TERMS OF REFERENCE

Assessment of the Groundwater Mapping (More Water More Life) initiative

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. And we never give up.

Yet the current pace of progress for children will not get us to children-related SDGs targets. This, if left unaddressed, will leave tens of million children behind. Unprotected. Uneducated. Unfed. Unable to reach their full potential.

UNICEF Innovation

UNICEF has a 70-year history of innovating for children. We believe that new approaches, partnerships and technologies that support realizing children's rights are critical to improving their lives.

The Office of Innovation (OOI) is a creative, interactive, and agile team in UNICEF. We sit at a unique intersection, where an organization that works on huge global issues meets the startup thinking, the technology, and the partners that turn this energy into scalable solutions.

UNICEF's OOI creates opportunities for the world's children by focusing on where new markets can meet their vital needs. We do this by:

Connecting youth communities (or more broadly -- anyone disconnected or under-served) to decisionmakers, and to each other, to deliver informed, relevant and sustained programmes that build better, stronger futures for children.

- Provoking change for children through an entrepreneurial approach -- in a traditionally risk-averse field -- to harness rapidly moving innovations and apply them to serve the needs of all children.
- Creating new models of partnership that leverage core business values across the public, private and academic sectors in order to deliver fast, lasting results for children.

UNICEF's Global Innovation Portfolios

Matching Today's Challenges with Tomorrow's Solutions ensures that all investments we make in innovation fit with our global aim of ensuring that every child can survive, thrive and live and learn in a safe, inclusive space, and that innovation is applied to the most pressing problems faced by some of the most vulnerable children and young people. In line with the <u>Global Innovation Strategy</u>, UNICEF's innovation portfolio management approach aligns technical and financial resources to promising projects from across the organization that can accelerate results for children.

Through the development of UNICEF's Global Innovation Strategy, nine portfolio focus areas were identified: learning, water, sanitation and hygiene (WASH), maternal and newborn health, immunization, climate change, gender equality, humanitarian, youth, and mental health and psychosocial support. Through a problem-driven approach guided by the respective UNICEF Programme Groups (PG), each portfolio is committed to supporting the identification, development and scale-up of country-level innovative solutions, to meet the demands and priorities in line with and ultimately the attainment of related SDGs.

Each portfolio will contain solutions that use new approaches, tools and technology that address key problems UNICEF is trying to solve for and with children and young people, and that have potential to scale and significantly accelerate results. Innovation solutions within the portfolios are selected based on their potential to accelerate results for children across multiple countries and regions. There can be one or more

different categories (or types) of innovation in a portfolio, including *digital innovation*, *social innovation*, *data innovation*, *physical products, innovative finance* and *frugal innovation*.

WASH Portfolio

Universal access to basic sanitation services by 2030 is the goal, but the current annual rate of progress needs to be doubled to achieve that. The provision of safe water, sanitation and hygienic conditions play an essential role in protecting human health during all infectious disease outbreaks, including the current COVID-19 outbreak. UNICEF has identified problems that, if solved, will unlock faster progress. Innovation is key to co-creating new solutions to problems like lack of handwashing stations, leaks in water networks, climate-resilient sanitation services, remote monitoring of water or wastewater systems, remote sensing and other technologies for locating water sources in water scarce environments, fecal sludge management in humanitarian settings, absence of adequate sanitation products and accessible menstrual health information for women and girls.

More specifically, the WASH innovation portfolio aims at addressing the following four problems, out of which the groundwater mapping project addresses the second problem:

- 1. Access for vulnerable populations to resilient WASH services in emergencies How might UNICEF and partners best support vulnerable populations gain and maintain access to resilient WASH services in emergencies?
- 2. *Tackling foreseen climate change impact on WASH services delivery and access* How might UNICEF and partners best tackle foreseen climate change impact on WASH services delivery and access?
- 3. *Monitoring WASH service delivery* How might UNICEF and partners best monitor WASH service delivery?
- 4. *Shaping water, sanitation and hand hygiene markets* How might UNICEF and partners best shape water, sanitation and hand hygiene markets?

More Water More Life Programme

Achieving the SDG 6.1 of ensuring universal and equitable access to safe and affordable drinking water for all requires sustainable management of water services from catchment to consumers that promotes water for health, for climate and for regional cooperation. This means any development of water sources should consider its integrated nature to enhance a shared resource approach for community resilience and sustainability.

