

United Nations Children's Fund

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

Title	Funding Code	Type of engagement	Duty Station:
National Consultant for WASH Construction Project Support	5200/A0/06/881/003/005 SC200724	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time * *maximum end date <b>30 June 2023</b>	Home-based in Ha Noi or Can Tho city
<p><b>Purpose of Activity/Assignment:</b>                      The consultant will provide technical support for national and provincial partners in implementing and monitoring climate-resilient WASH construction projects</p>			

**Scope of Work:**

UNICEF Vietnam has just started its new Country Program 2022-2026 in which the Child Survival and Development and Environment (CSDE) programme will shift to a stronger public health approach, with an increased focus on strengthening primary health care, prioritizing results at-scale in nutrition and Water, sanitation, and hygiene (WASH). Increased focus will be given to public financing, policy reform, expanded partnerships with the private sector, and social norm change in critical priority areas such as addressing stunting.

The WASH programme aims to align with new areas of work, including privatization, sector financing, public-private partnerships, and climate resilience. WASH in emergency is also one of the top priorities for UNICEF to act as sector lead and supply provision for life-saving support to vulnerable people, particularly children and women. UNICEF WASH program will be at both national and subnational levels, while the national level will focus on advocacy, policy development, and sector coordination. At the sub-national level, UNICEF will prioritize gender-responsive and climate-resilient service delivery, innovation demonstration, and scaling up covering safely managed climate-resilient water and sanitation and promoting personal hygiene at school and community.

As a trusted, long-term partner of the Government in Viet Nam, UNICEF is committed to providing support for the Viet Nam Women’s Union, the Ministry of Agriculture and Rural Development (MARD), the Ministry of Health (MoH), the Ministry of Education and Training (MoET) and selected provinces such as Dien Bien, Gia Lai, Soc Trang, Bac Lieu, and Ca Mau to plan and implement the water supply, sanitation, and hygiene activities to achieve the targets of the National Strategy in Rural Water Supply and Sanitation by 2030 with a vision 2045 and Government of Vietnam Commitments for SDGs.

In order to provide support for the partnership implementation, UNICEF would like to seek a consultant to support national agencies and the project provinces in strengthening and enhancing sustainability in the planning and implementation of climate-resilient water supply and sanitation construction projects for rural areas.

***Purpose and Objectives***

Under the direct supervision and guidance of the WASH Officer, the incumbent will be responsible for monitoring all WASH construction activities in the Country Office (School’s climate-resilient WASH infrastructures, Water Supply schemes, Sanitation facilities/latrines options, etc.) and providing technical support on reviewing the technology, construction design, and rehabilitation activities of safely managed Climate-resilient WASH infrastructure.

***Summary of key functions/Accountabilities***

- 1- **Ongoing climate-resilient WASH construction project activities in the Mekong Delta provinces**
  - 1.1. Monitoring of construction projects: Working with government counterparts to ensure effective construction execution and completion that involve project monitoring, quality assurance, site supervision, and handover.
- 2- **Upcoming climate-resilient WASH construction project activities in Dien Bien province and Mekong Delta provinces:**
  - 2.1. Planning and design stage: Working with government counterparts to conduct site assessments, review the design and technical documents (design drawings, technical specifications, bills of quantity, timelines and cost estimate), and monitor the procurement or partnership process.
  - 2.2. Monitoring of construction projects: Working with government counterparts to ensure effective construction execution and completion that involve project monitoring, quality assurance, site supervision, and handover.

***Location***

The consultant is expected to work from home, preferably in Ha Noi or Can Tho city, have meetings virtually and/or at UNICEF and partner offices, and conduct field trips to project provinces, including Dien Bien, Ca Mau, Bac Lieu, and Soc Trang.

