UNICEF Country Office in Turkmenistan

**Terms of Reference**

**Technical assistance in designing of child appropriate WASH school infrastructure and rehabilitation of water stations in selected six schools in rural areas with shortage of water supply (Individual Consultancy – national)**

**Duration:** 12/10/2020 – 08/12/2020

**Location:** Ashgabat with visits to the selected ertaps of the Ahal, Balkan, Dashoguz, Lebap and Mary velayats

# Background

Safe reopening of schools is one of the key priorities for most of the countries these days and WASH related actions play important role in reopening and maintain safe environment in schools. From the beginning of the COVID-19 crisis UNICEF CO have been working with local counterparts on planning various WASH in schools related initiatives, like hygiene promotion campaigns, assessments of WASH facilities in schools, provision of supplies, to name just a few.

###### Introduction of various distance learning modalities (online, TV, radio, CDs, paper based) in schools as part of using blended forms of learning is proposed to the Ministry of Education. Information campaign on hygiene promotion and healthy lifestyles among school children is ongoing across the school nation-wide. The above includes use of hygiene supplies, handouts, posters, cartoons, video films as part of teaching the formal subjects and peer to peer approach, all aimed at formation of the right knowledge, attitude and behavioral skills with the school children. All the above materials are compiled on CDs available for all schools in the country (1868 schools).

###### In the current COVID-19 context, students and teachers should wash their hands frequently, after touching surfaces, touching door handles, entering and coming out of toilets; before and after eating; hands must be washed systematically after blowing nose, coughing , or sneezing; the appropriate technique and time taken to clean hands is also important . Rehabilitation of water stations in selected schools in rural areas with shortage of water supply is proposed as a pilot activity. In the absence of centralized village or city water supply and sewerage networks, the issue of choosing and arranging local water supply and sanitation systems should be decided by agreement with the Sanitary and Epidemiological Service, depending on local conditions. Provision of water in adequate quantity will make hygiene practices possible. The main aim to ensure the availability of hand washing stations with soap and water or hand sanitizers dispensers or water with chlorine solution (0,05%) in selected schools, pre-schools facilities. Support design and installation of the simple and effective hand washing stations. Based on the results scaling up will be planned.

# Purpose of the assignment

In this context, UNICEF is seeking a national consultant to provide technical assistance to the MoE in designing of child appropriate WASH school infrastructure for handwashing and rehabilitation of water stations in selected schools in rural areas with shortage of water supply.

# Specific Tasks

In close collaboration with local education authorities and relevant schools’ administration carry out assessments of WASH infrastructure in rural schools selected by MOE and UNICEF. Specifically:

* Assess water supply (water quality, quantity and access), hygiene promotion, sanitation (quality and access), cleaning and waste disposal, with special attention to availability (also considering ratio of students per one handwashing station) and suitability (also considering design suitability for age of school children or children with disabilities) of handwashing stations;
* Referring to national policies/standards and guidelines on WASH infrastructure for schools, identify gaps in existing WASH infrastructure. Consider both, damaged/broken and non-existent infrastructure.
* For each of the assessed six schools separately:
* prepare a brief report on status of the WASH infrastructure, with reference to the national policies and guidelines;
* propose required renovation/improvement plan (listing works according to priorities, from most urgent to desired);
* prepare relevant, detailed and costed Bills of Quantity (BOQs) with drawings, if applicable;
* If critical gaps in access to handwashing facilities are identified (unavailability or inadequate design) propose most appropriate and practical technical solution, with relevant design and BOQ;
* Assess availability and supply mechanisms of hygiene related supplies (soap for handwashing and basic cleaning, supplies as minimum). If soap and/or cleaning supplies are not easily available identify related bottlenecks and propose simple solutions.

# Workplan and deliverables

The consultancy will cover the period of 12 October to 08 December 2020 and will be deliverable based. The consultant is expected to work home-based and undertake at least 5 visits (3 days each) to the velayats of the country during the consultancy period. The below timeline is a decent attempt of deadlines, considering the period that will be needed for translation, sharing of document and receipt of feedback. Depending on the progress and details, more than 2 reviews of some documents may be required, which may affect the timelines.

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| Tasks | Days | Deliverables and target delivery dates  *specific delivery dates and details as to how the work must be delivered (e.g. electronic submission, hard copy), subdivided into “milestones” where appropriate* |
| 1. Visit 6 selected schools and assess water supply (water quality, quantity and access), hygiene promotion, sanitation (quality and access), cleaning and waste disposal, with special attention to availability (also considering ratio of students per one handwashing station) and suitability (also considering design suitability for age of school children or children with disabilities) of handwashing stations. | **22 working days**, including 18 working days in-country field trips (3 working days for selected school in each velayat) and 4 working days  (home -based) | **05 October – 03 November 2020**  For each 6 schools prepare a brief report on status of the WASH infrastructure, with reference to the national policies and guidelines;  **03 November 2020**  Electronic submission of the Progress report on status of the WASH infrastructure, with reference to the national policies and guidelines; |
| 1. For each of the assessed six schools separately:  * Propose required renovation/improvement plan (listing works according to priorities, from most urgent to desired); * Prepare relevant, detailed and costed Bills of Quantity (BOQs) with drawings, if applicable. | **20 working days**  (Home-based) | **04 November - 01 December 2020**  Technical Report with renovation/improvement plan and relevant, detailed and costed Bills of Quantity (BOQs) with design for each of the assessed six schools; |
| 1. Propose most appropriate and practical technical solution | **5 working days**  (Home -based) | **02 – 08 December 2020**  Final Report with proposed statement of work for construction company based on the most appropriate and practical technical solution, with relevant design and BOQ. |

# Reporting requirements

All the reports and documents will be developed in Russian and translated by UNICEF, as needed.