Drought is a major hazard affecting Eastern and Southern Africa (ESA) regions, resulting in water insecurity disrupting livelihoods, increasing risk of diseases, and causing food insecurity and even loss of life. Groundwater is the largest water resource in Arid and Semi-Arid Lands (ASALs) of the region, having the greatest potential for providing water security and socio-economic benefit. However, there are major deficiencies in knowledge and understanding of groundwater availability, quality, recharge, and how the resource can be sustainably utilized in the face of a changing climate. Due to the complex geology and hydrogeological context, borehole drilling success rates have generally been poor - with records from previous drilling campaigns using conventional hydrogeological survey methods recording a success rate of less than 50%.

In *More Water More Life (MWML)*, a new approach has been piloted in the Afar region in northern Ethiopia and southern region of Madagascar to map deep aquifers. This is planned to be scaled-up in Ethiopia and replicated in ASAL countries of Angola, Kenya and Somalia. The approach combines remote sensing technology, weighted GIS overlay analysis, hydrogeological mapping and geophysical surveying, which has significantly increased the success rate of borehole development. In this initial **phase**, water quality will be investigated alongside remote sensing and GIS analysis.

The objectives of the groundwater mapping project include:

- Regional investigation of groundwater flows and recharge characteristics in selected transboundary and incountry aquifers to inform groundwater potential, water quality, water security and water balance in project areas;
- Risk assessment and monitoring of groundwater abstraction in test wells to inform design of sustainable multi-village water schemes with a simulation of impacts and hazards; and
- Monitoring and analysis of water quality and groundwater dynamics to inform improved water abstraction techniques and sustainable management through catchment or basin level water governance and management approaches, such as the application of managed aquifer recharge (MAR), ensuring sustainable abstraction and multi-village water schemes.

Other products from the exercise, such as harmonized geological maps and socio-economic data and water demand maps are expected to inform development of long-term water supply master plans. Where completed, these will be made available to the contracted company. The exercise further informs delineation of localities with no or minimum groundwater potential so that strategies for alternative water sources (surface water development, rainwater storage, or conveying water from long distance / inter-basin transfers) are put in place. The project is also supporting the development of an online database for boreholes and hydrogeological data, which will improve geological and hydrological knowledge, and lead to improvements across the drilling sector. The project will lay ground for expansion of groundwater development in target countries (Angola, Ethiopia, Kenya and Somalia) by providing data and other related information demonstrating groundwater potential.

This project contributes to UNICEF's priority area of climate resilient WASH and addresses the climate change portfolio problem statement on integrating climate resilience in development and humanitarian services

General Objectives of the study

This study forms the basis for a longitudinal system that monitors the results of improved groundwater mapping on the water availability for target communities and documents evidence of impact. The study will also supplement evidence of impact with learnings around project implementation. The study will enhance the evidence base required to scale-up groundwater mapping in other areas, countries and regions through developing a framework and model, selection of target and comparison communities for the longitudinal study and collecting of desk-based and empirical evidence. It will document the risks and suggest the most viable mitigations and environmental safeguard measures for sustainability of the deep wells.

Specific Objectives of the Study

- 1. Develop a longitudinal tracker study system to continuously monitor the impact of improved groundwater mapping on water availability for target communities and populations.
- 2. Develop a framework and associated criteria based on initial desk-based and empirical evidence, to inform the selection of target and comparison communities for the longitudinal study.
- 3. Document early evidence of impact resulting from improved groundwater mapping.
- 4. Enhance the evidence base required to scale-up groundwater mapping in other areas, countries, and regions, by conducting a programmatic assessment of the feasibility, resources required, and the sustainability of the groundwater mapping initiative.
- 5. Assess and document the risks associated with the project and suggest viable mitigation measures to

ensure the sustainability of deep wells, including appropriate monitoring programmes

The findings of the study will be used to:

- serve as a basis of a longitudinal study to assess the benefits and impact of the groundwater mapping project;
- inform the development of a toolkit to support the scale-up of the MWML approach into other countries and contexts;
- guide OOI/ESARO and other regional offices to support acceleration and scale-up of groundwater mapping; and
- feed into corporate knowledge and evidence around WASH innovations.

Scope of Work

Step 1: developing a model/framework of result measurement

The contracted company will first develop a framework to measure differing effects of the groundwater mapping approach under the project, incorporating the longitudinal tracker.

