

Terms of Reference (ToR)

Project Title	Rehabilitation for Water Systems in Northern Rural of Aleppo			
Purpose	The project is aimed to rehabilitate two drinking water supply systems in in Northern Rural of Aleppo governate with the safe drinking water alongside emergency rehabilitation for the water distribution network in the community to ensure that all population are having improved access to safe drinking water			
Location	Governorate	District	Sub-District	Community
	Aleppo	Al Bab	Al Bab	Al Bab
		Afrin	Bulbul	Qotan
		Afrin	Raju	Meidan Ekbis
		Afrin	Ma'btali	Jazruniyeh
		A'zaz	Mare'	Mare'
A'zaz		Aghtarin	Aghtarin	
Duration (intended)	6 months for implementation and 6 months for Defect Liability Period (Detailed duration for each lot is given under section 11)			

Section	WASH
1. Definitions, Acronyms & Abbreviations	<p>UNICEF: United Nations Children’s Fund</p> <p>SCO: Syria Country Office</p> <p>AFO: Aleppo Field Office</p> <p>The contractor: is a successful bidder that provides services with terms specified in this TOR (Terms of Reference) and the Tender Documents</p>
2. Overall Project Objective	<p>Vulnerable People of targeted communities and surrounding villages are ensured with improved access to safe and adequate quantity of drinking water.</p> <p>The intervention will benefit at least 109,000 people from the host community population alongside the returnees from the IDP camp in northern rural of Idleb Governorate . 65% of the end-cycle beneficiaries are from the women and children.</p>
3. Background	<p>The crisis in Syria passing through its twelve year has resulted in extensive destruction of public and private infrastructure across the country. According to a conservative estimate, more than 5 million Syrian have taken shelter in neighboring countries and beyond and there are 6.5 million people, including 2.8 million children, displaced within Syria, which represents the biggest internally displaced population in the World.</p> <p>Prolong conflict has taken its toll on public infrastructure and Water & Sanitation facilities. Water and Sewerage facilities have been severely damaged across Syria.</p> <p>With the stability restored in targeted areas, UNICEF WASH section decided to engage in long-term sustainable restoration and repair of water and sanitation facilities in affected areas.</p> <p>UNICEF has been providing WASH emergency related services such as construction of emergency toilets, bathing facilities for IDP’s, emergency repair of water pumps in various governorates, etc. Moreover, UNICEF WASH section aims to provide universal and equitable access to safe and affordable drinking water as well as access to adequate and equitable sanitation and hygiene for all Syrians. UNICEF WASH section is intending to restore/repair the damaged pump stations in rural Idleb to provide basic services to the existing population of Idleb and to the returnees displaced during the conflict.</p> <p>UNICEF is planning to hire the services of a Contractor as part of the water supply systems restoration project in Aleppo governorate specifically in targeted communities which provide water for the related villages which are benefiting from the targeted water stations.</p>
4. Specific objectives	<p>Population of targeted communities and surrounding villages will have access to reliable, equitable & sustainable water services.</p> <p>Completion of the project will also improve the living environment for the people and mitigate the risk of public health in the communities.</p> <p>Encouraging the people to return to their houses in these newly areas.</p> <p>Support Idleb Water Establishment in rehabilitation and restoration of water facilities.</p>
5. Scope of works	<p>The services of the contractor will be procured through UNICEF competitive bidding procedure and the selected contractor will be responsible for the implementation of works as per specifications and agreed rates for each item of works.</p>

