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AN ASSESSMENT OF CLIMATE-RESILIENT WASH SERVICES IN SOUTH ASIA

1. BACKGROUND AND JUSTIFICATION:

The current UNICEF Strategic Plan (2022-25) aims to promote the importance of climate resilient WASH services. In May 2020, UNICEF released programming guidance¹ on how to design, implement and monitor a strategic shift to climate-resilient WASH programmes. Consequently, country offices are expected to deliver climate-resilient WASH services for households, communities and institutions.

UNICEF's definition of climate-resilient WASH services states that services should consider ALL the following aspects:

- Risk analysis is considered to identify potential impacts of extreme weather events, and preventive measures are included;
- WASH services are reliable at all times, both during the year (i.e. during dry season) and during extreme weather events (i.e. during droughts/floods);
- Management/service delivery models are sufficiently robust to cope with crisis and ensure longer-term sustainability of the infrastructure;
- The impact of the system in terms of greenhouse emissions is considered and (when feasible) renewable energy sources are used.

In country office reporting, many countries are reporting that WASH services are climate resilient. However, it is unclear whether the above criteria and metrics are applied rigorously when reporting results and the extent to which the concept of climate resilience of WASH services is actually understood. There is a need, therefore, to ascertain current standards, assumptions and levels of understanding in the design, implementation and reporting of climate resilient WASH services, as well as to provide better guidance to country offices on the steps to be taken from the available climate science data to the identification of climate-resilient technologies and approaches, and the practical design of these.

2. OBJECTIVE:

The objective of this consultancy is to undertake an assessment of the resilience of WASH services (which have been reported as being climate-resilient) in relation to climate risks, to identify technical and programmatic shortcomings, and to formulate recommendations in relation to the identification and design of appropriate technical solutions and the measurement of climate resilient WASH services, strategic actions and opportunities for scaling up climate-resilient WASH services and programming.

3. SCOPE OF WORK:

The awarded company/organisation will be expected to assess the extent and variation of UNICEF country reporting on climate-resilient WASH services in South Asia, develop an assessment methodology to assess the degree to which WASH services are climate resilient, and develop a theory of change from assessment to solution identification and implementation. They will also be required to document and quantify findings related to the level of resilience and formulate recommendations in

¹ <https://www.unicef.org/media/109006/file/UNICEF-guidance-note-climate-shift.pdf>

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terms of improved programmatic processes, technical solutions, definitions, indicators and opportunities for scaling up climate-resilient WASH interventions.

Travel will be required to three countries to undertake field work and meet with UNICEF country teams and partners. While UNICEF country offices may assist with logistics and help to facilitate meetings and field visits, it is expected that the consultant will budget for all travel related costs within their proposal.

4. METHODOLOGY:

The methodology in the inception phase will consist of a desk study of climate-resilient WASH related literature and UNICEF CO internal reports, and development of field assessment methodology. This will be followed by field level assessments of the climate resilience of WASH systems and services, review of definitions and indicators, development of a compendium of relevant climate-resilient WASH technologies, and formulation of recommendations. It is expected that 30 days will be spent in the field (10 days per country) and the remainder will be spent working remotely.

5. ACTIVITIES, TASKS, AND EXPECTED TIMELINE

In collaboration with the WASH & Environment team of the UNICEF regional office for South Asia, the awarded company/organisation will be expected to:

- Undertake a scoping exercise to assess the extent and variation of internal UNICEF country reporting on climate-resilient WASH services in South Asia (over the period 2019 to 2022)²;
- Develop an assessment methodology to be applied at country level to assess the degree to which WASH services are climate resilient (at least three countries will be assessed to cover the main climate hazards facing the region);
- Develop a theory of change from assessment to solution identification and implementation.
- Identify appropriate countries and locations to undertake field assessments based on the programming context, climate hazards and WASH interventions.
- Document and quantify findings in terms of the resilience level of the assessed systems and services.
- Formulate recommendations in terms of improved programmatic processes/actions (highlighting which steps may have been missed and climate data sources to be used), identification and implementation of technical solutions, and opportunities for scaling up climate-resilient WASH interventions.
- Support the review of the definitions of a climate resilient water and sanitation service with recommendations on how to strengthen these.
- Support the development of indicators to be included in key national household surveys (including MICS or DHS) to assess household levels of vulnerability and resilience of climate change.
- Organise a dissemination workshop to share the outcome of the assessment.