Key result areas to be measured include:

- increased rate of successful drilling and hence improved access to water and programme efficiency, ultimately decreasing costs and allowing Government to deliver water services at scale;
- improved WASH services to the community and institutions (schools, health care facilities etc.)
- Long-term climate resilient water related plans (e.g., water master plans) and strategies for alternative water sources in areas where groundwater potential is low;
- strengthened community resilience to the impacts of climate change through improved access to safe water, even during droughts; and
- developed capacity of national stakeholders on data analysis to develop thematic maps from remote sensing products and integrate with existing geological, hydrological and existing borehole information to derive ground water occurrence maps.

This will be summarized in **Deliverable A: discussion paper with a results framework**. When developing a results framework, it is important to distinguish 1) what could be assessed through a desk review of maps developed through the groundwater mapping approach and those developed through existing approaches; and 2) what needs to be assessed on-site. For instance, the former would include indicators like the number of high potential sites validated in a certain area, proximity of identified high potential sites to community institutions and villages. This discussion paper on monitoring the impact of the innovative regional groundwater mapping project will also be used for consultation with national and sub-national government partners.

Step 2: selection of study location including comparison locations

In consultation with UNICEF country offices in Ethiopia and Kenya, the company will identify study locations where the new monitoring approach will be piloted. Based on the information of selected sub-national areas where the new approach is piloted including its land size, <u>climate</u>, population density, socio-economic information and water demands the company will expand on established sets of criteria and select comparison locations where traditional approaches were used. Considering the initial pilot of the groundwater mapping approach took place in Ethiopia, two sets of locations can be selected: i) out of initial

boreholes established in Phase 1 and earlier years of pilot; and ii) new locations identified in 2022 and 2023. Comparative sites using traditional approaches will be selected from both categories

Step 3: comparative study

Based on the measurement framework developed (Deliverable A), the company will carry out two levels of comparative study: i) a desk review using newly developed maps of selected sites in Ethiopia and Kenya; and ii) field visits of selected sites in Ethiopia focusing on the early pilot. This is a suggested set-up given that borehole drilling may not start during this phase of the tracker study. The field visits are only for the early pilot during this phase and is to be expanded to new sites in the next phase of the tracker study.

Preliminary findings of the comparative study of selected sites are to be summarized in a **field note/presentation deck (Deliverable B)** and shared before the full draft report. This should include climate change preparedness aspects, focusing on how the communities benefitted from the early pilot are faring with the prolonged drought, looking at water availability, functionality including the integrity of the pumps and management systems in place.

Step 4: lessons learned + scalability review

Step 4 focuses on documenting learning around project implementation. The following guiding questions the selected firm will capture lessons learned generated so far as well as assess scalability of the solution based on supply, demand and the enabling policy and regulatory environment. The findings of Step 4 may serve as a basis for the development of a toolkit for the scaling of the overarching approach.

The questions serve as an analytical framework following the three criteria – impact, innovation, and scalability – laying the foundation of focus for Global Innovation Portfolios, as illustrated.

The review questions (RQs) should build on the following suggested questions:

RQ 1. [Impact] To what extent is the MWML solution addressing the identified problems in the WASH portfolio achieving the intended outcomes, in the short, medium and long term?

- i. Does the solution have the potential to address the identified problem statement(s) without doing harm?
- ii. Does the solution have potential to positively impact millions of children & young people, including those most impacted by inequities? Does this solution have the potential to reduce inequity by addressing populations affected by extreme poverty, conflict, discrimination, exclusion or other factors?
- iii. Are there any particular countries or regions with more notable progress than the targeted project countries in addressing deep groundwater in the development context? If so, why?

RQ 2. [Innovation] To what extent is the solution innovative, making more impact than traditional approaches?

- i. Is the solution new? How new is the solution? Is it new to the country or to UNICEF?
- ii. Is there emerging evidence it can solve better than existing alternatives in and outside UNICEF?
- iii. If it solves identified problems better than existing alternatives in and outside UNICEF, what aspects of it exactly do so?
- iv. Is there emerging evidence that the solution has better return on investment than existing alternatives?
- v. Has the solution demonstrated viability (technical, financial)? How so?
- vi. Does the solution align with UNICEF's innovation principles?

RQ 3. [Scalability] To what extent are the solutions relevant, effective, appropriate and efficient to be accelerated/scaled-up as a regional/global solution?