	<p>The purpose of this Request for Proposals (RFP) is to enter into a contractual agreement with a successful bidder and select a suitable contractor to carry out the following work:</p> <p>Main Civil, Architectural and Lightening works:</p> <ol style="list-style-type: none"> 1- Execution of excavations of any kind of soil, supply and implementation of backfill works, supply and cast reinforced concrete and cast plain concrete and insulation layer. 2- Supply and install of floor tiles, blocks, removal of demolished parts on the site, polishing, internal/external plaster, Tyrolean spray, plastic paint, steel framework, glasses and colored aluminum works. 3- Provide and install a porcelain washbasin, porcelain Arabic toilet, tubes, copper valves, salt-water drainage pipes, polypropylene pipes, manholes and water metal tank. 4- Supply and install lighting points, sockets, waterproof LED lights, electrical panels and copper electric cables. 5- Rehabilitation and maintenance for the water tank, water pumping station and the facilities in the water station location. 6- Replacement for the water pumping transmission line between the water station and the main water tank in from HDPE. 7- Rehabilitation for main water network lines inside the community including provision for the required valves, connections and accessories. 8- Rehabilitation for the water reservoir, tank, civil structure of the water station and the fence. <p style="color: red;">The contractor should be aware of the general conditions usually applied for this kind of works according to the prevailing industry standards & water authority standards and Specifications.</p> <p>Main Mechanical and Electrical Works:</p> <ol style="list-style-type: none"> 1- Supply, Installation for cables and connections of between power source and panels of the pumps 2- Providing, installing, connecting and operating a diesel power generating set with a various capacities 0.4 kV voltage, with everything necessary. 3- Supply, installation and operation of PV Solar system to operate the rehabilitated water station. 4- Supply, installation and operation of submersible, horizontal boosting pumps with related accessories such as panels, valaves,cables..etc. <p style="color: red;">Note: The contractor should be aware of the general conditions usually applied for this kind of works according to the prevailing industry standards & water authority standards and Specifications. The Contractor shall mention any additional items or precautionary measures that he deems necessary for the Operation of the pumping station.</p>
<p>6. Deliverables</p>	<p>The key deliverables of this assignment are as follows:</p> <ul style="list-style-type: none"> • Deliverable 1: All equipment/materials and activities related to civil works as presented in the BoQs are completed and installed properly. • Deliverable 2: All Electrical supplies and materials as presented in the BoQs (Generators, panels provision) are delivered to site location in good condition, installed completely and functioning properly. • Deliverable 3: All Mechanical supplies and materials as presented in the BoQs (Pumps provision/maintenance, valves, galvanized pipes, water meters) are delivered to site location in good condition, installed completely and functioning properly. • Deliverable 4: All PV Solar System supplies and materials as presented in the BoQs for the transmission line between the water station and community are delivered to the site location in good condition, installed completely and functioning properly. • Deliverable 5: All works, supplies and material which are related to the maintenance of the water network inside the community is delivered, installed, completed, tested and functioning properly. • Deliverable 6: Testing and commissioning is completed and report documented, all required and specified documentation for the project at all stages are established, updated and shared timely by the contractor and submitted to UNICEF in the required formats, times and documents.
<p>7. Performance Indicators</p>	<p>7.1. General</p> <ol style="list-style-type: none"> 7.1.1. Materials and works are provided as per requested qualities, quantities, timelines, and prices as per the BoQs needed, the quoted prices in the tender and the signed contract. 7.1.2. Project progress according to the time plan, weekly progress rate, daily progress achievement and monthly progress. 7.1.3. Construction site meetings are held every month (up to WASH officer, daily, weekly, bi-weekly, monthly) and based on the needs can be bi-weekly and as requested by UNICEF and attended by the contractor, including his provision of all information, data, construction monitoring and progress reporting and documentation.

	<p>7.1.4. Construction progress and project documentation are set up by the contractor as per the requirements in the tender documents for this project and always sent in proper formats and times to UNICEF (reports, photos, equipment and material certificates and documents, GPS coordinates, etc.).</p> <p>7.1.5. All required and specified documentation for the project at all stages are set up, updated, and shared promptly by the contractor and sent to UNICEF in the required formats, times, and documents.</p> <p>7.1.6. The performance tests for the used materials/implemented activities are matched with Syrian/international standards.</p>
<p>8. Insurances & guarantees</p>	<p>8.1. It is the contractor's responsibility to ensure that all insurances, securities, and guarantees are extended to cover the entire contract period, as per national rules, laws and regulations and UNICEF contract conditions.</p> <p>8.2. Reference to articles and General Terms and Conditions (attached to the tender/bid documents).</p>
<p>9. Implementation & Responsibilities</p>	<p>9.1. Implementation process</p> <p>9.1.1. Within 72 hours after receiving the notification from UNICEF SUPPLY, UNICEF WASH (Water Sanitation and Hygiene) AFO and field facilitators will coordinate with relevant actors on the ground and notify the contractor to start the work will coordinate with relevant actors on the ground and notify the contractor to start the work.</p> <p>9.1.2. Contractor should mobilize and get key resources within 1 week to begin work at site after receiving notification from UNICEF/ responsible Section.</p> <p>9.1.3. The contractor should plan and carry out joint site/systems visits with UNICEF and the relevant authorities for the knowledge of the site, the actors, knowledge of the infrastructure and equipment existing, and the gaps, specifications, and agreement on the works (as per BoQs and items, but as verified and assessed on site and requested/cleared by UNICEF), approaches, timelines, coordination, frequency of construction meetings, reporting, etc.</p> <p>9.1.4. The contractor should get the needed equipment and materials, arrange equipment, and provide the required guarantees of quality, technical specifications, logistical, financial, and other relevant supportive documents, as specified in the respective ToR section and as required by Syrian law, rules, and regulations and as per international current best practice and quality standards and regulations. UNICEF WASH officer and Water Board site engineer will verify the quality of the equipment.</p> <p>9.1.5. The contractor should provide the technical staff needed to conduct the activities in the BoQs, UNICEF has the right to accept or request sufficient ability to ensure the quality of work is met.</p> <p>9.1.6. All tests needed for the rehabilitation works must be conducted by the contractor and get approval from UNICEF.</p> <p>9.1.7. All payments will only proceed after verification on-site by the UNICEF WASH Section and after having received, verified, and approved all relevant documentation linked to the work realized as stated in the tender/bid documentation and ToR in the relevant sections (such, but not limited to photos of the executed works, GPS coordinates, operation, and maintenance manuals for all equipment, infrastructure, and materials, submitted and verified plans of executed works, documentation and proof of successful and sound operation of the networks.</p> <p>9.1.8. Upon completing the works on site, the contractor should send reports to UNICEF for approval and endorsing the technical reports and supportive financial documents to go ahead with the payment</p> <p>9.2. Contractor responsibilities - <i>minimum requirements and not limited to</i></p> <p>9.2.1. General</p> <p>9.2.1.1. The contractor is encouraged to have voluntary take part in the Pre-Bid Visit.</p> <p>9.2.1.2. The contractor should provide and assign a qualified and sufficiently experienced engineer/technical person to organize and supervise the work on the ground. Female engineers who meet the technical requirements are preferable.</p> <p>9.2.1.3. The contractor should establish, maintain, and operate a clear/smooth grievance mechanism for workers.</p> <p>9.2.1.4. The contractor should provide all needed services for the project during the construction period (water, pumps, electricity, tools, personnel, consumables, etc.) at his expense. All such costs are to be included in the unit prices quoted for the project as per the BoQs. The contractor must not claim any additional cost and no additional payments will be made by UNICEF.</p> <p>9.2.1.5. All work and activities are to be conducted and implemented as per the BoQs, technical specifications and project plans as per the tender documentation. UNICEF WASH Officer can manage requests and allow modifications and changes in scope of work, type and quality of materials, locations, etc. Any change of work and activities will have to be requested in writing by the applicant (contractor, authority, etc.) and approved by the UNICEF WASH Section prior to any related work/activities/procurement. No other actor, authority or entity may request any work, materials, activities, or changes of scope from the contractor.</p>

