

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

**Title: “Consultancy to provide technical assistance to the Ministry of Health and Social Protection of the population of Tajikistan (MoHSPP) on the development of National Water Safety Strategy, Tajikistan”**

**Type of engagement Included in Annual Workplan:**

**[x]  Consultant [x]  Yes**

**[ ]  Individual Contractor** **[ ]  No, please justify: will be included**

**Consultant sourcing: [ ]  National [x]  International [ ]  Both**

**DUTY STATION/DURATION:**

*Estimated duration: 33 working days within 5 months (September 2021 – January 2022)*

*Duty station: Dushanbe, Tajikistan*

*On-site working days: 33 w/ds*

*Off-site working days: n/a*

*Supervisor: WASH Specialist (IP), UNICEF Tajikistan*

*Reporting to: WASH Specialist (IP), UNICEF Tajikistan*

**BACKGROUND:**

Key WASH indicators for Tajikistan remains less than optimal. Tajikistan is a member of the High-Level Panel on Water launched by the World Bank and the United Nations and has announced its commitment to the Sustainable Development Goal (SDG-6) to “Ensure availability and sustainable management of water and sanitation for all”. Tajikistan also committed to achievement of the SDGs and recognized the access to WASH in schools and health facilities as important favourable conditions for sustainable development in its National Development Strategy 2030, National Water Sector Strategy (2020 – 2030) and Water and Sanitation Plans and National Programme for Children that are in the process of development and endorsement. The Law of the Republic of Tajikistan "On Drinking Water Supply and Sanitation", adopted on July 19, 2019, establishes the legal, organizational, economic and social foundations for the provision of drinking water and sanitation, state guarantees for meeting the needs for drinking water, sanitation, as well as their quality and safety. However the regulatory environment on ensuring compliance to set standards and optimum functionality of the infrastructure continues to be a challenge.

In Tajikistan, according to UNICEF and WHO Joint Monitoring Program (JMP), 81% of the population have access to basic water supply. However, at the same time, only 47.9% of people nationally in Tajikistan have access to safely managed drinking water services (availability, access and quality) and which further drops to 36% in the rural areas. It also indicates the fact that there has been less focus on ensuring the quality of water and its safety for human consumption. The Millennium Development Goals (MDG) did not have a specific mechanism for monitoring the quality of water. Thus, the Sustainable Development Goals (SDG) in recognition of the importance of water safety to human health included specific indicators for water quality.

SDG 6 aims at universal access to sustainable safe drinking water and sanitation services by 2030. The target indicator for water supply is “proportion of population using safely managed drinking water services”. This implies water being available on premise, available when needed and free from contamination. Apart from enhancing availability of improved drinking water sources, SDGs also emphasize ensuring and maintaining good quality drinking water right from the source up to the point of consumption. This calls for water safety measures to ensure water of good quality that is safe and does not pose a risk of water borne diseases to consumers.

With the majority of the rural and peri-urban populations being served with water from point sources, the inputs required to monitor the water quality are huge, and capacity inadequate. In order to contain these capacity challenges, Water Safety Planning has been promoted as a means to ensure water quality throughout the chain from source to consumption. As a contribution towards expediting attainment of the SDGs, WHO and UNICEF have been promoting the importance and compliance of Water Safety Planning in Tajikistan and support the Government on achievement of it.

A Water Safety Strategy (and planning) aims to reduce the likelihood of contamination of water from the catchment area to point of consumption. It identifies and works to eradicate any potential risks of contamination (chemical, biological, physical or other) that may occur at any point within the system, through risk management and continuous monitoring of remedial measures to the entire water supply system. The WSP approach is cost effective, flexible and can be adapted to all types and sizes of water supply systems and settings to ensure continuous supply of safe drinking water. In general, risks to water contamination are identified and prioritized, and improvement plans developed by the community to improve the water safety using available resources. Properly executed WSPs provide assurance that the water from a water supply system is free from contamination. Thus, WSPs contribute to the realization of SDG 6 targets 6.2–6.4.

**PURPOSE:**

Under the overall oversight of the Chief, Health and Nutrition, direct supervision of WASH Specialist (international Professional), the Consultant will provide technical guidance and support to the Ministry of Health and Social Protection and more specifically to the Sanitary Epidemiological and Surveillance (SES) Department on the development of National Water Safety Strategy that further defines and reiterates the emphasis laid on drinking water quality and its safety in the National Water Strategy (Policy) of Tajikistan. The consultant is also expected to coordinate with other relevant ministries that has key roles on service provision, policy and regulation including Ministry of Energy and Water Resources (MoEWR) and Khojagii Manziliyu Kommunali (SUE-KMK).