- i. Is there a shared demand for this solution across countries and regions for a solution?
- ii. Does this solution have a sustainable and scalable business or operating model, which is appropriate to the maturity of the innovation?
- iii. Is the team able to support scale up? What additional skillsets and resources are needed to support scaleup?
- iv. In what contexts has scaling been undertaken to date and how has this impacted the results?
- v. What would it take to scale up within the country and beyond current pilot countries? What resources will be required?
- vi. Is the solution / team positioned to benefit from acceleration support?
- vii. What are the risks and limitations (financial, technical, capacity) involved in scaling the solution within and beyond the current pilot countries.

RQ 4. [Enabling environment] What enabled success for the solutions and what are key lessons learned/room for improvement? What lessons do we have for UNICEF's strategic direction, prioritization, programming, funding and implementation of innovation?

- i. What factors enabled or hindered successful implementation of the funded solutions?
- ii. How has the work been funded (Set Aside and others)? What are the strategic options for setting up a sustainable funding source/network to support scaling efforts?
- iii. What entry points/interventions have been most effective?
- iv. Who are the key partners governments, UN agencies, major donors, INGOs and NGOs to advance UNICEF's innovation agenda?
- v. What changes to UNICEF's WASH solutions are needed to continue best practices and resolve bottlenecks, in terms of UNICEF's culture and processes, contracting models, innovation mindset, etc?
- vi. how can the different parts of UNICEF work together better to identify, innovate and scale approaches? Is there potential for UNICEF to create a lead role on scaling this solution?

A study matrix with means of verification of each review question and sub-question should be included in the **inception report (Deliverable C)**.

An initial review of secondary data (both qualitative and quantitative) will focus on gathering and collating existing emerging evidence from country and regional offices. This will include progress reports of the Set Aside funding, CO situation reports, case studies, thematic reports, excerpts from monitoring and evaluation reports, newspaper articles and other media. UNICEF reports will be shared as available. The review of secondary data will lead to better understanding of what needs to be collected through primary data collection.

For questions not answered by exploring existing secondary data, primary data collection – namely, key informant interviews (KIIs) – is to be carried out. Primary data will fill the gaps identified in the secondary data review around the review questions. KIIs will be carried out at all levels – global, regional, and country levels (including the pilot countries). Where possible as part of country visits, these KIIs will be carried out in person. Remaining KIIs will be virtual. The exact number of interviews is to be defined and agreed during the inception phase. A suggestion is included in the below table.

Level	Function	No. of interviews
Global	HQ Programme WASH & OOI	5
Regional	Programme Advisors (WASH)	2
	M&E Advisors	2

Country (Ethiopia,	CO WASH/M&E colleagues, key government/water	~4 x 20
Somalia, Kenya	utilities/ NGO/private sector partners (institutional	
and Angola)	contractors - consulting companies and drillers)	
(National and sub		
national)		
-		

Country selection for key informant interviews will be agreed during the inception phase. The key points of these interviews will be incorporated into **Deliverable D: Field report including summaries of interviews and findings**.

Step 5: sharing of findings

In order to share findings, a **draft report (less than 30 pages; Deliverable E)** will be prepared provided to OOI, ESARO and the COs for review and comments. The report should also include recommended next steps for the subsequent phases of the tracker study. The results will be presented in **internal webinars** for OOI, ESARO and the COs (**Deliverable F)**. All written and verbal comments provided during the webinars are expected to be incorporated in the final report (**Deliverable G**); a **2-page summary brief** is also expected to be delivered after the webinars (**Deliverable H**).

Deliverables

To summarize, the study will produce the following deliverables:

- A. Discussion paper including a result framework
- B. Field note/presentation deck on preliminary findings from the early pilot
- C. Inception report
- D. Field report including summaries of interviews and findings
- E. Draft report (< 30 pages)
- F. Internal webinars to present and discuss key findings with a slide deck
- G. Final report (< 30 pages)
- H. 2-page summary document

Specific tasks	Deliverables	Timeline & Deadline
Develop a discussion paper including a model/ framework of result measurement	A. Discussion paper/ Results framework	2 weeks
Develop a field note/slide deck preliminary findings from the early pilot	B. Field note/ slide deck on findings from early pilots	2 weeks after deliverable A
Finalize the review questions, develop methodologies to be used, and develop a review matrix	C. Inception report	2 weeks after deliverable B
Selection of study location including comparison locations and carrying out desk reviews/field visits for comparative study and scaling assessment	D. Field report including summaries of interviews and findings	10 weeks after deliverable C

Prepare a draft report	E. Draft report	6 weeks after deliverable D
Based on the draft report, share and present report during validation exercises in regional and global webinars	F. Regional/ global webinars & slide deck	2 weeks after deliverable E
Incorporate comments and feedback based— and deliver final report; 2-page summary brief	G. Final report & H. 2-page summary document	2 weeks after deliverable F

UNICEF responsibilities

UNICEF will be responsible for providing the contractor with the necessary background information. UNICEF HQ and relevant Country Offices (COs) will support engagements with contacts and appropriate key informants. UNICEF COs will also ensure that the contractor has access to all necessary country level data and information.