- 9.2.1.6. The contractor should provide the breakdown of cost for the items in the BoQs in case requested by UNICEF, prior to implementation of the contract.
- 9.2.1.7. In case of variation and/or unforeseen works during the implementation, the Contractor should report to UNICEF WASH Officer for verification & approval ahead of carrying out the works.
- 9.2.1.8. Upon request and in coordination with the UNICEF WASH Officer, the contractor should be prepared to secure the transfer/transport of supervision staff of consultant partner/counterpart/Water Establishment to/from the project site.
- 9.2.1.9. The contractor is required to compile and print the related drawings, BoQs & designs, encompassing all relevant technical data and maintenance catalogs. This documentation must be delivered to the UNICEF WASH officer for subsequent handover to the Water Establishment.
- 9.2.1.10. The bidder is required to provide all catalogue, data sheets, technical documents related to the items as mentioned in ToR, and the technical condition book. All items must adhere and inline fully with the required specs without any variance and no tolerance is allowed. In case of failure to submit any of technical documents and/or not matching the specs in any of items, the offer will be reject entirely.

9.2.2. Bill of Quantities - BoQs

- 9.2.2.1. The Contractor shall be deemed to have visited the site of works & to have acquainted himself/herself with the type and scope of work required to be carried out by the Contractor.
- 9.2.2.2. The Contractor shall also be deemed to have read and examined the Terms of Reference, Specification, Drawing and all other relevant documents before completing the Bills of Quantities.
- 9.2.2.3. Unless otherwise indicated, the prices and rates entered in the Bills of Quantities shall be deemed to cover and include provision by the Contractor of all materials & labor and shall allow for all and every expense and for all work not specifically described or which may be incidental, contingent or deemed necessary by the Contractor for completing and maintaining the works in strict conformity with the Terms of Reference, Specification, Drawing and other terms of Contract.
- 9.2.2.4. The contractor should provide materials, work and everything needed to complete the work in every part and detail. The work includes provision, installation and commissioning of all components and their accessories and everything needed to ensure proper performance.
- 9.2.2.5. Prices for all materials and other parts used in the works shall include delivery to site and all site handling, storing and transport.
- 9.2.2.6. No alterations or modifications in the design of the equipment or part thereof shall be allowed without the written approval of DWE & UNICEF. In case such approval is granted it will not relieve the Contractor from his responsibilities under the Contract.
- 9.2.2.7. All Electro/ Mech. Equipment, spare parts, replaceable parts, tools, & Materials delivered by the Contractor for the purpose of the Contract shall be brand new and of the best quality.
- 9.2.2.8. Details of works involved items of overhaul, repair & maintenance for Electro. /Mech. Equipment appearing in the Bills of Quantities shall include all the work, serve the intended purpose and shall ensure proper operation of the unit being overhauled, repaired and maintained.
- 9.2.2.9. In terms of repairing & maintenance works for any item linked to the BoQs; it should include the provision of materials and works and all that is required to make the job complete in every part and detail to overhaul, repair, test and operate the item.
- 9.2.2.10. The quantities in BoQs are estimated and may be changed according to the need on the ground without any change in the unit price.

9.2.3. Visibility

- 9.2.3.1. The Contractor should provide and install a project identification board mounted on a solid metal stand made of FLEX material with dimensions of 150*150 cm and a solid iron frame upon starting the project implementation, printed with information specified by the WASH Officer.
- 9.2.3.2. The Contractor should provide and install a project identification board made of crystal material with dimensions of 150*200 cm and a solid aluminum frame and printed according to the model specified by the WASH Officer.

9.2.4. Communication & Reporting

- 9.2.4.1. The contractor will let UNICEF know 24 hours earlier to allow the verification of the quality of equipment and materials, before going ahead with procurement and the work.
- 9.2.4.2. The contractor should let UNICEF know in writing (or by e-mail) at once in case of any problem, uncertainties, interferences, etc. arise so that UNICEF can provide guidance before actions are taken on the ground by the contractor (except small scale unforeseen emergency actions to prevent accidents, damage, losing of materials and equipment, etc.).