² Current UNICEF annual indicators include measurement of the number of people provided with a climate resilient water service; a climate resilient sanitation service; solar powered water systems; the use of the Strategic Framework for WASH Climate Resilient Development; whether key WASH risks are reflected in key national climate plans/priorities; whether a climate rational has been developed for the sector.

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6. DURATION:

Four months 30 days will be spent in the field (10 days per country) and the remainder will be spent working remotely : 3 July – 3 November 2023

7. WORKING LOCATIONS:

Proposed countries for assessments: Nepal; Bangladesh; Pakistan

8. DELIVERABLES:

No	Deliverable	Estimated number of days required	Estimated Completion Date
1	<ul style="list-style-type: none"> Inception report detailing overall approach and methodology for the assignment, field assessment methodology, and theory of change from assessment to solution identification and implementation 	15	21/07/23
2	<ul style="list-style-type: none"> Three country-level field assessment reports documenting and quantifying the resilience level of systems and services, highlighting gaps in the approach and available data and other challenges 	36	30/08/23
3	<ul style="list-style-type: none"> Consolidated field assessment report 	4	05/09/23
4	<ul style="list-style-type: none"> Compendium of appropriate low-carbon climate-resilient WASH technologies suitable for the climate hazards facing the region 	15	29/09/23
5	<ul style="list-style-type: none"> Final report outlining recommendations for improved programmatic processes/actions, identification, design and implementation of technical solutions, review of the definitions and indicators, and opportunities for scaling up climate-resilient WASH interventions 	15	20/10/23
6	<ul style="list-style-type: none"> Dissemination workshop 	5	03/11/23
	Total	90	

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9. PROPOSED PAYMENT SCHEDULE:

No	Deliverable	Percentage of payment
1	Inception report	15% per cent of total contract value
2	Country-level field assessment reports and consolidated field assessment report	45% per cent of total contract value
3	Compendium of climate-resilient WASH technologies	20% per cent of total contract value
4	Final report and dissemination workshop	20% per cent of total contract value

The payment schedule must be based on completed deliverables. Payment terms 30 days net upon receipt of approved invoice.

10. CONTRACT SUPERVISION:

The contract will be supervised by: Regional Adviser, WASH & Environment, South Asia

11. QUALIFICATIONS AND EXPERIENCE REQUIRED:

The consultancy team should have proven expertise and a minimum of 10 years’ cumulative experience across the following areas:

- Climate science and a proven understanding of the impact of climate and environmental shocks and stresses on WASH services;
- Water, sanitation and hygiene programme design and service delivery;
- Sustainable, low-carbon and green WASH technologies;
- Field research related to climate resilience, adaptation and WASH;
- WASH data monitoring and indicator development; and
- Strong analytical and presentation skills and proven track record of field-level technical assessments.

12. APPLICATION AND EVALUATION PROCESS:

In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant vendors. The proposal obtaining the highest overall score after adding the scores

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for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

Each valid proposal will be assessed by an evaluation panel first on its technical merits and subsequently on its price. The weight allocated to the technical proposal is **70%** (i.e. 70 out of 100 points). To be further considered for the financial evaluation a minimum score of 49 points is required. Only proposals with a score of **49** or more points in the technical evaluation will be financially evaluated (i.e. the financial proposal will be opened). For further details and the distribution of points kindly refer to section 14. Evaluation Weighting Criteria.

The weight allocated to the financial proposal is **30%** as per the following: the maximum number of 30 points will be allotted to the lowest technically compliant proposal. All other price proposals will receive points in inverse proportion to the lowest price. Commercial proposals should be submitted on an all-inclusive basis for providing the contracted deliverables as described in the TOR.

The proposal(s) obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money and will be recommended for award of the contract.

