

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title:</b> Provision of consultancy services for quality assurance and certification of WASH infrastructure.	<b>Funding Code/WBS:</b> Grant:	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b> Field travel in 6 Provinces (Central, Eastern, Lusaka, Muchinga, Southern & North-Western)
<b>Purpose of the Assignment:</b> To supervise the quality of water and sanitation infrastructures in communities, schools, and health centres in 6 Provinces.			
<b>Scope of Work:</b> UNICEF is supporting the Government of Zambia in improving access to safe water and sanitation in line with the provisions of Vision 2030. Since 2015, UNICEF support to the Government of Zambia has resulted in provision of access to improved water, sanitation, and hygiene (WASH) services to over 3.9 million people across the 10 provinces of Zambia. In addition, over 1,364 schools and 122 health centres were also provided access to improved WASH services. As part of continued efforts to support the Government of Zambia in improving the coverage of WASH services, UNICEF is currently assisting in implementation of interventions aimed at strengthening enabling framework as well as provision of WASH services in communities, schools, and health centres. Moreover, assistance has been provided to support construction and maintenance of emergency WASH infrastructure in the refugee settlements. Ongoing support is required in the maintenance of the WASH infrastructures that have been provided under the refugee WASH project. In this context, it is planned to engage individual consultants to provide expert services for monitoring/quality assurance and certification of the WASH infrastructure being constructed and supportive spot check monitoring for those already constructed with support of UNICEF.			
The main objective of the consultancy is to ensure that the water and sanitation works being carried out with UNICEF support are in line with the best engineering practices. There are two elements to the consultancy to allow that objective to be achieved: <ul style="list-style-type: none"> <li>• To provide expert advice and assistance including for technical assessments for civil works as well as equipment (e.g. chlorinators, pumps, pipes, water tanks) and preparation of BoQ for water and sanitation infrastructure; and</li> <li>• To ensure that the construction works adhere to quality standards, designs, BoQs and specifications through regular supervision of construction work and reporting back to UNICEF on status, progress and challenges.</li> </ul>			
<b>Specific Tasks</b> Depending upon the needs/demand, the following specific tasks will be undertaken by the consultant: <ol style="list-style-type: none"> <li>i. Carry out a technical assessment/feasibility for water and sanitation infrastructure.</li> <li>ii. Prepare based on the above, (a) detailed specifications for supplies and equipment, where required). (b) detailed designs and detailed drawings/schedules, and (c) BOQs/cost estimates for the most appropriate technical options. Also provide technical assistance for review of the available designs/BoQs.</li> <li>iii. Monitor the status, progress and quality of the works, use of supplies provided and delivery of WASH services (including emergency WASH interventions);</li> <li>iv. Create maps and other technical tasks as assigned</li> <li>v. Prepare technical reports in respect of the works carried out in line with (i) above, as per agreed timeline.</li> </ol>			

**Child Safeguarding**

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

 YES  NO If YES, check all that apply:

**Direct contact role**  YES  NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

**Child data role**  YES  NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

 More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b> 2023	<b>Requesting Section / Issuing office:</b>  WASH	<b>Reasons why consultancy cannot be done by staff:</b> To assure their quality, the construction works for water supply systems and sanitation facilities need to be closely supervised. Given the lack of in-house specialised expertise for construction supervision works, external support is required to ensure continuous technical supervision, as well as certification, of these works mentioned. Accordingly, it is planned to engage a qualified consultant to provide these services.
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**Included in Annual/Rolling Workplan:**  Yes  No. If No, please justify: It's part of WASH 2023 AWP.

**Consultant sourcing:**
 National  International  Both

**Consultant selection method:**
 Competitive Selection (Roster)  
 Competitive Selection (Advertisement/Desk Review/Interview)

**Request for:**
 New SSA – Individual Contract  
 Extension/ Amendment

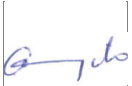

**If Extension, Justification for extension:**

<b>Supervisor:</b> Joseph Ng'ambi – WASH Officer	<b>Start Date:</b> ASAP	<b>End Date:</b>	<b>Number of Days (working)</b> (11 months)
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**Work Assignment Overview:** The Consultant will report to the Output Lead, or his designate who will monitor and issue instructions on the expected deliverables and timelines. The Consultant will be required to travel throughout Zambia on need basis. The total/maximum duration of the consultancy will be 11 months. However, the services of the consultant will only be used on need basis. The consultant will not travel to the sites unless a travel plan for each visit is agreed to and approved by UNICEF in writing.