**DESCRIPTION OF THE ASSIGNMENT:**

1. Conduct an inception meeting with MoHSPP, MoEWR and SUE-KMK and establish full understanding of the required expectation regarding the scope of the assignment and develop a detailed workplan.
2. Carry out bilateral meetings/consultations with UNICEF and other key government and development partners to gather information on key actions on water safety, available policy frameworks, plans and implementation challenges.
3. Conduct an in-depth desk review of the available literature and materials relating to water supply system and water safety in Tajikistan.
4. Develop a national level Water Safety strategy through close consultations with MoHSP, MoEWR, SUE-KMK, Vodokanals (water utilities) and WASH actors. This should also include development of a costed action plan for the safety of public water supply systems with specific focus on O&M.
5. Submission of final strategy that is reviewed and accepted by UNICEF and MoHSPP and making a presentation to relevant stakeholders.

**KEY DELIVERABLES/TIMEFRAME/PAYMENT SCHEDULE:**

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| **Tasks/Milestone** | **Deliverables/Outputs** | **Number of days** | **Payment schedule** |
| 1. **conduct an inception meeting with MoHSPP, MoEWR and SUE-KMK and establish full understanding of the required expectation regarding the scope of the assignment and develop a detailed workplan.**
 | Inception report covering outline, methodology, resources required, workplan, timelines, objectives, outcomes, activities, key indicators and process to be followed for the delivery of all parts of the assignment on the basis of the discussion with SUE-KMK and UNICEF. |  2 days | 10% payment upon submission of the inception report.  |
| 1. **Carry out bilateral meetings/consultations with UNICEF and other key government and development partners to gather information on key actions on water safety, available policy frameworks, plans and implementation challenges.**
 | Minutes of bilateral discussions with key stakeholders and a joint summary highlighting key aspects of the discussions and important take away points in terms of suggested revisions.  | 3 days |
| 1. **Conduct an in-depth desk review of the available literature and materials relating to water supply system and water safety in Tajikistan.**
 | 1. Detailed review of all documents including National policies, strategies, relevant regulatory documents (relevant SanPiNs[[1]](#footnote-1)), standards, relevant project documents and studies/researches by development sector partners on water supply and water quality/safety in Tajikistan is conducted
2. Findings of the review are shared and key areas of discussion to gather feedback are presented to relevant stakeholders
 | 15 days | 30% payment upon discussion and submission of the detailed review and analysis |
| 1. **Develop a national level Water Safety strategy through close consultations with MoHSP, MoEWR, SUE-KMK, Vodokanals (water utilities) and WASH actors. This should also include development of a costed action plan for the safety of public water supply systems with specific focus on O&M.**
 | 1. Draft of the water safety strategy (on agreed structure) and costed plan for the safety of public water supply systems with MoHSPP, MoEWR, SUE-KMK and other relevant Government departments and development partners is shared.
2. Joint meetings are conducted and feedback is gathered to make relevant clarifications and final changes.
 | 10 days | 60% upon submission of final strategy and acceptance by UNICEF and MoHSPP.  |
| 1. **Submission of final strategy that is reviewed and accepted by UNICEF and MoHSPP and making a presentation to relevant stakeholders.**
 | 1. Final presentation to key stakeholders
2. Final strategy (on agreed structure) is shared that is accepted by UNICEF and MoHSPP.
 | 3 days |

**Note:** Due to COVID 19, the work and deliverables are subject to change. Consultant need to be flexible to adjust to any unforeseen adjustments that might occur during the implementation

**Performance indicators for the evaluation of results:**

The evaluation of the results will be based on:

1. Technical and professional competence (quality of the products delivered to UNICEF);
2. Scope of work (e.g. clarity of work plan);
3. Quality of work (quality of methodology, draft, and final report);
4. Quantity of work (completing the tasks indicated in the table above within the set timeframe)

In addition, such indicators as work relations, responsibility, drive for results, and communication will be taken into account during the evaluation of the Consultant’s work.

**QUALIFICATION REQUIREMENTS:**

***Education:*** An advanced university degree in one of the following fields is required: public health, water quality, water engineering, water resource management, or another relevant technical field.

***Work Experience:*** *a minimum of* 5 years’ experience at a senior level working on strategy development particularly on supporting the governments in the WASH sector. Previous experience in developing water safety plans and strategies will be an asset.

