

## TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

<b>Title of Assignment</b>	<b>WASH Engineer (National Individual Contractor as a third party monitoring of water and sanitation infrastructures)</b>	
<b>Requesting Section</b>	WASH	
<b>Location</b>	Place of assignment: Lilongwe with travel to the project sites	
	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: Though the contractor is office based, it will depend on the approved monthly office footprint plan – for days not approved to be in office, the consultant will work from home	
<b>Contract Duration</b>	<b>11.5months</b>	
<b>Number of working days</b>	<b>Monthly</b>	
<b>Planned Start and End Date</b>	<b>From: 1 July 2021</b>	<b>To: 15 June 2022</b>

### BACKGROUND AND JUSTIFICATION

According to the 2019 Joint Monitoring Programme<sup>1</sup> (JMP) data, 65.4 percent of the rural population in Malawi have access to at least a basic water supply service<sup>2</sup> and 9.6 percent have access to a piped system. This contrasts greatly with the situation in urban areas, where access to at least a basic water service and a piped water system are significantly higher at 85.8 and 81.5 percent, respectively.

Sadly, the situation in schools in rural areas is even worse. According to the 2018 JMP data on WASH in Schools<sup>3</sup>, 12.1 percent of schools in rural Malawi do not have a water service (no functional water source) while 25.6 percent of schools do not have a sanitation service (no functional toilets). For healthcare facilities, 1.1 percent of facilities do not have a water service, and 6.6 percent do not have a sanitation service.

To overcome this challenge and to improve access to safely managed water (SDG 6.1) to communities and institutions, UNICEF Malawi plans to construct climate resilient water supply systems. So far, UNICEF is in the process of establishing long term agreements with private contractors but one challenge of having an independent contractor for ensuring quality of works remains. UNICEF is therefore looking for a third-party individual contractor for closely supervising the works and overall quality assurance.

### PURPOSE OF THE ASSIGNMENT

Under the supervision and technical guidance from the WASH Specialist, the contractor will be responsible for close supervision on the quality of works, and issuing formal instructions to the contractor regarding technical aspects.

<sup>1</sup> JMP, UNICEF-WHO, 2019

<sup>2</sup> Basic water service is defined as “Drinking water from an improved source, provided collection time is not more than 30 minutes for a round trip, including queuing”

<sup>3</sup>[https://www.who.int/water\\_sanitation\\_health/publications/jmp-wash-in-schools-en.pdf?ua=1](https://www.who.int/water_sanitation_health/publications/jmp-wash-in-schools-en.pdf?ua=1)

## SCOPE OF WORK/OBJECTIVES

The contractor will be based in the UNICEF office and will observe the same office hours. There may be frequent monitoring field visits as discussed and agreed upon with the supervisor and also pending the safety situation related to COVID-19. Duties will include, but are not limited to, the following:

1. Community mobilization and ensure that the communities are involved in site selection and collect and submit data for the design of solar powered water schemes.
2. Supervision of the construction of Water and Sanitation infrastructures and issuing formal instructions to the contractors regarding technical aspects and ensure that private contractors adhere to technical specifications.
3. Measure the actual work executed by the contractors and report so that the payment is done based on actual work verified and approved by Unicef
4. Compile and submit the progress and final report
5. Provide technical inputs to proposals development
6. Compile timely and quality donor reports and other progress updates

## REPORTING REQUIREMENTS

To whom will the individual contractor report: WASH Specialist

What type of reporting will be expected from the individual contractor: Monitoring reports on the progress and final report including assisting in drafting of donor reports

How and when will reporting be done: Weekly updates, monthly reports and final report

## EXPECTED DELIVERABLES

The contractor will be expected to perform the following activities as per the deliverable schedule and estimated dates below which is aligned to the scope of work described above:

Task/Milestone	Deliverable/Outcome (e.g., Inception, progress, final reports, training material, workshop, etc.)	Frequency for submission of progress reports	Planned Completion date	%total fee payable
Support community mobilisation, site selection, data for the design water schemes in Chikwawa District (Basque Government	Progress report #1 – update on community mobilisation, site selection, data for the design water schemes in Chikwawa District (Basque Government	Monthly	31 July 2021	Monthly

and Zaragoza funded water project	and Zaragoza funded water project)			
Conduct supervision of the construction of Water Supply Schemes in Chikwawa District (Basque Government and Zaragoza funded water project )	Progress report #2 – update on supervision of the construction of Water Supply Schemes in Chikwawa District (Basque Government and Zaragoza funded water project)	Monthly	31 August 2021	Monthly
Support community mobilisation, site selection, data for the design of water schemes in Blantyre District (Soccer Aid/UK Natcom Funded water project)	Progress report #3 – update on community mobilisation, site selection, data for the design of water schemes in Blantyre District (Soccer Aid/UK Natcom Funded water project)	Monthly	30 September 2021	Monthly
Conduct supervision of the construction of Water Supply Schemes in Blantyre District (Soccer Aid/UK Natcom Funded water project )	Progress report #4 – update on supervision of the construction of Water Supply Schemes in Blantyre District (Soccer Aid/UK Natcom Funded water project)	Monthly	31 October 2021	Monthly
Support community mobilisation, site selection, data for the design of water schemes in Lilongwe District ((Soccer Aid/UK Natcom Funded water project)	Progress report #5 – update on community mobilisation, site selection, data for the design of water schemes in Lilongwe District (Soccer Aid/UK Natcom Funded water project)	Monthly	30 November 2021	Monthly
Supervise the construction of Water Supply Schemes in Lilongwe District (Soccer Aid/UK	Progress report #6 – update on supervision of the construction of Water Supply Schemes in Lilongwe District (Soccer Aid/UK Natcom Funded water project)	Monthly	31 December 2021	Monthly