- 9.2.4.3. The contractor should provide UNICEF with the needed reporting, equipment, product and material, training and operation documents as specified in the relevant section of the General Conditions, Specific Conditions, ToR, and other documents of the tender/bid.
- 9.2.4.4. The contractor is responsible to track/document any/all project changes/modifications (only if and as prior approved by UNICEF WASH section in writing (or by E-mail)), to be able to submit to UNICEF at the end of the project the relevant plans and drawings "as built" - as per the requirements stated in the ToR/tender/bid requirements/documentation for all infrastructure and equipment.
- 9.2.4.5. The contractor should assure minimum communication skills, understanding and writing in English and Arabic. All project reports and relevant final documents are to be provided in English and Arabic in soft and hard copies.

9.2.5. Quality Control

- 9.2.5.1. The contractor should ensure the implementation according to the applied general and special technical specifications as in the relevant tender/bid documents required/ordered.
- 9.2.5.2. The contractor should conduct according to national requirements and minimum international standards all tests stipulated in the project conditions, material requirements and technical specifications of the tender/bid at his costs and expenses.
- 9.2.5.3. Any such costs are to be included in the unit prices and relevant sections of the BoQs and tender documentation. UNICEF will not pay any added costs for any such test, activities, work materials and equipment.
- 9.2.5.4. The contractor is obliged to provide all documents, tests, certificates, that prove that the delivered items are brand new, imported recently, and cleared from customs and tax alongside the waybill, packaging list and certificate of origin of the delivered items.

9.2.6. Operation & Maintenance Services

- 9.2.6.1. The Contractor should set simple/clear Standard Operating Procedures (SoP), safety & step-by-step instructions to support the operators carry out routine operations and required maintenance, as specified in the book of the technical conditions.
- 9.2.6.2. The Contractor should conduct the required O/M professional (practical) trainings, to ensure a smooth Water Station operation (on/off), preventive maintenance, and troubleshooting, as specified in the book of the technical conditions
- 9.2.6.3. Providing the required spare parts as mentioned in the BoQs and, in the book of the technical conditions
- 9.2.6.4. The time required for Operation & Maintenance Services should be specified in the book of the technical conditions depending on the degree of the station 's complexity.

9.2.7. Actions during the Defects Liability Period - DLP

- 9.2.7.1. The contractor is obligated to conduct regular maintenance compelled to any defects, ensuring the equipment's optimal functionality. This includes providing necessary operational training to the Water Establishment staff.
- 9.2.7.2. The contractor must provide detailed reports and remain readily available for consultation.

9.2.8. Health, Safety & Environment (HSE)

- 9.2.8.1. One of the company's staff should act as an HSE officer for each project's site, with clear roles & responsibilities, who should ensure the application of the HSE measures and report regularly & act accordingly in issues linked to the HSE.
- 9.2.8.2. The Contractor should avoid engaging children (and/or young workers under the legal age of work) in child labor and should therefore ensure that no children engage in project-related work.
- 9.2.8.3. The contractor and their subcontractor(s) are to adhere to UNICEF's Code of Conduct and policies for prevention of sexual exploitation and abuse and anti-fraud policies and measures.
- 9.2.8.4. The contractor should provide safe and environmentally hygienic working conditions and prevention from open disposal of wastewater. Responsibilities should include identifying potential hazards to workers, providing preventive and protective measures and equipment, documenting, and reporting of accidents and diseases, and planning for emergency responses.
- 9.2.8.5. The contractor should provide environmentally hygienic working conditions and prevention from open disposal of wastewater.
- 9.2.8.6. The contractor should provide safe working conditions. Responsibilities should include identifying potential hazards to workers, providing preventive and protective measures and equipment, documenting, and reporting of accidents and diseases, and planning for emergency responses.
- 9.2.8.7. The contractor should secure a place for his operation team on-site and for supervision committee members, such as a temporary office, caravan, etc.

- 9.2.8.8. The contractor should ensure all site work is undertaken in a manner to always guarantee safety and protection from harm for all workers and any person from other parties and the community.
- 9.2.8.9. All relevant permits for movements, personnel, equipment, and material needed for the project are the contractor's responsibility unless otherwise said in the ToR and tender/bid documents. All costs for these are to be included in the unit - and the total price proposed by the contractor. No additional payments should be made by UNICEF. UNICEF should, if possible, support the contractor to get the relevant permits.
- 9.2.8.10. The contractor should have a warehouse to store materials such as cement and suitable for temperature and humidity.
- 9.2.8.11. The contractor should ensure that each employee receives the required HSE training and personal protective equipment (PPE) before starting work on a project requiring PPE. (Head Protection/Safety Helmets/Hard Hat In construction worksite, Foot Protection/Safety Shoes, Protective Clothing/Reflected Vests, Eyes and Face Protections, Hand Protection.)
- 9.2.8.12. The contractor should ensure the use of warning tapes and other safety devices, such as
 - 9.2.8.12.1. The use of the fall protection equipment when the work includes scaffolding or metallic superstructures.
 - 9.2.8.12.2. The use of warning tapes and linked accessories for protecting the workers from traffic accidents and pedestrians from danger due to the construction site activities.
 - 9.2.8.12.3. The use of warning tapes and linked accessories to ensure smooth traffic circulation and safety around the construction site.
- 9.2.8.13. The contractor should ensure the use of Sloping, Shoring & Shielding for the deep trenches prevent the excavated soil collapse.
- 9.2.8.14. The contractor should to the extent possible employ needed labor force locally considering qualified people (when applicable).
- 9.2.8.15. The contractor should ensure avoiding the release of pollutants, and when avoidance is not possible, minimize and/or control the intensity and mass flow of their release.
- 9.2.8.16. The contractor should ensure avoiding the generation of hazardous and non-hazardous waste materials. Where waste generation cannot be avoided, Contractor should reduce waste generation and recover and reuse waste in a safe way for human health and the environment.
- 9.2.8.17. The contractor should ensure avoiding noise, dust & exhaust emissions, air pollution and spillage of liquids from vehicles and machines by applying preventative maintenance procedures considering the careful handling of parts & liquids.