The Technical Proposal should include but not be limited to the following:

- **Methodology**
Detailed Methodology / approach to requirement detailing how to meet or exceed UNICEF requirements for this assignment
- **Company Profile**
- *Ensure to include information related to the experience of the company as required (Copy of the company registration)*
- **References**
Details of similar assignments undertaken in last *three* years including the following information:
 - Title of Project and donor
 - Year and duration of project
 - Location
 - Scope of Project
 - Outcome of Project
 - Reference / Contact persons
- **Work Plan**
Proposed work plan showing detailed sequence and timeline for each activity and person days of each proposed team member
- **Team Composition**
Title and role of each team member. It is estimated that a team of 2-3 members will be required.

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- **CV's**
CV of each team member (including qualifications and experience)
Ensure to include information related to the qualifications and experience of each proposed team member as required.
- **Samples of publications and reports produced under similar assignments**
- **Any project dependencies or assumptions**

The Financial Proposal should include but not be limited to the following:

Bidders are expected to submit a lump sum financial proposal to complete the entire (as per instruction given under Section xx). In order to arrive at the lump sum, offer for a given sample size, the firm may work out the budget detail as below:

- **Resource costs**
Daily rate multiplied by number of days of the experts involved in the study.
- **Conference or workshop costs (if any)**
Indicate nature and breakdown if possible
- **Travel Costs**
All travel costs should be included as a lump sum fixed cost.
A breakdown of the lump sum travel costs should be provided in the financial proposal. Please note that i) travel costs shall be calculated based on economy class fare regardless of the length of travel and ii) costs for accommodation, meals, and incidentals.
- **Any other costs (if any)**
Indicate nature and breakdown
- **Recent Financial Audit Report**
Report should have been carried out in the past 2 years and be certified by a reputable audit organization.
- **MDM Form**

Full marks are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest price. Bidders are requested to provide a detailed cost proposal – Financial Proposal, factoring in all cost implications for the required services. A special discount or lower rates can be offered for this specific assignment, if applicable.

13. EVALUATION WEIGHTING CRITERIA:

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The ratio between the technical and financial criteria depends on the relative importance of one component to the other.

Cumulative Analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:

- Weightage for Technical Proposal = 70 %
- Weightage for Financial Proposal = 30 %
- Total Score = 100%

a. Technical Proposal:

The technical proposal should address all aspects and criteria outlined in this Request for Proposal.

The Technical Proposals will be evaluated against the following:		
REF	CATEGORY	POINTS
1	Overall response: <ul style="list-style-type: none"> • Completeness of response- mandatory (failure of submitting required documentation mentioned in the ToR lead to incompleteness) • Overall concord between RFP requirements and proposal 	5 5
2	Institutional Capacity (Company/key personnel/Individual Consultant): <ul style="list-style-type: none"> • Range and depth of experience (matching with the ToR requirements is must) • Samples of previous work (supplementing Request for Proposal is mandatory. Please attach the relevant samples with RFP) • References (of the agencies and personnel to be given clearly) • Key personnel: relevant experience and qualifications of the proposed team for the assignment 	10 5 5 5
3	Proposed methodology and approach: <ul style="list-style-type: none"> • Detailed proposal with main tasks, including sound methodology to achieve key outputs (Annex B has to be fully understood and reflected in the proposal) • Proposal presents a realistic implementation timeline 	30 5
Total Technical		70
Only proposals which receive a minimum of 49 points (70% of technical scores) will be considered further.		

b. Financial Proposal

The total amount of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited

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firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price, e.g.:

$$\text{Score for price proposal X} = \frac{\text{Max. Score for price proposal} * \text{Price of lowest priced proposal}}{\text{Price of proposal}}$$

Instructions for Financial Quote (Proposal)

Please prepare table of expected costing, below is an example of price tables

Description of Activity/Item	Proposed Person (Job title/function)	All-inclusive rate (Personnel)	No. of days proposed	Total Cost in NRs
1. Item 1:				
1.1 Personnel				
1.2 Other				
Subtotal Expenses:				
2. Item 2:				
2.1 Personnel				
2.2 Other				
Subtotal Expenses:				
2.3 Reimbursable Travel Cost*				
2.3. Other				
Subtotal Expenses				
3. Item 3:				
3.1 Personnel				
3.2 Editorial				
Subtotal Expenses:				
3.3 Reimbursable Travel Cost*				
Subtotal Expenses:				
Subtotal fixed cost:				
Subtotal reimbursable cost				
Grand Total**				