Qualifications or Specialized Knowledge/Experience Required

To be considered for this contract, the team of the institutional contractor should be composed of at least three key members with the qualifications in the table below.

One (1) Team Leader	Postgraduate qualifications in a related field such as public health, environmental science, or international development is required. At least 10-12 years of experience working in WASH programs, preferably in developing countries, and with experience in managing and leading evaluations. Experience in conducting reviews or evaluations of innovation programmes, ideally experience in deploying innovative, participatory, and other non-traditional monitoring and evaluation methods in development contexts						
	Experience conducting qualitative research (including key informant interviews) analyzing large quantities of data/documents and synthesizing them						
	Experience with experimental methods						
	Experience working with the UN system, NGOs, governments in the development/humanitarian context.						
Technical Reviewer	Post graduate qualifications in water and sanitation (WASH), with preferred background in hydrogeology, geology, <u>remote sensing</u> , underground water / deep aquifers exploration and groundwater abstraction technologies						
	At least 10 years of relevant working experience in the subject matter, including WASH innovation						
	Strong analytical background including planning for and conducting analytical exercises, including experience with GIS and satellite data analysis						
Reviewer	Post graduate qualifications in water and sanitation (WASH), International Development/Health, Social Policy, Social Innovation, or related fields.						
	At least six years of professional experience in monitoring and evaluation of development/humanitarian projects						

In addition, preference will be accorded to institutional contractors with team members who have Groundwater exploration experience, particularly in providing technical quality assurance on GIS, hydrological, geological, and geographical studies, preferably in Sub-Saharan Africa

Other qualifications: To qualify as an advocate for every child your expert (s) will have...

- Experience in working with multiple countries and with multiple stakeholders an asset.
- Excellent written English and verbal communication skills required.
- Experience with processing large amounts of information and synthesizing it
- Strong interpersonal and networking skills. Ability to work collaboratively in a team and in a diverse work environment.
- Knowledge, experience in working with UN institutions, governments (at all levels), philanthropic foundations, international and local NGOs or civil societies is an asset.
- Working knowledge of another UN language (Arabic, Chinese, French, Russian, Spanish) an asset.
- Familiarity with UN Procedure on sustainable procurement.
- Bidders being aware, having a policy, and implementing to the extent possible in order to reserve a minimum portion of contracted labour opportunities for women, traditionally disadvantaged groups (e.g. youth, disabled and indigenous) and local communities is an asset.
- Bidders are aware of environmental requirement and have internal policies and adhere to internal policies

UNICEF Procurement policies:

UNICEF is committed to making a measurable contribution to the achievement of the SDGs through sustainable procurement.

Location and Duration

The contract is expected to begin in June 2024 and continue for approximately 26 weeks, plus an estimated 1 month buffer to run until 31 January 2025. The indicative schedule of the assignment is listed in the table above 'Deliverables'.

The vendor will be expected to work from its own offices and to utilize its own resources and consumables. The vendor will not have access to any UNICEF resources or workspace. Majority of the work will be conducted virtually – including meetings, presentations, and development of the reporting and deliverables as agreed upon between Vendor and Project team.

Travel should be considered as follows, and the vendor must include an estimated budget line in the financial proposal to cover for related costs.

- One working week trip to Nairobi, Kenya
- One working week trip in Addis Ababa, Ethiopia
- One working week trip to Nairobi, Kenya for workshop delivery
- One working week in Copenhagen, Denmark

Note: Actual locations and duration may change.

All travel and the related budget should be pre-approved by UNICEF. For agreed travel, the Vendor will be responsible for administering its own travel and will be responsible for all travel costs - flights, daily subsistence allowance, etc. Travel expenses will be reimbursed separately upon presentation of receipts based on actual cost as per UN rates (http://icsc.un.org/rootindex.asp or and/or https://icsc.un.org/Home/DailySubsistence), whichever is lower. ICSC DSA of special hotels will not be applicable. Travel expenses shall be calculated based on economy class travel, regardless of the length of travel, and costs for accommodation, meals, and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).

