

## TERMS OF REFERENCE

### National Consultancy on Renovation and Energy Efficiency

**Individual Consultant is expected to perform this assignment home based with required travels to target marzes/regions**

**Supervisors:** Education Specialist, Early Childhood Development Officer, Child Protection Specialist

**Time-frame:** from mid-April 2024 to end of March 2025 (approx. 12 months)

**Purpose of Activity/Assignment:**

Education is a basic human right. Around the world, UNICEF works to provide quality learning opportunities that prepare children and adolescents with the knowledge and skills they need to thrive. UNICEF's main focuses are equitable access, quality learning and education in emergencies. Access to quality education and skills development must be equitable and inclusive for all children and adolescents, regardless of who they are or where they are. Quality learning requires not only qualified and motivated teachers, but also a safe and friendly environment. Children living through conflict and displacement are in urgent need of educational support. Crises not only halt children's learning but also roll back their gains.

Educational institutions are important reference points for children and families in the community and ensure that children stay in a safe and protective environment, can continue their education and routine also during and after the emergencies. Despite significant progress made in the realization of the right to education in Armenia, and the experience acquired from recent emergencies, schools and preschools continue to struggle with adequate infrastructure. Strengthening the capacity of schools and preschools together with capacitating teachers and administrative staff to respond to emergencies and after-emergencies is essential.

After the September 2023 emergency, numerous needs assessments were carried out, and it was found that educational institutions lacked safe friendly and adequate settings for learning, particularly for preschool children.

For almost a decade, Armenia has been mainstreaming inclusion in education at all levels. In addition to the mainstreaming of inclusive services, the equal realization of the right of children with disabilities to live in the family and in the community requires access to a diversity of community and social support services, such as peer support, personal care assistance, respite services, provision of assistive technologies, and others. When these services are unavailable or interrupted, social exclusion and inequalities are magnified as children with disabilities face major disruptions to the care and support, they rely on for their daily well-being.

UNICEF works towards supporting the Government of Armenia in mainstreaming inclusive education, early childhood development and in advancing the rights of children with disabilities and build a world where children with disabilities reach their full potential. ECD Programmes are deliver in many ways, including through establishment of the alternative early learning services in small rural settlements, integrated education and care programmes in inclusive kindergartens as well as establishment of the community-based outdoor playgrounds. Disability-specific Programmes are promoting the rights of children with disabilities through establishment of comprehensive community care and support services to ensure that children with disabilities and their families have access to all the services and support they need in their communities.

In order to facilitate the seamless integration of conflict affected girls and boys, UNICEF Armenia in collaboration with the RA Government is working on enhancement of enabling, safe and secure learning environment both in schools and preschools. To this end, the following activities have been planned:

- Expansion of enabling and safe learning spaces in schools and preschools in targeted marzes: Syunik, Vayots Dzor, Gegharkunik, Ararat, Armavir, Kotayk, and Lori. The buildings should be renovated considering accessibility for all children, including children with disabilities.

- Establishment of accessible community-based services for children with developmental delays and disabilities in Armavir.
- Renovation and refurbishment of the Child and Family Support/Crisis Support Centers in regions.
- Renovation of the WASH facilities in schools and preschools in targeted marzes of Vayots Dzor, Gegharkunik, Ararat, Armavir and Kotayk to have more holistic approach and dignified services for all beneficiary children and adolescents.

In order to monitor and control the whole process of renovation/construction project sites, an expert/consultant in this specific field should be hired to carry out quality assurance.

**Key stakeholders** for this assignment are the construction and supplier companies, and respective communities.

Child Friendly Spaces (CFSs) are widely used in emergencies as a first response to children's needs and an entry point for working with affected communities. Because CFSs can be established quickly and respond to children's rights to protection, psychosocial well-being, and non-formal education, CFSs are typically used as temporary supports that contribute to the care and protection of children in emergencies (capable to adapt CFSs to different kinds of emergencies). However, they can be used also as transitional structures that serve as a bridge to early recovery and long-term supports for vulnerable children.

Although different organizations call CFSs different things - safe spaces, child centered spaces, child protection centers or emergency spaces for children - the interventions are all part of a common family of supports for children and young people. Broadly, the purpose of CFSs is to support the resilience and well-being of children and young people through community organized, structured activities conducted in a safe, child friendly, and stimulating environment. The primary participants in and beneficiaries of CFSs are children (people under 18 years of age), although in some contexts, CFSs may also engage and benefit young people who are beyond 18 years of age. The specific objectives are to: (1) mobilize communities around the protection and well-being of all children, including highly vulnerable children; (2) provide opportunities for children to play, acquire contextually relevant skills, and receive social support; and (3) offer inter-sectoral support for all children in the realization of their rights. Depending on the context, CFSs are also used for a variety of other purposes such as laying a foundation for restarting formal education and supporting national education systems, enabling wider work on issues such as child protection and early child development, stimulating efforts on disaster preparedness and disaster risk reduction. Some of these activities extend beyond the emergency context into the early recovery period or even into longer-term development. The purpose of these principles is to give practical guidance to the field teams that establish CFSs in different types of emergencies and contexts.