9.2.9. Weapon Contamination

- 9.2.9.1. The Contractor should be aware and inform the company's Personnel, Sub-Contractors and third parties that the sites may have Land Mines, Unexploded Ordnance (UXO), and Explosive Remnants of War (ERW). However, the Contractor (and/or its extended bodies), who might find undiscovered UXOs, ERWs or Mines), should apply the following:
 - 9.2.9.1.1. Any UXOs, ERWs or Mines discovered, exposed, or found on site for the purpose of this Contract should be considered dangerous.
 - 9.2.9.1.2. The Contractor should take all reasonable precautions to prevent removal or damage or personnel vulnerability to such finding and should immediately notify UNICEF of such discovery.
 - 9.2.9.1.3. The Contractor should be responsible for the Contractor's Personnel and Sub-Contractors and shall take all possible care to safeguard them (Contractor's Personnel and Sub-Contractors), in case of any accident or mishap occurring at site from UXOs, ERWs or Mines.
 - 9.2.9.1.4. The Contractor should immediately contact the relevant national or local authorities to remove or reduce the hazard.
- 9.2.9.2. In the event of and as soon as possible the occurrence of any discovery of such nature, UNICEF shall retain its right to request suspension or termination of contract.

Contractor should commit to the abovementioned "Contractor Responsibilities" and its application during the implementation of the works and DLP.

- **In case of a non-conformity or violation of the contractor's responsibilities, documentation should be made by WASH Officer with a clear / explicit request for corrective action. If the contractor does not comply or a non-conformity or violation is repeated, a penalty will be applied.**
- **Once the unjustified non-conformity or violation is confirmed by WASH Officer, UNICEF has the right to end the contract and/or impose added works as corrective action and penalties.**
- **UNICEF shall have the right to deduct from any payment due to the Contractor the number of (up to 1 %) of the Contract Price per unjustified non-conformity of the contractor's responsibilities.**

	<p>9.3. UNICEF responsibilities</p> <p>9.3.1. UNICEF should offer project guidance, monitor the implementation, and work progress and coordination with all/any third parties – except for the permits and responsibilities to be covered/assured/carried out by the contractor himself directly as said in the ToR, tender documents, and contract.</p> <p>9.3.2. UNICEF provides the contractor with the location of the construction, received from the relevant authority, and as updated during the joint field visit after contract signature before work starts and procurement launching.</p> <p>9.3.3. UNICEF Technical Team and its partner/counterpart should verify the quality of the materials implemented endorsing technical report.</p> <p>9.3.4. UNICEF Technical Team and its partner/counterpart should supervise the contractor's performance and conduct the quality testing by endorsing related technical report(s).</p> <p>9.4. Ministry of Energy (MoE), General Water Authority (GWA) / Drinking Water Establishment (DWE) responsibilities</p> <p>9.4.1. Hand over the project site with the presence of UNICEF team.</p> <p>9.4.2. Monitor and supervise all project steps.</p> <p>9.4.3. Give technical advice if needed.</p>
<p>10. Quality Control & Quality Assurance</p>	<p>10.1. Preliminary survey study stage</p> <p>10.1.1. The contractor should conduct investigations into the identification/confirmation of the items and confirm the BoQs & technical specifications and complete all necessary documents.</p> <p>10.2. Assessment/Investigation Stage</p> <p>10.2.1. Detailed project plans with technical specifications are available and part of the tender/bid documents, elevation indications (where and as available and/or relevant).</p> <p>10.2.2. Project locations, including access conditions, etc., are shown on the overview map and the project plans are available and received by UNICEF. It is the contractor's responsibility to verify the maps, project locations, access conditions and site specifications before sending tender/bid documents and after the contract signature before the start of the project with the joint site visit contractor/UNICEF/MoWR-DoWR. No added costs or payments can be claimed by the contractor due to incomplete or incorrect information on overview maps, locations, project plans or access conditions.</p> <p>10.2.3. The UNICEF team performed investigations for the identification/confirmation of project elements, needs and works and prepared BoQs & technical specifications accordingly.</p> <p>10.3. Implementation Stage</p> <p>10.3.1. The joint field visit after contract signature before work start and launch of all/any procurements by the contractor, UNICEF team are carried out in order to verify site access, state and types of infrastructure and equipment and their functionalities and gaps, verification of brands, types, sizes, etc. of present equipment and infrastructure to assure compatibility and suitability of all equipment, elements, tools infrastructure and work to be carried out/provided/installed/operated within this project.</p> <p>10.3.2. All equipment and material documents are provided prior to procurement to UNICEF for approval and clearance and verification with all relevant user manuals, technical documentation, quality certificates, and maintenance requirements/documentation.</p> <p>10.3.3. All required material and equipment testing, and checking is done by the contractor or where required by the ToR and tender documents by a suitable independent third party once got and on site, prior to installation, to assure no damage during transport and reception as per the BoQs/tender documents, supply orders and requirements of the project.</p> <p>10.3.4. Regular construction site reports and meetings are set up by the contractor and sent to UNICEF at the agreed times, frequencies, formats and with the relevant attached documents, photos, plans, GPS coordinates, etc.</p> <p>10.3.5. Construction site visits at crucial stages of the project and at any time are conducted by UNICEF WASH Team as considered needed and seen proper.</p> <p>10.3.6. Photos of equipment and infrastructure overall and for specific elements – are taken before, during and after the work/project – and sent to UNICEF when taken/at the respective stage of works as part of the regular and agreed construction progress reporting.</p> <p>10.3.7. In case of doubts, uncertainty or/and proposal for changes/alternatives for works and equipment, the contractor has to contact UNICEF with the relevant photos, videos, information and data with the suggestion/proposal of adjustments of works, materials, scope, equipment, activities, etc. – to get verification, and approval in writing from UNICEF before launching any procurement and before starting/executing any works outside the agreed, defined, cleared and authorized works by UNICEF through the tender/bid documents, BoQs and stepwise authorization for procurement and works.</p> <p>10.4. Finalizing Stage and respective Documents</p>

