

TERMS OF REFERENCE

Job Title	Technical Consultant – WASH and Environmental Engineer
Contract Type	National Individual Consultancy
Country / Duty Station	Chisinau, Moldova
Workload and duration	March - December 2023

Background

The child's right to education, water and sanitation are human rights that cannot be taken away or compromised. Children deserve a healthy learning environment with easy access to safe and sustainable water, sanitation and hygiene (WASH) services. Lack of access to adequate WASH facilities can lower school attendance and educational achievement. UNICEF Moldova supports achieving several SDGs, particularly SDG 4 on providing quality education and SDG 6 on safe, adequate and equitable water and sanitation for all and targets to achieve universal access to WASH in schools.

Climate change would impact Moldovan children's well-being profoundly. Additionally, Moldova is at high risk of drought and extreme weather events, which may affect water availability. It is also facing the issue of water quality, where the quality of drinking water (especially from wells) does not meet the safety standards. This limits access to safe potable water, especially in rural areas. It is thus concerning that about 50% of all pupils are exposed to poor water quality at school, and over 20% of all schools have inadequate water maintenance (UNICEF, 2016). Poor or lack of wastewater management, sewage systems and usage of fertilizers in agriculture are the key sources of water pollution in the Republic of Moldova.

Many children in Moldova attend schools that do not provide sufficient WASH services that meet pupils' needs. A lack of adequate toilets, toilet avoidance due to dignity and privacy, dehydration, poor hand hygiene and inadequate provisions for menstrual hygiene management are common in many schools as either not in working conditions or functional.

Innovative and climate-resilient solutions and operational models are being sought to tackle the above-mentioned water related issues. UNICEF supports access to safe and sufficient water and sanitation services through different initiatives and sustainable water and sanitation resources management. UNICEF will advocate for a sustainable model to manage wastewater in rural areas where centralized sewage systems are missing. There is a need to improve education, awareness, as well as human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning.

UNICEF Moldova will implement the WASH programme that aims to tackle the above-mentioned problem by developing and implementing the most suitable models of individualized wastewater treatment and improving the WASH facilities in schools through repair and rehabilitation in different parts of the country. All designs/models have to ensure the climate, energy, environment and disaster risk reduction facilities. In addition to that, UNICEF will undertake educational activities among teachers, pupils and parents related to promoting a safer and cleaner environment. UNICEF will implement the WASH in Schools programme with the financial support of different donors.

UNICEF Moldova is looking to engage a technical consultant to facilitate the implementation of the WASH in Schools programme through assessing, developing and implementing the individualized wastewater treatment models and repair/rehabilitation of WASH facilities, developing and conducting technical training with different audiences. The scope, objective, and expected deliverables are described below;

1. Purpose of the assignment

The specific objective of the consultancy, UNICEF Moldova, is to engage a technical (engineer/environmentalist or similar) consultant to assess two schools as a pilot project, prepare the design of the best suitable sewerage systems initially, as well as assess the schools' WASH facilities needs repair/rehab and prepare tender documents and supervise/monitor the implementation of water and sanitation facilities in schools. The consultancy is expected to be carried out during the mentioned period in 2023.

2. Objectives of the consultancy

The individual national consultant will be responsible for facilitating the implementation of repair and rehabilitation of WASH facilities in schools, including;

- a. The assessment of WASH facilities in schools
- b. Prepare the design, BOQs/drawings in compliance with climate, environment, energy and disaster risk reduction
- c. Prepare the tender documents
- d. Support with technical evaluation of the offers
- e. Supervise/monitor and coordinate the implementation of best models as well as repair and rehabilitation of WASH facilities

3. Details of deliverables

The national consultant works closely with UNICEF Moldova CO, LPAs and school administrations/teachers in different locations and ensures the project intended targets are achieved.