### **Tasks**

#### **Task 1: Ongoing climate-resilient WASH construction project activities in the Mekong Delta provinces**

- 1.1. Monitoring of construction projects: Working with government counterparts to ensure effective construction execution and completion that involve project monitoring, quality assurance, site supervision, and handover.
- Provide close monitoring of construction activities by undertaking regular site visits and conducting regular technical meetings, including joint monitoring with relevant Government technical services; follow up on progress for each activity per milestones and prepare site supervision reports to ensure work compliance with norms, standards, and timeline; verify quality and precautions on health and safety standards on the ground.
  - Use effective monitoring and supervision tools to ensure easy assessment of works quality, progress, ESS application, and performance of engineering firms and construction companies during the entire duration of the project.
  - Monitor payments/ variations and compile records; monitor construction expenditures and progress /completion certificates; prepare and maintain relevant tables for each construction activity, prepare the final reports (performance evaluation and lessons learned).

#### **Task 2: Upcoming climate-resilient WASH construction project activities in Dien Bien province and Mekong Delta provinces**

- 2.1. Planning and design stage: Working with government counterparts to conduct site assessments, review the design and technical documents (design drawings, technical specifications, bills of quantity, timelines and cost estimate), and monitor the procurement or partnership process.
- Work with local counterparts to develop the scope of construction works based on climate resilient, safely managed WASH Programme requirements, budget, and site assessment; define deliverables and partnership process.
  - Provide technical support to local counterparts to apply UNICEF norms and standards (child-friendly, accessibility, Environment and Social Safeguard, etc.) to construction projects, considering the local environment and available materials; verify if compliance with green building standards is required.
  - Review technical documents related to construction (design drawings, technical specifications, feasibility study documents, cost norms, and bills of quantities) in regard to the Government of Viet Nam's regulations and standards; verify whether they are clear, complete, and compliant to programmatic and construction needs, eco-efficiency and accessibility requirements; undertake the actions required to endorse these technical documents by relevant ministries.
  - Other tasks as required.

2.2. Monitoring of construction projects: Working with government counterparts to ensure effective construction execution and completion that involve project monitoring, quality assurance, site supervision, and handover.

*Same as section 1.1 above.*

### **Methodology**

The consultant will provide technical support to the relevant agencies and provinces through supervision, workshops, meetings, and field visits to the project sites in the provinces, including Dien Bien, Ca Mau, Bac Lieu and Soc Trang. The consultant will work closely with the UNICEF WASH team and relevant agencies on each aspect of the assignment.

### **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):

<b>Budget Year:</b> More information <a href="#">Section 4.5</a> <a href="#">Updates</a> 2023-2024	<b>Requesting Office:</b> CSDE/VCO	<b>Reasons why consultancy cannot be done by staff:</b> More information <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a> <i>As our support to safely managed climate-resilient WASH infrastructure is increasing and would require substantial technical support for reviewing and monitoring the design, budget plan and other technical documents as well as supervising the construction works in the field, there is a need for a consultant to provide technical support to national agencies and the project provinces to implement climate resilient WASH construction projects. Moreover, due to the high workload of the CSDE programme to rollout activities for both national and provincial levels for the first year of the new partnership phase, it is necessary to mobilize a National Construction consultant to enhance the CSDE's capacity to effectively respond to key commitments in the areas of climate resilient WASH programme.</i>
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both  <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment
<b>If Extension, Justification for extension:</b>  <div style="border: 1px solid black; height: 40px;"></div>		
<b>Supervisor:</b> WASH Officer - CSDE	<b>Start Date:</b> May 2023	<b>End Date:</b> 31 December 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	
<p><b><u>Task 1: Ongoing climate-resilient WASH construction project activities in the Mekong Delta provinces</u></b></p> <p><b>1.1. Monitoring of construction projects:</b> Working with government counterparts to ensure effective construction execution and completion that involve project monitoring, quality assurance, site supervision, and handover.</p> <ul style="list-style-type: none"> <li>Provide close monitoring of construction activities by undertaking regular site visits and conducting regular technical meetings, including joint monitoring with relevant Government technical services; follow up on progress for each activity per milestones and prepare site supervision reports to ensure work compliance with norms, standards, and timeline; verify quality and precautions on health and safety standards on the ground.</li> <li>Use effective monitoring and supervision tools to ensure easy assessment of works quality, progress, ESS application, and performance of engineering firms and construction companies during the entire duration of the project.</li> <li>Monitor payments/variations and compile records; monitor construction expenditures and progress /completion certificates; prepare and maintain relevant tables for each construction activity, prepare the final reports (performance evaluation and lessons learned).</li> </ul>	<p>At least 03 site supervision reports, including narrative progress, quality control &amp; assurance, financial and photographic reporting.</p> <p>01 final report (performance evaluation and lessons learned)</p>	<p>29 September 2023</p> <p>30 October 2023</p>	
<p><b><u>Task 2: Upcoming climate-resilient WASH construction project activities in Dien Bien province and Mekong Delta provinces</u></b></p> <p><b>2.1. Planning and design stage:</b> Working with government counterparts to conduct site assessments, review the design and technical documents (design drawings, technical specifications, bills of quantity, timelines and cost estimate), and monitor the procurement or partnership process.</p> <ul style="list-style-type: none"> <li>Work with local counterparts to develop the scope of construction works based on climate resilient, safely managed WASH Programme requirements, budget, and site assessment; define deliverables and partnership process.</li> <li>Provide technical support to local counterparts to apply UNICEF norms and standards (child-friendly, accessibility, Environment and Social Safeguard,</li> </ul>	<p>At least 02 need assessment or site assessment for new projects</p> <p>At least 02 review reports with recommendations</p>	<p>20 December 2023</p> <p>29 February 2024</p>	

