testing works • Produce final report of consultancy with overall achievements | 19 days (Estimated travel day: 8 days) | December 2024 | 25% |

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| <p>Minimum Qualifications required*:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <ul style="list-style-type: none"> • Master’s degree in engineering (electrical/electronic) or related field to energy efficiency, renewable energy • At least 5 years relevant experiences in the field of solar energy • Managed or supervised at least five projects of mini solar energy system installations (at least 6kwp) | <p>Knowledge/Expertise/Skills required*:</p> <ul style="list-style-type: none"> • Demonstrated knowledge of the key characteristics of implementing solar PV installations, including grid-connected, off-grid, and hybrid installations with and without battery storage • Knowledge in power systems, preferably in the field of grid integration of distributed energy resources will be an added advantage • Proven knowledge and experience of working in detailed feasibility assessment, design, and evaluation of mini grid solar energy systems • Proven experience in dealing with contractors and local partners • Excellent communication skill and report writing skill • Fluency in English and Khmer |
| <p>Submission of applications:</p> | |

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Technical proposal: Description of the methodology/approach detailing how to meet or exceed UNICEF requirements for this assignment with particular attention to the timeline, and the quality assurance criteria.
- Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment.

Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

A) Technical Evaluation (100 points): Weight 70 %

- Degree in engineering (electrical/electronic) or related field to energy efficiency, renewable energy (30 points)
- Experience in the field of solar energy (30 points)
- Previous work experience in managing or supervising of mini solar energy system installations (40 points)

B) Financial Proposal (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 65 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 the verification interview.

Administrative details:

Visa assistance required:

Home Based Office Based:

If office based, seating arrangement identified:

IT and Communication equipment required:

Email/O365 access required:

Internet access required:

¹ 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 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.

The selected candidate 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 candidates 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. It 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.