# Payment schedule

The payment will be made in instalments, according to the following schedule.

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| **Deliverable** |
| * **First instalment: 06/11/2020**, upon satisfactory and timely provision of electronic Progress report on status of the WASH infrastructure, with reference to the national policies and guidelines. **The first instalment will include the DSA for 18 days and air ticket costs for 5 trips as per negotiated budget.** |
| * **Final installment: 08/12/2020**, upon satisfactory and timely provision of the Technical Report with renovation/improvement plan and relevant, detailed and costed Bills of Quantity (BOQs) with design for each of the assessed six schools and Technical Report with renovation/improvement plan and relevant, detailed and costed Bills of Quantity (BOQs) with design for each of the assessed six schools. **The final instalment will include the consultancy fees for 47 working days as per negotiated budget.** |

# Work arrangements

Day to day supervision will be provided by the Education Specialist and the DRR/Climate Change Consultant of the UNICEF Turkmenistan Country Office. Additional guidance and lead will be provided by the Deputy Representative and in close consultation with the WASH focal point of the CO and WASH specialist of the RO.

UNICEF will regularly communicate with the selected consultant and provide formats for reports, feedback and guidance on performance and all other necessary support so as to achieve objectives of the exercise, as well as remain aware of any upcoming issues related to expert’s performance and quality of work.

The selected consultant will make own arrangements for the travel. Travel costs for the trip in this consultancy should be estimated and included into the proposal (lump sum and break down by budget lines) along with the requested Consultancy fee.[[1]](#footnote-1)

# General Terms and Conditions

UNICEF’s general terms and conditions will apply to the contract awarded to the vendor. Please note that, in the evaluation of the technical merits of each proposal, UNICEF will take into consideration any proposed amendments to the UNICEF General Terms and Conditions. Proposed amendments to the UNICEF general terms and conditions may negatively affect the evaluation of the technical merits of the proposal.

UNICEF retains the right to patent and intellectual rights, as well as copyright and other similar intellectual property rights for any discoveries, inventions, products or works arising specifically from the implementation of the project in cooperation with UNICEF. The right to reproduce or use materials shall be transferred with a written approval of UNICEF based on the consideration of each separate case. Consultant should always refer to UNICEF Turkmenistan support in developing the materials when publishing the results of the research conducted while in Turkmenistan in academic journals, books and websites.

In the event of unsatisfactory performance, UNICEF reserves the right to terminate the Agreement. In case of partially satisfactory performance, such as serious delays causing the negative impact on meeting the programme objectives, low quality or insufficient depth and/or scope of the assignment completion, UNICEF is entitled to decrease the payment by the range from 30% to 50% of the contract value as decided jointly by the Contract Supervisor and Operations Manager.

# Qualifications and Skills Required

* Advanced university degree or equivalent experience in Civil Engineering, Environmental Public Health, Water and Sanitation Engineering, or other related field;
* Knowledge of National WASH in Schools’ policies, standards and guidelines
* Experience in conducting technical assessments of WASH infrastructure;
* Experience in developing costed BOQs;
* Minimum 2-5 years of professional experience in the school construction and/or water and sanitation sector;
* Fluency in Turkmen and Russian language is required, English is an asset;

# Technical Proposal

The technical proposal should include

* A cover letter, including
  + Assessment of suitability vis-à-vis the requirements of this ToR;
  + A summary of experience in similar assignments;
  + Links to/attachments of examples of similar work;
* Comments and suggestions on the ToR and proposed workplan and deliverables
* CV of the candidate (including qualifications and experience)
* References

# Financial Proposal

Candidates are expected to submit a lump sum financial proposal to complete the entire assignment based on the terms of reference. The lump sum should be broken down to show the detail for the following:

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| **Items** | **Quantity** | **Unit cost** | **Total in USD** |
| Consultancy Fee | 47 working days |  |  |
| Return ticket cost to and from velayats | 5 trips to velayats |  |  |
| DSA per day | 18 days |  |  |
| Other: *Specify* |  |  |  |
| Total in USD |  |  |  |

Please note that i) travel costs shall be calculated based on economy class fare regardless of the length of travel and ii) costs for accommodation, meals and incidentals shall not exceed the applicable daily subsistence allowance (DSA) rates, as propagated by the International Civil Service Commission (ICSC). Details can be found at <http://icsc.un.org>

# Evaluation

Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects to ensure best value for money. The Evaluation Team first reviews the technical aspects of the offer (on the basis of the qualifications described above), followed by review of the financial offers of the technically compliant candidates. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

A cumulative analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:

75 % Technical

25 % Financial

100 % Total

1. *UNICEF is not covering any travel-related insurance (whether for health, third-party liability, accident or otherwise) nor does it provide any insurance coverage for this consultancy. The consultant is solely and fully responsibly for (and UNICEF will not be liable for) (a) any insurance coverage which may be necessary or desirable for the purposes of travel and (b) any and all liability, costs, expenses and claims arising out of or related to consultancy travel. Consultant must travel on UNICEF-approved airlines.*  [↑](#footnote-ref-1)