<p>etc.) to construction projects, considering the local environment and available materials; verify if compliance with green building standards is required.</p> <ul style="list-style-type: none"> <li>Review technical documents related to construction (design drawings, technical specifications, feasibility study documents, cost norms, and bills of quantities) in regard to the Government of Viet Nam's regulations and standards; verify whether they are clear, complete, and compliant to programmatic and construction needs, eco-efficiency and accessibility requirements; undertake the actions required to endorse these technical documents by relevant ministries.</li> <li>Other tasks as required.</li> </ul>			
<p><b>2.2. Monitoring of construction projects:</b> Working with government counterparts to ensure effective construction execution and completion that involve project monitoring, quality assurance, site supervision, and handover.</p> <ul style="list-style-type: none"> <li>Provide close monitoring of construction activities by undertaking regular site visits and conducting regular technical meetings, including joint monitoring with relevant Government technical services; follow up on progress for each activity per milestones and prepare site supervision reports to ensure work compliance with norms, standards, and timeline; verify quality and precautions on health and safety standards on the ground.</li> <li>Use effective monitoring and supervision tools to ensure easy assessment of works quality, progress, ESS application, and performance of engineering firms and construction companies during the entire duration of the project.</li> <li>Monitor payments/ variations and compile records; monitor construction expenditures and progress /completion certificates; prepare and maintain relevant tables for each construction activity, prepare the final reports (performance evaluation and lessons learned).</li> </ul>	<p>At least 03 site supervision reports, including narrative progress, quality control &amp; assurance, financial and photographic reporting.</p> <p>01 final report (performance evaluation and lessons learned)</p>	<p>29 September 2024</p> <p>30 November 2024</p>	

<b>Minimum Qualifications required*:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Disciplines: Civil engineering, construction engineering, water supply and drainage engineering, architecture, or other relevant areas.		<b>Knowledge/Expertise/Skills required*:</b> <ul style="list-style-type: none"> <li>• A minimum of 10 years of relevant experience, at the national and/or international levels, in project monitoring, site supervision, quality assurance, and/or other directly-related technical fields is required.</li> <li>• Good understanding of GOV's regulations and standards in the construction field and WASH sector.</li> <li>• Practical experience in managing construction projects in Viet Nam. Any experience in climate-resilient infrastructure construction is an advantage.</li> <li>• Good analytical skill and negotiating skills.</li> <li>• Ability to manage and monitor the effective use of resources.</li> <li>• Ability to work with and influence local partners working on construction projects.</li> <li>• Fast learner, adapts and responds to change, tolerates ambiguity.</li> <li>• Fluency in English and Vietnamese is required.</li> </ul> Knowledge of another official UN language or the local language of the duty station is considered an asset.	
<b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b> A) Technical Evaluation: maximum 75 Points                      B) Financial Proposal: maximum 25 points 1.1 Educational background: 30 points 1.2 Relevant working experiences: 45 points			
<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</b> , seating arrangement identified: <input type="checkbox"/> IT and Communication equipment 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

**Remarks:**

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.