<b>Tasks/Milestone:</b>	<b>Deliverables/Outputs:</b>	<b>Timeline (days/months)</b>	<b>Estimated Budget (ZMW)</b>
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<p>Undertake regular field visits to, depending upon specific needs, for carrying out technical assessments/feasibility, preparation of specs/designs/cost estimates and monitoring of the works</p> <p>The quality of UNICEF supported WASH infrastructure complies with the agreed specifications and quality standards.</p>	<p>Deliverable based Technical Report and proposed workplan for the next month based on discussion with UNICEF</p>	<p>1<sup>st</sup> Deliverable in Lusaka Province @ 15%: Technical report covering specific tasks (i) to (v), by 31st Oct. 2023</p>	
		<p>2<sup>nd</sup> Deliverable in Muchinga Province @ 25%: Technical report covering specific tasks (i) to (v), by 15thst Jan. 2024</p>	
		<p>3<sup>rd</sup> Deliverable in Central Province @ 10%: Technical report covering specific tasks (i) to (v), by 28 Feb. 2024</p>	
		<p>4<sup>th</sup> Deliverable in North-Western Province @ 20%: Technical report covering specific tasks (i) to (v), by 15th April 2024</p>	
		<p>5<sup>th</sup> Deliverable in Eastern Province @ 15%: Technical report covering specific tasks (i) to (v), by 30th June 2024</p>	
		<p>6<sup>th</sup> Deliverable in Southern Province @ 15%: Technical report covering specific tasks (i) to (v), by 5<sup>th</sup> August 2024</p>	
<p><b>Estimated Total Consultancy Fees (All Inclusive)</b></p>			
<p>Travel International (if applicable)</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Travel Local (please include travel plan)</p>	<p>Vehicle hire and fuel</p>	<p>Included as a lump sum above</p>	
<p>DSA (if applicable)</p>	<p>Part of the contract sum</p>	<p>Included as a lump sum above</p>	
<p><b>Total estimated consultancy costs<sup>1</sup></b></p>			
<p><b>Minimum Qualifications required</b></p>			
<p><b>Error! Bookmark not defined.</b></p> <p><input checked="" type="checkbox"/> Masters  <input type="checkbox"/> PhD  <input type="checkbox"/> Other</p> <p><b>Enter Disciplines:</b>  Civil Engineering or any other related discipline</p>	<ul style="list-style-type: none"> <li>- A Master's degree in civil engineering, geology, hydrogeology, groundwater engineering or a related field;</li> <li>- At least eight years' relevant experience including in design/supervision of water and sanitation infrastructure including piped water supply, boreholes and sanitation infrastructure.</li> <li>- Strong communication skills in English (spoken and written);</li> <li>- Proven ability to work effectively in cross-cultural and multi-cultural settings and teams, and to deliver high-quality results within expected time frames; and</li> <li>- Experience of working in African countries, especially in Zambia and familiar with UNICEF WASH related.</li> </ul>		
<p><b>Administrative details:</b>  Visa assistance required: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:  If office based, seating arrangement identified: <input type="checkbox"/>  IT and Communication equipment required: <input type="checkbox"/></p>		

<p>Transportation arranged by the office: <input type="checkbox"/></p> <p>Consultant will provide an all-inclusive cost in the financial proposal, factoring in all cost implications for the required assignment</p> <p>The consultant will prepare a monthly work plan each month and subsequently submit monthly progress reports against the approved work plan. The format for reporting shall be mutually agreed upon by the Parties within ten (10) days after signing of the Agreement.</p>	<p>Internet access required: <input type="checkbox"/></p> <p>Consultant will include cost of travel and accommodation for field trips.</p> <p>Other general conditions to apply are as follows:</p> <ul style="list-style-type: none"> <li>The consultant shall arrange his/her own work space, office equipment, supplies, etc.</li> <li>Expected expenses should be part of the submitted quotation/estimates</li> <li>Except for the costs included in the financial proposal, UNICEF will not pay for any other expenses incurred when implementing this assignment.</li> </ul>
<p><b>Request Authorised by Section Head:</b></p> <div style="text-align: center; margin-top: 10px;">   <b>28 July 2023</b> </div> <p><b>Gloria Nyam Gyang</b> OIC, Chief of WASH</p>	<p><b>Request Verified by HR:</b></p> <div style="text-align: center; margin-top: 10px;">   <b>28 July 2023</b> </div> <p><b>Thomson Banda</b> Human Resources Associate</p>
<p><i>Approval of Deputy Representative Operation (if Operations):</i></p> <p>_____</p>	<p><i>Approval of Deputy Representative Programme (if Programme)</i></p> <p style="text-align: center;"><b>Malti Gandhi</b></p> <p>_____</p>
<p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep):</i></p> <p>_____</p>	

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<sup>i</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

**Text to be added to all TORs:**

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.