Natcom Funded water project )				
Support community mobilisation, site selection, data for the design water schemes in Nkhatabay District ( French Natcom funded water Project )	Progress report #7 – update on community mobilisation, site selection, data for the design water schemes in Nkhatabay District (French Natcom funded water Project)	Monthly	31 January 2022	Monthly
Supervise the construction of Water Supply Schemes in Nkhatabay District ( French Natcom funded water Project )	Progress report #8 – update on supervision of the construction of Water Supply Schemes in in Nkhatabay District (French Natcom funded water Project)	Monthly	28 February 2022	Monthly
Measure the actual works executed by the contractors and support the process of completion certificates	Progress report #9 – For all water schemes, provide an update on actual works executed by the contractors and support the process of completion certificates	Monthly	31 March 2022	Monthly
Provide inputs to Donor reports for ( Basque Government, Zaragoza, Soccer Aid, Swedish Natcom, Swiss Natcom and French Natcom ) Projects	Progress report #10 – Inputs to Donor reports provided (Basque Government, Zaragoza, Soccer Aid, Swedish Natcom, Swiss Natcom and French Natcom)	Monthly	30 April 2022	Monthly
Measure the actual works done by contractors ( USAID funded water project and any other Water project for Covid 19 response )	Progress report #11 – Support to Covid-19 response and report on actual works done by contractors (USAID funded water project and any other Water project for Covid 19 response)	Monthly	31 May 2022	Monthly

Ensure all defects are rectified by the contractors and final hand over of the water schemes done and submit the final consultancy report	Update on rectified defects by the contractors and final hand over of the water schemes done  Final report summarizing major achievements, challenges and lesson learned (to be presented along with the 12th progress report)	Monthly	15 June 2022	Prorated for 0.5 month
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However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the individual contractor and the supervisor upon contract signature and on a monthly basis, including the travel plan

## **PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS**

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

## **PAYMENT SCHEDULE**

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

Living costs when on official field mission will be reimbursed on actual expenditures and upon presentation of original supporting documents.

## **DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE**

- ✓ Experience in planning and contract management for water supply and other WASH projects
- ✓ Excellent analytical, conceptual and writing skills
- ✓ Strong facilitation and coordination skills, including participatory group discussion
- ✓ Strong communication, advocacy and negotiation skills.

- ✓ Familiarity with WASH programme in Malawi or similar countries in the region is an advantage.
- ✓ Experience in UN proposal development and donor reporting is an added advantage

**Academic qualification:**

- Minimum of university degree in Civil Engineering, Water resources, hydrogeology, or Environmental Engineering, or another related field.

**Work experience:**

- A minimum of 5 years of experience working with government agencies, local authorities or international organizations, NGOs and communities in the field of water and sanitation infrastructures.

**Technical skills and knowledge:**

- Experience in design and implementation of solar powered water systems.
- Experience in rehabilitation of contaminated boreholes.
- Familiarity with WASH programme in Malawi or similar countries in the region is an advantage.
- Experience in WASH in schools and institutions including Mensrual Hygiene Management and programming is an added adavantage.
- Experience in planning and contract management for water supply and other WASH projects.
- Experience in UN proposal development and donor reporting is an added advantage

**Competencies:**

- Excellent analytical, conceptual and writing skills.
- Strong facilitation and coordination skills, including participatory group discussion
- Strong communication, advocacy and negotiation skills.
- Familiarity with WASH programme in Malawi or similar countries in the region is an advantage.

**Languages:**

- Fluency in English and in the local language (verbal and written).

**ADMINISTRATIVE ISSUES**

- The contractor will have to use her/his personal laptop.
- Office space will be provided within the WASH Section.
- The contractor be expected to be in office full time, but based on the approved office footprint plan - for days not approved to be in office, the consultant will work from home.
- There will be travel to the field to supervise and guide contractors on need basis – as and when travel is deemed safe and approved as per the travel plan.

## CONDITIONS

- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the contractor.
- The contractor will be based in Lilongwe with frequent travel to target districts.
- The contractor will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The contractor is not entitled to payment for overtime, weekends or public holidays.
- The contractor will receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month.
- Living costs when on approved official field missions, will be covered in accordance with UNICEF's rules and tariffs, by the contractor and reimbursed against actuals.
- Transport will be provided by the office to the contractor during in-country field travel, if planned and approved.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the contractor with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Contractors will not have supervisory responsibilities or authority on UNICEF budget.
- The assignment is an on-site/off-site support.

## HOW TO APPLY

1. Interested candidates should provide a summary of similar works done.
2. Curriculum Vitae
3. References details
4. Candidates should indicate their all-inclusive fees (remuneration and daily subsistence allowances)
5. References details



Financial  
Proposal.xlsx