4. Deliverables and delivery dates

Tasks	Deliverable
1. The assessment of WASH facilities in 25 schools, preparation of BOQs/drawings, tender documents, and technical evaluation of offers	Visit and conduct the assessment of WASH facilities in schools (capture the pictures of WASH facilities of all schools)
	Report with findings and recommendations for each school, including preparing the drawings, Bill of quantities (BOQs) and tender documents of different water and sanitation models considering the climate, energy, environment and disaster risk reduction
	Develop the technical criteria for the evaluation of offers
	Technical evaluation of offers
2. Supervision and monitoring of the repair/rehabilitation and construction of WASH facilities in 25 schools	Supervise and monitor the repair/rehab and construction/installation work of WASH facilities in each school and submit the weekly update
	Prepare the report for each school, including before and after intervention status
	Monitor and guide the wastewater management system maintenance
3. Contribution to the development and delivery of educational materials	Develop the guidebook on planning and implementing a sustainable wastewater management model in public institutions; Webinar for schools and kindergartens presenting the wastewater management model, including staff training on wastewater system maintenance
4. Submit the final report narrative report with lessons learned and recommendations	Two narrative reports for different grants

** Exact deadlines will be mutually agreed upon contract signature.*

5. Reporting requirements

The consultant will report to the WASH Specialist and have regular communication. The consultant obtains any required support or guidance from the education/WASH officer whenever necessary. The officers will provide feedback on consultant performance and support to achieve the intended objectives. The consultant will submit the weekly update and any issues related to the performance of the contractors and the quality of work.

All activities and deliverables undertaken by the consultant shall be discussed and planned in consultation with UNICEF. The consultant is expected to provide the deliverables electronically (in editable format), in English. At each stage, the deliverable shall be submitted reporting line by email or made available on the dedicated organizational online platform.

6. Performance indicators for the 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 stakeholders

7. Qualifications and experience

The key qualifications required for the National Consultant are as follows:

Education:

- A university degree is required in civil engineering, water infrastructure, environment and climate or other relevant areas.

Experience:

- A minimum of two (2) years of relevant experience, at the national and/or international levels, in technical projects' assessment, design, monitoring and site supervision, quality assurance and/or other directly related technical fields is required;
- Previous experience in designing and supervising water infrastructure projects (at least one project);
- Good analytical and communication skills;
- Ability to supervise and guide teams of technical staff, as well as manage and monitor the effective use of resources;
- Good knowledge and understanding of UNICEF programmes, procurement principles, financial and legal aspects of construction issues, ethics and risk management of construction projects is an asset;
- Previous experience working with UN Agencies and/or supervising EU projects is an asset.

Language Requirements:

- Excellent command of oral and written Romanian, necessary to interact and communicate with the LPAs and implementing institutions.
- Advanced command of written/spoken English is preferable.

8. Content of technical proposal

- Motivation and previous relevant experience (max 300 words)
- Proposed approach and methodology (max 1500 words), including:
 - Approach to work (organization of work for the current assignment);
 - Timeline and milestones;
 - Risk and mitigation measures;
 - Ethical considerations and how the consultant will address them.
- Curriculum Vitae.

9. Content of financial proposal

The applicant should fill in the Financial Offer Template, specify the consultancy fee in MDL per deliverables, and also the rate per school. The payment will be made upon completing each task, as detailed in the above matrix. The fee must be all-inclusive, also reflecting all associated administrative and travel costs.

Other expenses related to the ToR assignments and deliverables, such as: (translation/interpretation costs and logistics) may be included in the financial offer unless specified that UNICEF will cover them separately (see paragraphs 13 and 14 below).

The final selection will be based on the principle of “best value for money,” i.e. achieving the desired outcome at the lowest possible fee.

If not provided by ToR, UNICEF will not reimburse costs not directly related to the assignment. This contract does not allow payment of off-hours, medical insurance, taxes, and sick leave.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or for failure to meet deadlines.

10. Evaluation criteria for selection

The candidate is expected to reflect in the submission the qualifications, knowledge and experience related to the requirements listed above. Technical evaluation will be performed through a desk review of applications, evaluation of technical proposals, and if necessary, may be supplemented by an interview.