**Scope of Work:**

The National Expert on Renovation and Energy Efficiency will work under the overall guidance of UNICEF Armenia Education Specialist and direct supervision of the ECD Officer and the Programme Associate. The part of work related to the establishment, renovation and refurbishment of the child-friendly spaces will be guided and supervised by Child Protection Specialist. More specifically the incumbent will perform the following tasks:

- Maintain liaison and direct communications with the implementing partners/contractors, the local authorities and the state construction inspectorates related to construction/renovation processes copying relevant programme staff,
- Adaptation/translation of the clauses in the Project document on renovation and ordination for Implementation partners/contractors on UNICEF requirements for renovation,
- Support in preparation of the Terms of References and finalization of the bidding processes for the engineering services (including development of bill of quantity), construction works and the technical supervision,
- Conduct sites assessment and ensure that all designs comply with government norms, standards and local infrastructure regulations, and the local climatic conditions and the risks of natural disasters and risks for child safety are considered,
- Conduct regular site supervision and ensure that construction/renovation works, including WASH facilities, (and if needed the establishment of outdoor playgrounds and the installation of solar photovoltaic systems) are executed in accordance with the local bylaws (including materials quality control), national and international health and safety, and accessibility standards,

- Guide the implementing partners/contractors to understand and follow UNICEF commitments towards accessible buildings as per the Executive Directive on Accessibility in UNICEF’s Programme-Related Construction Activities (CF/EXD/2017-004), which is embodied in [UNICEF’s Accessibility Technical Cards](#).
- On a periodic basis (no less than once per month) the consultant will verify that the construction companies perform the contract technical requirements in accordance with the terms, conditions and specifications stipulated in the design documentations,
- Monitor the contractor’s performance and notify the contractor of deficiencies observed during surveillance and direct appropriate action to effect correction. Document and report any incidents of faulty or nonconforming work, delays, or problem to the programme team,
- Monitor the quality of the performed works during the guaranty period and make necessary arrangements related to reparation of the identified defects,
- Assist the programme team in evaluation and monitoring of the construction/renovation works, including WASH facilities, the establishment of outdoor playgrounds, and the installation of solar photovoltaic systems done under the UNICEF funding,
- Review/check the possible changes in the volumes and values of the works performed, ensure these are justified,
- Deliver timely reports on technical supervision results, including recommendations and assessments,
- Render consultations as required within the Programme and perform other duties as may be required.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines (fees reduced due to late submission: 20 days - 10%; 1 month- 20%; 2 months-50%; more 2 months – payment withhold). All materials developed will remain the copyright of UNICEF and that UNICEF will be free to adapt and modify them in the future. This ToR is an integral part of the contract signed with the consultant.

**Supervisors:**

For the expansion of early learning spaces consultant will be coordinated and supervised by, and report directly to the ECD Officer.

For the establishment of community-based center for children with disabilities and expansion of learning spaces in schools, the consultant will be coordinated and supervised by the Education Specialist.

For the establishment, renovation and refurbishment of child-friendly spaces, the consultant will be coordinated and supervised by and report to the Child Protection Specialist.

For the renovation of the WASH facilities in schools and preschools, and child-friendly spaces, the consultant will be coordinated and supervised by the DRR/Climate change Officer.

Tasks/Milestones	Deliverables/Outputs:	Timeline
Develop the Terms of Reference for the engineering services (including development of bill of quantity), construction works and the technical supervision	<ul style="list-style-type: none"> <li>- TOR for the engineering services</li> <li>- TOR for the technical supervision</li> <li>- Recommendations on TOR for construction work</li> </ul>	April-May 2024
Field visits and technical supervision at all project sites (16 sites) in Syunik, Vayots Dzor, Gegharkunik, Ararat, Armavir, Kotayk, and Lori, particularly: expansion of learning spaces in schools and preschools (including WASH facilities), and establishment of community-based center for children with disabilities selected region	For each site: <ul style="list-style-type: none"> <li>- Intermediate report</li> <li>- Final report on completion of tasks</li> </ul>	April 2024-March 2025
Field visit and technical supervision for the establishment, renovation and refurbishment of child-friendly spaces (6 sites, including WASH facilities) in different marzes	For each site: <ul style="list-style-type: none"> <li>- Intermediate report</li> <li>- Final report on completion of tasks</li> </ul>	April-December 2024
ToR development for potential institution to establish WASH model facilities, participation in selection processes of implementing institution, overseeing the construction/establishment process of 3-6 facilities, and ensuring the quality	<ul style="list-style-type: none"> <li>- Developed ToR</li> <li>- Intermediate report</li> <li>- Final report on completion of tasks</li> </ul>	April 2024  June 2024  September 2024

<p><b>Minimum Qualifications required:</b></p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <p>Advanced university degree in Engineering, Construction or a related field.</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>• Proven experience in working with renovation companies in local context</li> <li>• Proven experience in working on energy-efficiency</li> <li>• Strong understanding of the UN rules and regulations</li> <li>• Strong knowledge of application of universal design</li> <li>• Previous experience in designing and supervising renovation and construction in the frame of UN funded projects</li> <li>• Good presentation skills and ability to easily communicate with specialists involved in the renovation of buildings, and regional authorities</li> <li>• Previous experience in development of reports</li> <li>• Previous working experience in the country and knowledge of local context</li> <li>• Knowledge of Armenian and English.</li> </ul>
<p><b><u>Competitive Selection Criteria</u></b> (for clarification see <a href="#">Guidance</a>)</p> <p><b>A) Technical Evaluation (maximum 75 Points)</b></p> <ul style="list-style-type: none"> <li>- Educational background – 25 points</li> <li>- Relevant work experience in working with renovation companies – 25 points</li> <li>- Experience in working on energy-efficiency – 25 points</li> </ul> <p><b>B) Financial Proposal (maximum of 25 Points)</b></p>	
<p><b>Terms of the application:</b></p> <p>The deadline for the submission of applications is <b>16 April 2024</b>. Applications should include:</p> <ul style="list-style-type: none"> <li>• Cover letter;</li> <li>• P11 or on-line application;</li> <li>• Financial Proposal (lumpsum fee for the consultancy in ALL and inclusive of all taxes).</li> </ul> <p>All qualified applicants should apply online, using the UNICEF E-Recruitment system and following the online application link. Incomplete applications will not be considered.</p> <p>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.</p>	