Reporting Requirements

Below is a list of the reports to be prepared during the assignment. These must be submitted electronically (file format: "pdf") to the relevant UNICEF team members.

- A. Discussion paper/ Results framework
- B. Field note/ slide deck on findings from early pilots
- C. Inception report
- D. Field report including summaries of interviews and findings
- E. Draft report
- F. Regional/ global webinars & slide deck
- G. Final report
- H. 2-page summary document

Project Management/Contract Supervisor and other stakeholders

Esther Shaylor, Innovation Manager, of the Sustainable WASH Innovation Hub, will oversee the institutional contract, and the wider Sustainable WASH Innovation Hub team plus focal points in the Office of Innovation and UNICEF WASH Programme Group, other divisions, and Regional and Country offices will be engaged and give inputs as required.

Payment Schedule

Fees shall be calculated based on the days offered to complete the assignment and shall be considered the maximum compensation as part of a lump sum contract. No additional fees shall be paid to complete the assignment. Payment will be made upon submission and approval of satisfactorily completed deliverables.

Evaluation of the proposals

Proposals will be reviewed following a three-step process:

- 1. An initial administrative check for completeness and compliance
- 2. Technical evaluation (70 points)
- 3. Evaluation of financial proposal (30 points)

The evaluation will be carried out by UNICEF in accordance with UNICEF's regulations, rules, and practices and all determinations are made in UNICEF's sole discretion.

Proposals will first be reviewed for their completeness in terms of the information requested in the ToR and their compliance with its requirements. Only proposals that successfully pass the administrative check will be subject to technical evaluation.

The Evaluation Team will then reviews the technical aspect of the offer followed by the review of the financial offer of the technically compliant vendors.

Technical Evaluation Criteria	Points
Technical Evaluation Criteria Points	70
Overall Response	18
Completeness of response; overall concord between RFP requirements and proposal	

Proposed Methodology and Approach	22
The proposal demonstrates excellent technical competence, with a detailed methodology demonstrating an understanding of the techniques being used in the project. This methodology should include (but not be limited to) an outline of how the review questions will be addressed, potential challenges anticipated, risks to the assessment (including mitigation strategies) and a plan (Gantt chart or similar) for completion including allocated resources.	
Experience and qualifications of proposed team	25
Experience and qualifications of proposed team members as per ToR including:	
Education and qualifications in water and sanitation (WASH), with preferred background in hydrogeology, underground water / deep aquifers exploration	
Strong analytical background including planning for and conducting analytical exercises, including experience with GIS and satellite data analysis	
Previous experience in undertaking hydrogeology, technology and scalability assessments across several countries and/or globally	
Team members with more than five years' experience in: hydrogeology (including modeling); data analysis (including GIS and remote sensing); development of water supplies; emergency/ humanitarian contexts; private sector engagement and development/ review of national water strategies	
Sustainable Procurement Criteria (refer Appendix 2)	5
Financial Proposal	30
Total	100

The minimum required qualifying score at technical is 49 (70% of 70) points.

Technical proposals **<u>must</u>** include (but not limited to):

- A technical proposal that includes a brief cover letter and an understanding of the assignment.
- Based on the proposed timetable laid down in the TOR, a proposal of the detailed methodology, tentative work plan, and schedule.
- Updated profiles/ CVs of the team members listing similar experiences/assignments and highlighting those focus areas of work.
- Example of similar projects done and at least three references from a previous vendor
- Filled and signed Appendix 1. Institutional Profile Answer Sheet
- Filled and signed Appendix 2. UNICEF Procedure on Sustainable Procurement

Financial Evaluation:

The Financial Proposal should be prepared in the Financial Proposal Template (Annex C) provided with the RFP document. The proposals will be evaluated only for those offers that meet the minimum passing grade in the technical evaluation.

The Price Proposal shall include a cost breakdown for the work phases as per the TOR, detailing the types of roles proposed and days required, estimated travel cost and any other cost elements deemed relevant.

The calculation of fees should indicate the all-inclusive cost in US dollars and an estimate of the time-effort to be allocated for the services, expressed in number of working days by designation of staff performing the service and their fees per working day. Estimates for other items required (e.g. Travel), must be detailed and listed separately.