***Competencies:*** Strong analytical and conceptual thinking. Excellent writing skills. Excellent communication and presentation skills with stakeholders and the ability to work under pressure and commitment to work to a tight timeframe.

***Language:***  Excellent working knowledge and communication in English is required. Knowledge of Tajik (Farsi) and Russian is an asset and preferable.

**REQUIREMENTS:**

***Qualified candidates are requested to submit:***

1. Cover letter/application/CV.
2. A technical proposal with the proposed methodology/approach to managing the project, showing understanding of tasks.
3. Work plan.
4. Financial quote for the consultancy in USD per deliverable, stating also the timeframe for completion of deliverable and/or daily rate in USD
5. Examples of previous, relevant work related to the deliverables.
6. At least two references

Queries can be sent to: tad-procurement@unicef.org with subject line **“Consultancy to provide technical assistance to the Ministry of Health and Social Protection of the population of Tajikistan (MoHSPP) on the development of National Water Safety Strategy, Tajikistan”** Applications must be received in the system by **August 23, 2021** at our website: <http://www.unicef.org/about/employ/index.php>

Travel costs and DSA will be covered in accordance with UN rules and regulations. No other remunerations apply. 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 cost. Please note that consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.

**EVALUATION PROCESS AND METHODS:**

Individual consultants/contractors will be evaluated based on a cumulative analysis methodology. The award of the Contract shall be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) having received the highest score out of a weighted set of technical and financial criteria.

During the selection, the ratio between the technical evaluation and commercial offer is 70 to 30.

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| ***Criteria*** | ***Weight*** | ***Max. Point*** |
| ***TECHNICAL QUALIFICATION (max. 70 points)*** | ***70%*** | ***70*** |
| ***Overall Response (20 points)*** |  |
| Understanding of tasks, objectives and completeness and coherence of response |  | *10* |
| Overall match between the TOR requirements and proposal |  | *10* |
| ***Proposed work plan (10 points)*** |  |
| Quality of proposed work plan |  | *10* |
| ***Technical Capacity (40 points)*** |  |
| ***Education:*** An advanced university degree in one of the following fields is required: public health, water quality, water engineering, water resource management, or another relevant technical field. |  | *10* |
| ***Work Experience:*** *a minimum of* 5 years’ experience at a senior level working on strategy development particularly on supporting the governments in the WASH sector. Previous experience in developing water safety plans and strategies will be an asset. |  | *10* |
| ***Competencies:*** Strong analytical and conceptual thinking. Excellent writing skills. Excellent communication and presentation skills with stakeholders and the ability to work under pressure and commitment to work to a tight timeframe. |  | *10* |
| Excellent working knowledge and communication in English is required. Knowledge of Tajik (Farsi) and Russian is an asset and preferable. |  | *10* |
| ***FINANCIAL PROPOSAL (max. 30 points)*** (daily rate) | ***30%*** | ***30*** |
| **TOTAL SCORE *(max. 100 points)*** |  |  |

Only candidates who obtain a minimum of 49 points in the Technical Criteria evaluation will be considered for the Financial Evaluation.

**Financial Proposal**

Please provide an all-inclusive price for delivering professional services in accordance with the assignment described under this TOR. The formula for the rating of the Financial Proposals will be as follows:

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

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| /Prepared by WASH Specialist: **Ammar Orakzai** | Signature/Date:  |
| Reviewed by Deputy Representative Operations: **Samson Chibada**  | Signature/Date: |
| Endorsed by Section Chief: **Anthony Asije** | Signature/Date: |
| Approved by Deputy Representative: **Zainab Al-Azzawi**  | Signature/Date: |

1. SanPiN 3.02.003.04 – Sanitary-epidemiological requirements for protection of surface waters from contamination;

SanPiN 2.1.4.006-07 – Zones of sanitary protection of sources of water supply and water supply systems for household water supply (MoHSP, 01 March 2007, #243);

SanPiN 2.1.4.005-07 – Requirements for quality of water supplied by non-centralized systems. Sanitary protection of water sources (MoHSP, 01 March 2007, #244);

SanPiN 2.1.4.004-07 – Drinking Water. Hygienic requirements for quality of water of centralized drinking water supply systems. Quality control (MoHSP, 01 March 2007, #245);

SanPin 2.3.2.0083-13 – Hygiene requirements to pre-school educational institutions (MoHSP, 07 April 2014, #181). [↑](#footnote-ref-1)