	<p>10.4.1.All locations, elements, equipment, and segments of the project should be drawn on a map with details and specifications as work is done, including a list of GPS coordinates (and elevation data where relevant) for the relevant and main elements, equipment, and segments of the project.</p> <p>10.4.2.As built drawings for all works, equipment, and links (power and control cables, boxes, units) are to be set up by the contractor and provided to UNICEF prior to the issuance of the Certificate of Substantial Completion.</p> <p>10.4.3.Photos of all completed major elements of the project are taken and integrated as part of all project progress reports and sent/provided to UNICEF during construction and project activities as well as from completed elements of the project at the end of the project. Photos in the first and final report photos from before the start of the work/project.</p> <p>10.4.4.Operation and maintenance manuals, equipment manuals and warranty certificates are to be collected, set up, and sent by the contractor to UNICEF at the latest at the finishing date of the relevant project stage, in any case prior to the finalizing of the whole project.</p>
<p>11. Timing Duration</p>	<p>The total duration of the contract is 12 months from the date of signing the contract with 6 months of implementation period and 6 months of defects liability period. The contractor should handle repair/rectification and replacement of any segment of rehabilitated works developing any fault during the defect liability period at his/her own cost.</p> <ul style="list-style-type: none"> • Start Date: Upon signature of contract (TBC). • Completion Date: 6 Months. • Defects Liability Period: 6 Calendar Months from the substantial completion date; and if the completion date is not met, the defects liability period is extended by the number of days the intended completion date is exceeded. <p>The contractor should be responsible for repair/rectification and replacement/repair of any segment/part of implemented works developed any fault during liability period at his/her own cost.</p>
<p>12. Reporting requirements</p>	<p>12.1. Site Records</p> <p>The contractor should set up, update, and keep all site records concerning performance of works, progress, site correspondence, material orders and deliveries, material and equipment approvals and deliveries, testing and quality assurance records, presence and working hours of site staff, minutes of site meetings, construction journal and records of health and safety related incidents. All site record documents are available on site at any time and accessible to UNICEF and UNICEF mandated construction- and site supervisors.</p> <p>12.2. Site Meetings</p> <p>A joint site visit should be held after contract signature before starting any works and before launching any procurement, attended by UNICEF, the water board, any relevant authorities, and the contractor in the week after contract signature. Site weekly meetings should be held every Sunday, attended by UNICEF, the water board, and the contractor, where weekly work plans are discussed, agreed, and documented, which should be evaluated the next week and so performance should be evaluated. All matters concerning the schedule, cost or quality of the work should be discussed and resolved during these meetings. The minutes of these meetings should be recorded and shared by the contractor for follow-up actions and should serve as an element/criterion for verification of payment claims from the contractor for partial and final payments.</p> <p>12.3. Progress Report</p> <p>A project progress report, including photos of work and activities in progress/completed, maps, drawings, quality control and testing results/analysis as and when relevant, should be submitted by the contractor on daily, weekly, and monthly forms (UNICEF should share the format at the Kick-off meeting as soon as the contract is signed) to the UNICEF WASH section project focal point English and Arabic version. The format for the progress report to be used by the contractor should be shared during the kick-off meeting after signing the contract.</p> <p>12.4. Contents of Progress Report</p> <p>The progress report should include specific information related to</p> <ul style="list-style-type: none"> • type and location of activities/works completed during the reporting period, • challenges met, • reporting action taken against problems/issues found in the earlier report, • quality of executed works, • reports of the conducted quality tests, • meetings held, and issues discussed, and recommendations related to the way forward to improve quality and progress. <p>This above-mentioned list of report contents is indicative. The report may require more information as the situation develops.</p> <p>12.5. Project Completion Report</p> <p>A final project report summarizing the project implementation details and including as-built drawings, photos of the main elements, parts and activities of the project, GPS coordinates lists (with elevations where relevant), the project correspondence,</p>

