

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<b>Title:</b> WASH Construction Quality and Quality Control Retainer Based Contract	<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> This consultancy may include field assignments in all provinces of Zambia
<b>Purpose of the Assignment:</b> To supervise the quality of water and sanitation infrastructures in communities, schools, and health centres in all Provinces.		
<b>Scope of Work:</b> <p>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.</p> <p>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 WASH infrastructure and in emergency settings. 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 consultant will become part of a group of stand-by technical assistants who will be called upon when needed. After the consultant is hired, detailed assignments will be sent to the consultant for engineering work related to specific sites on an as needed basis. The consultant will then submit a Terms of Reference with a workplan and budget for each assignment. The rates in the Terms of Reference must be the same as what was agreed to in the contract with UNICEF. Applications should include a daily rate that includes all costs in the field including: professional fee, vehicle hire, mileage charge per kilometre, and daily subsistence allowance. In the cover letter applicants should also answer the following questions.</p> <ol style="list-style-type: none"> <li>1. How many borehole drilling and rehabilitation sites have you supervised?</li> <li>2. Under which project or programmes were the above boreholes implemented?</li> <li>3. Do you have the required engineering certification? Please share a copy of membership certificate</li> <li>4. Indicate the number and location supervised for upgrading and mechanization into small pipe water supply schemes.</li> </ol> <p>The Terms of Reference will be approved by the UNICEF WASH Service Delivery Output lead before undertaking each assignment. While assignments may vary, they will typically last 5 to 15 days. The overarching contract with UNICEF should be valid for a period of 36 months.</p> <p>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:</p> <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</li> </ul>		

sanitation infrastructure; and

- 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.

**Specific Tasks**

Depending upon the needs/demand, the following specific tasks may be undertaken by the consultant:

- Carry out a technical assessment/feasibility for water and sanitation infrastructure.
- 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.
- Monitor the status, progress and quality of the works, use of supplies provided and delivery of WASH services (including emergency WASH interventions);
- Create maps and other technical tasks as assigned

Prepare technical reports in respect of the works carried out in line with (i) above, as per agreed timeline

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

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.

**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.

<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both <b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)	<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
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<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b> WASH Officer	<b>Start Date:</b> 15 Sept 2023	<b>End Date:</b> 14 August 2024	<b>Number of Days (working)</b> 36 months

**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. 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>		
Carry out a technical assessment/feasibility for water and sanitation infrastructure.	Assessment Report		
Prepare detailed engineering designs (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.	Design including Specifications, Drawings, and Bills of quantity		
Provide technical assistance for review of the available designs/BoQs.	Review report		
Monitor the status, progress and quality of the works, use of supplies provided and delivery of WASH services (including emergency WASH interventions);	Monitoring report		
Create maps and other technical tasks as assigned	Maps and other technical reports		

<b>Estimated Total Consultancy Fees (All Inclusive)</b>			
Travel International (if applicable)	Not applicable	Not applicable	N/A
Travel Local (please include travel plan)	Vehicle hire and fuel	Included as a lump sum above	
DSA (if applicable)	Part of the contract sum	Included as a lump sum above	
<b>Total estimated consultancy costs<sup>i</sup></b>			
		<b>Minimum Qualifications required</b>	
<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</li> <li>– Familiar with UNICEF WASH</li> <li>– Ability to make own arrangements at the district level in Zambia</li> <li>– Engineers registered with the professional body is a strengthen</li> </ul>	
<p><b>Administrative details:</b>          Visa assistance required: <input type="checkbox"/>          Transportation arranged by the office: <input type="checkbox"/>          Consultant will provide an all-inclusive cost in the financial proposal, factoring in all cost implications for the required assignment          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><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"/>          Internet access required: <input type="checkbox"/>          Consultant will include cost of travel and accommodation for field trips. 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> </ul>	

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|  | <ul style="list-style-type: none"><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> |
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**Prepared by:**

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