

United Nations Children's Fund

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Title:</b> National WASH consultant for monitoring, quality assurance and documentation of WASH in HCFs	<b>Funding Code:</b> N/A	<b>Duty Station:</b> Phnom Penh, Cambodia
<b>Purpose of Activity/Assignment:</b>  The purpose of this consultancy is to support UNICEF WASH Programme for overall coordination, monitoring, quality assurance and documentation of WASH works in health care facilities.		
<b>Scope of Work:</b>  The scope of work for this consultancy is to support UNICEF WASH Programme for the overall coordination, monitoring, quality assurance and documentation of WASH works in health care facilities commissioned by UNICEF in 2024. This includes different water and sanitation services, solar energy system installation, in health care facilities located in Kratie, Mondulkiri, Ratanakiri, Stung Treng, Preah Vihear, and Pursat provinces.  The consultancy will particularly focus on the technical review and assurance at critical points of UNICEF commissioned WASH activities, ensure engagement and coordination of different counterparts, support the UNICEF WASH team in managing the different contractors involved and orient/support the various technical experts and site supervisors hired. The consultant will primarily review related WASH project documents; develop a master schedule and tools for quality assurance with its regularly update; conduct monitoring and reporting the progress and support the preparation of different knowledge management products as subsequently requested by the UNICEF team. The consultant, for the duration of the deployment, is required to produce brief monthly reports, highlighting achievements and bottlenecks and other updates.		
<b>Child Safeguarding</b> Is this project/assignment considered as " <a href="#">Elevated Risk Role</a> " from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO    If YES, check all that apply:  <b>Direct contact role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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: <input style="width: 100%;" type="text"/>  <b>Child data role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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): <input style="width: 100%;" type="text"/>  More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>		
<b>Budget year:</b> 2024	<b>Requesting Office:</b> WASH Section	<b>Section/Issuing</b>  <b>Reasons why consultancy cannot be done by staff:</b>

		<p>The assignment needs a highly experienced expertise to ensure the quality of the WASH works in health care facilities that WASH Section has limited expertise in. This is also aligned with the approved project document.</p>
<p><b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:</p>		
<p><b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both</p> <p><b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster <input type="checkbox"/> Informal competitive (Low Value Contract)</p> <p><b>Single Source Selection:</b> <input type="checkbox"/> (Emergency - Director's approval)</p>		
<p><b>Supervisor:</b> Thun Soriya, WASH Specialist</p>	<p><b>Start Date:</b> 1 May 2024</p>	<p><b>End Date:</b> 31 December 2024</p>

Work Assignments Overview	Deliverables/Outputs	Number of Days	Delivery deadline	Estimated Budget (Percentage of payment)
<p>Overall coordination, monitoring, quality assurance and documentation of WASH works in health care facilities</p>	<p>Deliverable #1: Monthly report of consultancy with achievements and other updates.</p> <p>The following key tasks are expected to be undertaken during this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Review related WASH project documents</li> <li>• Develop a master schedule and tools for quality assurance, and update which will be regularly updated</li> </ul>	<p>21 days (Estimated travel day: 5 days)</p>	<p>May 2024</p>	<p>12.5%</p>
	<p>Deliverable #2: Monthly report of consultancy with achievements and other updates.</p> <p>The following key tasks are expected to be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Update the master schedule for quality assurance</li> <li>• Conduct monitoring and reporting the progress of the solar energy installation in health care facilities, and WASH facility construction works, especially site inspection at critical parts of construction works</li> <li>• Development of briefs/KM products as requested</li> </ul>	<p>21 days (Estimated travel day: 5 days)</p>	<p>June 2024</p>	<p>12.5%</p>
	<p>Deliverable #3: Monthly report of consultancy with achievements and other updates.</p> <p>The following key tasks are expected to be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Update the master schedule for quality assurance</li> <li>• Conduct monitoring and reporting the progress of the solar energy installation</li> </ul>	<p>21 days (Estimated travel day: 5 days)</p>	<p>July 2024</p>	<p>12.5%</p>