	records, warranty certificates, operating and maintenance manuals, etc., should be submitted at project completion to UNICEF WASH Section in English and Arabic version in soft and hard copy.															
13. Measurements, acceptance, & evaluation of works	<p>13.1. This is according to the measure and pay a form of the contract and based on the items, specifications of the BoQs/tender documents and as quoted by the contractor and accepted by UNICEF after eventual negotiations before contract signature. The completed works should be measured and evaluated based on the total works completed, verified, and accepted by UNICEF, multiplied by the unit rate of the respective items of work as quoted and offered by the contractor in the final BoQs accepted by UNICEF as part of the awarded contract.</p> <p>13.2. Only works completed according to the design and specifications, inspected, and approved by UNICEF should be considered for the evaluation of payment. Defective, incomplete, unapproved, and unauthorized items of works and activities should NOT be considered for evaluation and payment.</p>															
14. Performance Security Bond (Unconditional Bank Guarantee)	<p>14.1. Performance Security Bond (Unconditional Bank Guarantee) is held by UNICEF as an assurance against fulfillment of the supplier's/ contractor's obligations that cover the contract implementation period.</p> <p>14.2. Performance Security is set at 10% of the value of the contract and in the currency of the contract. This bond is to be issued in form of "Unconditional Bank Guarantee" using the standard UNICEF template as Annex C1 by Contractor's bank as said in the contract document covering the entire execution duration until the Substantial Completion of the Works.</p> <p>14.3. The original Unconditional Bank Guarantee to be sent to UNICEF within 20 calendar days from contract award date.</p> <p>14.4. In the event that the contractor fails to submit the performance bank guarantee, UNICEF reserves the right to withhold payments for any completed work until the respective bank guarantee is received. This may include terminating the contract if UNICEF deems it in its best interest. <i>Moreover, UNICEF reserves the right to withhold 10% of the contract value from the first payment. This amount will be retained until the end of the contract implementation period, including any extensions, as a substitute for the bank guarantee, and it is separate from the 10% retention amount of the payment/invoice value, which will be handled independently.</i></p> <p>14.5. Upon issuance of the Substantial Completion Certificate and provision of DLP guarantee, UNICEF should release the Performance Guarantee/Bond to the Contractor within 30 days.</p> <p>Note: contractor is to submit DLP guarantee as detailed under section " Defects Liability Period ".</p>															
15. Invoices & Payments Schedule	<p>15.1. UNICEF should make payments as by the terms and payment schedule in the ToR and tender/bid documents and as agreed in the signed contract. However, final invoice payment is conditioned to the provision of DLP guarantee.</p> <p>15.2. UNICEF should certify and approve the respective invoices for payments. The payment schedule should be as per the completed project deliverables as per the tender/bid documents and signed contract.</p> <ul style="list-style-type: none"> • Payment scheduled below applies for all lots: <table border="1" data-bbox="306 1308 1477 1868"> <thead> <tr> <th>Deliverables</th> <th>Date</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Deliverable 1 As detailed in above paragraph "Deliverables"</td> <td>due date 60 days form contract sign date subject to full completion of deliverable 1</td> <td>Completed Civil work as presented in the priced BoQs. (10 % of contract value)</td> </tr> <tr> <td>Deliverable 2 As detailed in above paragraph "Deliverables"</td> <td>due date 90 days form contract sign date subject to full completion of deliverable 2</td> <td>Completed Electrical work as presented in the priced BoQs. (20 % of contract value)</td> </tr> <tr> <td>Deliverable 3 As detailed in above paragraph "Deliverables"</td> <td>due date 120 days form contract sign date subject to full completion of deliverable 2</td> <td>Completed Mechanical work as presented in the priced BoQs. (25 % of contract value)</td> </tr> <tr> <td>Deliverable 4 As detailed in above paragraph "Deliverables"</td> <td>due date 180 days form contract sign date subject to full completion of deliverable 4</td> <td>Testing and commissioning are completed and reported. (45 % of contract value)</td> </tr> </tbody> </table>	Deliverables	Date	Value	Deliverable 1 As detailed in above paragraph "Deliverables"	due date 60 days form contract sign date subject to full completion of deliverable 1	Completed Civil work as presented in the priced BoQs. (10 % of contract value)	Deliverable 2 As detailed in above paragraph "Deliverables"	due date 90 days form contract sign date subject to full completion of deliverable 2	Completed Electrical work as presented in the priced BoQs. (20 % of contract value)	Deliverable 3 As detailed in above paragraph "Deliverables"	due date 120 days form contract sign date subject to full completion of deliverable 2	Completed Mechanical work as presented in the priced BoQs. (25 % of contract value)	Deliverable 4 As detailed in above paragraph "Deliverables"	due date 180 days form contract sign date subject to full completion of deliverable 4	Testing and commissioning are completed and reported. (45 % of contract value)
Deliverables	Date	Value														
Deliverable 1 As detailed in above paragraph "Deliverables"	due date 60 days form contract sign date subject to full completion of deliverable 1	Completed Civil work as presented in the priced BoQs. (10 % of contract value)														
Deliverable 2 As detailed in above paragraph "Deliverables"	due date 90 days form contract sign date subject to full completion of deliverable 2	Completed Electrical work as presented in the priced BoQs. (20 % of contract value)														
Deliverable 3 As detailed in above paragraph "Deliverables"	due date 120 days form contract sign date subject to full completion of deliverable 2	Completed Mechanical work as presented in the priced BoQs. (25 % of contract value)														
Deliverable 4 As detailed in above paragraph "Deliverables"	due date 180 days form contract sign date subject to full completion of deliverable 4	Testing and commissioning are completed and reported. (45 % of contract value)														
16. Liquidated Damages	<p>16.1. If the Contractor fails to complete the works in accordance with the dates stipulated in "Time for Completion", UNICEF shall have the right to deduct from any payment due to the Contractor the number of (0.5 %) of the Contract Price per day of delay up to a maximum of ten percent (10%) of the Contract Price.</p> <p>16.2. These liquidated damages shall not relieve the Contractor of his obligations or responsibilities that he may have under the Contract.</p>															