<i>Technical evaluation criteria for selection</i>	<i>Evaluation Scale Points</i>
1. University degree is required in civil engineering, water infrastructure, environment and climate or other relevant areas	15
2. Two years of relevant experience, at the national and/or international levels, in technical projects' design, monitoring and site supervision, quality assurance and/or other directly related technical fields	15
3. Previous experience in designing and supervising water infrastructure projects (at least one project)	10
4. Good analytical and communication skills	5
5. Ability to supervise and guide teams of technical staff, as well as manage and monitor the effective use of resources	5

6. Good knowledge and understanding of UNICEF programmes, procurement principles, financial and legal aspects of construction issues, ethics and risk management of construction projects	10
7. Previous experience in working with UN Agencies and/or of supervising of different donors projects	5
8. Romanian and English language knowledge	5
Total score (minimum 50 points required for technical qualification)	70

The total amount of points to be allocated for the price component is 30. The maximum number of points (30) will be allotted to the lowest price proposal of a technically qualified offer. Points for other offers will be calculated as $\text{Points (x)} = (\text{lowest offer} / \text{offer x}) * 30$.

The selection process is aimed at selecting the applicant who obtains the highest cumulative score (technical evaluation + financial offer evaluation points) following the “best value for money” principle.

11. Payment schedule

The payment will be made in three installments, upon submission and acceptance of the deliverables stipulated in the deliverables table above, as follows:

- First payment on the completion of first task including the assessment of WASH facilities in schools, including preparation development of drawings, BOQs and tender documents (cost estimates and technical evaluation of offers)
- Second payment on the supervision and monitoring of the repair and rehabilitation of WASH facilities in schools, including each school completion report
- Third payment on the completion of third task
- Final payment on the submission of the final report narrative report with lessons learned and recommendations

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered for failure to meet deadlines.

12. Definition of supervisory arrangements

The consultant will work under the oversight of the WASH Specialist of UNICEF Moldova. Payments will be rendered upon successful completion of the tasks.

13. Work location and official travel involved

The consultant is expected to perform the assignment remotely and visits all schools for assessment and supervision/monitoring during the repair/rehabilitation. All travel costs shall be estimated and included in the financial offer. In case of unforeseen additional travel, this will be discussed and agreed in advance with the consultant, with travel costs to be additionally covered by UNICEF.

14. Support provided by UNICEF

UNICEF will regularly communicate with the consultant, provide feedback, guidance, and necessary support to achieve the intended targets and remain aware of any upcoming issues related to the performance and quality of work. UNICEF will provide the relevant documents, including the authorization letter to access the schools and stakeholder contact details. UNICEF will also request relevant data as agreed upon with the consultant from relevant government counterparts.

15. Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

☐ YES ☒ NO If YES, check all that apply:

16. Ethical considerations

The contractor will ensure that the process is in line with the United Nations Evaluation Group (UNEG) Ethical Guidelines¹. The contractor should be sensitive to beliefs, manners and customs and act with integrity and honesty while interacting with stakeholders and beneficiaries. Furthermore, the contractor should protect the anonymity and confidentiality of individual information. All participants should be informed about the context and purpose of the assessment, as well as about the confidentiality of the information shared. The contractor is allowed to use documents and information provided only for the tasks related to these terms of reference.

As per the DHR PROCEDURE ON CONSULTANTS AND INDIVIDUAL CONTRACTORS, together with the Notification letter, the contractor will be sent the link on UNICEF’s learning platform, Agora, containing UNICEF policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgement. The selected candidate must complete the applicable mandatory online courses on UNICEF’s learning platform prior to the signature of the contract. All certificates should be presented as part of the contract.

17. Other considerations

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 (if 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

¹ UNEG Guidelines <http://www.uneval.org/document/detail/102>

your disability during your application in case you need a reasonable accommodation during the selection process and afterwards in your assignment.