	<p>in health care facilities, and WASH facility construction works, especially site inspection at critical parts of construction works</p> <ul style="list-style-type: none"> <li>• Development of briefs/KM products as requested</li> </ul>			
	<p>Deliverable #4: Monthly report of consultancy with achievements and other updates.</p> <p>The following key tasks are expected to be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Update the master schedule for quality assurance</li> <li>• Conduct monitoring and reporting the progress of the solar energy installation in health care facilities, and WASH facility construction works, especially site inspection at critical parts of construction works</li> <li>• Development of briefs/KM products as requested</li> </ul>	<p>21 days (Estimated travel day: 5 days)</p>	<p>August 2024</p>	<p>12.5%</p>
	<p>Deliverable #5: Monthly report of consultancy with achievements and other updates.</p> <p>The following key tasks are expected to be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Update the master schedule for quality assurance</li> <li>• Conduct monitoring and reporting the progress of the solar energy installation in health care facilities, and WASH facility construction works, especially site inspection at critical parts of construction works</li> <li>• Development of briefs/KM products as requested</li> </ul>	<p>21 days (Estimated travel day: 5 days)</p>	<p>September 2024</p>	<p>12.5%</p>
	<p>Deliverable #6: Monthly report of consultancy with achievements and other updates.</p>	<p>21 days (Estimated</p>	<p>October 2024</p>	<p>12.5%</p>

	<p>The following key tasks are expected to be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Update the master schedule for quality assurance</li> <li>• Conduct monitoring and reporting the progress of the solar energy installation in health care facilities, and WASH facility construction works, especially site inspection at critical parts of construction works</li> <li>• Development of briefs/KM products as requested</li> </ul>	<p>travel day: 5 days)</p>		
	<p>Deliverable #7: Monthly report of consultancy with achievements and other updates.</p> <p>The following key tasks are expected to be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Update the master schedule for quality assurance</li> <li>• Conduct monitoring and reporting the progress of the solar energy installation in health care facilities, and WASH facility construction works, especially site inspection at critical parts of construction works</li> <li>• Development of briefs/KM products as requested</li> </ul>	<p>21 days (Estimated travel day: 5 days)</p>	<p>November 2024</p>	<p>12.5%</p>
	<p>Deliverable #8: Final report of consultancy with overall achievements and other updates.</p> <p>The following key tasks are expected to be undertaken in this period, as well as other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Update the master schedule for quality assurance</li> <li>• Conduct monitoring and reporting the progress of the solar energy installation in health care facilities, and WASH facility construction works, especially</li> </ul>	<p>21 days (Estimated travel day: 5 days)</p>	<p>December 2024</p>	<p>12.5%</p>

	site inspection at critical parts of construction works <ul style="list-style-type: none"> <li>• Development of briefs/KM products as requested</li> <li>• Documentation of project experience</li> </ul>		
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<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> <ul style="list-style-type: none"> <li>• Master’s degree in WASH engineering, or other relevant technical area.</li> <li>• At least three years of post-qualification professional work experience in quality assurance and reporting of WASH related construction projects, including with installation of solar energy system</li> <li>• Have previous experience in implementing and monitoring WASH in health care facility, is an asset.</li> </ul>	<p><b>Knowledge/Expertise/Skills required*:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of WASH sector and renewable energy (solar energy)</li> <li>• Excellent and proven experience in dealing with contractors and local partners</li> <li>• Computer skill in word processing, spreadsheets, database management</li> <li>• Fluency in English and Khmer</li> </ul>
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<p><b>Submission of applications:</b></p> <ul style="list-style-type: none"> <li>▪ Letter of Interest (cover letter)</li> <li>▪ CV or Resume</li> <li>▪ Performance evaluation reports or references of similar consultancy assignments (if available)</li> <li>▪ Technical proposal: Description of the methodology/approach detailing how to meet or exceed UNICEF requirements for this assignment with particular attention to the timeline and the quality assurance criteria.</li> <li>▪ Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment.</li> </ul>
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<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p>A) Technical Evaluation (100 points): Weight 70 %</p> <ul style="list-style-type: none"> <li>▪ Degree in water, sanitation, and hygiene (WASH) or related majors (30 points)</li> <li>▪ Experience in quality assurance and documentation of WASH facility construction (30 points)</li> <li>▪ Previous work experience in WASH in health care facility with international organizations (40 points)</li> </ul> <p>B) Financial Proposal (100 points): Weight 30 %</p> <p>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 65 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p>
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The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.	
<b>Administrative details:</b>  Visa assistance required: <input type="checkbox"/>  <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	<b>If office based, seating arrangement identified:</b> <input type="checkbox"/>  IT and Communication equipment required: <input type="checkbox"/>  Email/O365 access required: <input type="checkbox"/>  Internet access required: <input type="checkbox"/>

<sup>1</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.

The selected candidate is solely responsible to ensure that the visa (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 your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.