All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.

The financial proposals will be graded on a scale of 0-30. The highest number of points will be awarded to the contract with the lowest financial value. Other financial proposals will be scored on a relative scale, with points determined based on the percentage of difference with the lowest score.

The total score for the financial offer (TS_{FO}) will be calculated in the following manner (rounded to one decimal):

$$TS_{FO} = \frac{Lowest \ offer}{Actual \ Offer} \times 30$$

The total combined score (TS) for the proposal will then be calculated by adding the scores for the technical and financial proposal.

Award Recommendation

The proposal obtaining the highest cumulative score after adding the scores for the technical and financial offers will be considered as the most responsive proposal. The proposal that offers best value for money and is in the best interests of UNICEF will be recommended for award of the contract.

Assessment of the Groundwater Mapping (More Water More Life) initiative								
Name of								
Institution								
Principal	Address:							
Address and	Telephor	Telephone:						
contacts	E-mail:							
	Website:							
	Contact I	Person:						
	UNGM A	.ccount nur	mb	ber:				
Addresses of other offices (if any) If your institution	Address:			Address:	Address:	Address:		
has additional offices, please list them on a separate sheet in the offer								
Are you applying in partnership with another institution?	YES	□ NO	ŀ	f "Yes", please provid	le name:			
Country Experience (check all that apply)	□ Kenya and/or Ethiopia			□ Other Horn of Africa countries (Specify)	□ Other fragile states with water insecurities (specify)			
Languages in	in 🗆 English Geographic	Geographic	□ Latin America and The Caribbean					
which service	Frence	า	C	coverage areas	ge areas			
can be	(check all th			check all that	Eastern and Southern Africa			
check all that		se	a	арыя)	□ South Asia			
apply and			1					

please indicate	□ Arabic			□ Eastern and Central Europe			
others if	□ Russian			□ East Asia and the Pacific			
relevant)	□ Other	(specify)		□ Middle East and North Africa			
				□ New York/ Copenhagen/ Geneva			
Does your	□ Yes	🗆 No	If yes, how many?	□ < 20			
institution				□ 20 – 50			
maintain a				□ > 50			
experts?							
Does your	□ Yes	□ No	Does your				
institution have			institution have				
experience in			the capacity to				
working in			work in emergency				
contexts			contexts?				
Expertise in	I I I I						
Project Team	□ GIS analysis □ GIS mapping □ Financing □ Hydrogeology						
	□ Geoph	🗆 Geophysics 🛛 National WASH Strategies 🗆 Socio-economic analysis					
	□ Humanitarian response □ Policy development □ Scalability						
	□ Innovation scaling						
Name and title	Name: Signature						
of authorising							
officer							
	Title:			Date:			

Appendix 1 must be duly completed, signed and returned with the Technical Proposal.

Appendix 2 - UNICEF Procedure on Sustainable Procurement

The UNICEF Procedure on Sustainable Procurement is one of UNICEF's responses to the Sustainable Development Goals (SDGs) particularly Goal 12 – "Ensure Sustainable Consumption and Production Patterns" and its target 12.7 – "promote public procurement practices that are sustainable, in accordance with national policies and priorities". Sustainable procurement encompasses three pillars – economic, environmental, and social. Bidders are encouraged to read <u>Sustainable procurement procedure</u> (UNICEF Supply Division).

Each box below has been assigned with 1 point. Last box has been assigned with 2 points. If applicable, please checkmark the box for the following:

□ Has your company made a commitment to economic pillar (example: policy/ SOP to inclusion of local resources to develop local economy in area of work, including small businesses and businesses owned by marginalized groups). Please provide relevant policy / certification / SOP to evidence the claim.

□ Has your company made a commitment to social pillar (example: policy/ SOP to protecting human rights and labour issues (workers' rights), inclusion of persons with disabilities and gender in the work force). Please provide relevant policy / certification / SOP to evidence the claim.

□ Has your company made a commitment to environmental pillar (example: policy/ SOP to minimize the impact on environment from purchasing, reduction of wastage, reduced CO2 emissions etc.). Please provide relevant policy / certification / SOP to evidence the claim.

□ Please explain how you plan to integrate sustainability measures in the execution of the contract, if awarded to you (250 words):

Appendix 2 for SDG Goal 12 and its target 12.7 must be duly completed, signed, and returned with the Technical Proposal