17. Substantial Completion Certificate and Handing Over	<p>17.1. The “Substantial Completion Certificate” is issued to the contractor upon completion of all works to the satisfaction of UNICEF.</p> <p>17.2. The project will be handed over officially to the client/end-user after the issuance of the “Substantial Completion Certificate.”</p>
18. Defects Liability Period	<p>18.1. The duration of the Defects Liability Period for the project is 6 months, starting from the date of issuance of the “Substantial Completion Certificate”.</p> <p>18.2. The contractor handles the rectification/repair of all defects, either listed down as punch list items during inspection for Substantial Completion or appearing during the use of the facility during the Defects Liability Period.</p> <p>18.3. Upon issuance of substantial completion certificate, the contractor should send unconditional bank guarantee with 10% of contract value to UNICEF, which will be released by UNICEF upon issuance of “Final Completion Certificate” at the end of the Defects Liability Period.</p> <p>18.4. UNICEF would accept for this project an unconditional bank guarantee with 10% of final implemented works value for the DLP ; instead of UNICEF holding that from the payments, this DLP bank guarantee will be released by UNICEF upon issuance of “Final Completion Certificate” at the end of the Defects Liability Period.</p>
19. Final Completion Certificate and release of unconditional bank guarantee	<p>19.1. The “Final Completion Certificate” will be issued after the end of the defined Defects Liability Period as in the TOR, tender/bid documents, and the signed contract, upon the rectification of all defects by the contractor, identified/noticed during the liability period, to the satisfaction, verification, and acceptance by UNICEF.</p> <p>19.2. The retention money/bank guarantee of the defect's liability period is released within 30 days of the issuance of the “Final Completion Certificate” by UNICEF.</p>
20. Technical Evaluation Criteria	<p>Mandatory Conditions: Fail/Pass</p> <p>A. The bidder should have at least 5 years of relevant experience in the business of rehabilitation of Water Infrastructure projects related to the ToR proved by relevant documents as following:</p> <ul style="list-style-type: none"> • The bidder should provide at least 2 projects of similar nature completed projects in rehabilitation for water stations only (with minimum values of 300,000 USD per project/contract/Purchase Order) in the last 5 years, along with references for each of the listed projects and information/documents/photos/contract/BoQs. • The list of projects with required proved documents that stipulate experiences within same scope of works required in this ToR. • The bidder must have a pre-vid visit to the site, with providing the certificate of site visit signed by respective UNICEF WASH officer. <p>B. Project Team related Experience.</p> <p>Key Team-related Experience CVs (Curriculum Vitae) should be provided. <i>(Female engineers meet the requirement are preferable)</i></p> <ul style="list-style-type: none"> • Project manager (implementation), Civil Engineer, not less than 5 years of experience • Site engineer (implementation), Electrical-Civil-Mechanical engineer, no less than 5 years of experience • Workshop leader, middle school or above, experience in the field of steel structure, leveling, concrete works, not less than 5 years. <p>C. Killing Points</p> <ul style="list-style-type: none"> • Not passing any of the A & B category below [i.e. getting zero in one of the components], the offer will be technically rejected. • Lack of the catalogue showing the conformity of proposed items, with the required specs for the key items, such as boosting pumps, cables, transformers, generators, submersible pump, pipes, valves or providing documents not related to the required items will lead to reject the offer. • Pumps full sets, the flowrate (m3/h), Head (m), NPSHr (m), Rotation per Minute (rpm) ... etc., any pump does not meet the main parameters is a killing point. The technical offer will be rejected in its entirety. • Catalogues and Data Sheet for the required items matching the required specs fully with no deviations. • Lack of documentation of experienced staff will lead to rejecting the offer. • The general workplan exceeds 6 months. • Lack of proof visiting the sites will lead to rejecting the offer. • Timeline without identification of the critical path Analysis (CPA) that shows the tasks that directly affect the project completion date. This ensures that any delays in these tasks will have a direct impact on the project timeline. <p>Technical Specification</p>

Main Works		Sub-Mark	Total Mark
A.	Mechanical Works		30
A.1	Boosting Pumps (including Q,H,NPSHr, efficiency & motor size)	10	
A.2	Valves & Fittings	4	
A.3	Piping work Galvanized Iron Steel pipes (GI pipes),	2	
A.4	Piping work Polyethylene pipes (PE), Diameters, Nominal Pressure, thickness	4	
A.5	Submersible Pump (including Q,H,NPSHr, efficiency & motor size)	10	
B.	Electrical Works		20
B.1	Control Panels	4	
B.2	Cabels	2	
B.3	Generators	6	
B.4	Solar Invertor	4	
B.5	Photovoltaic Panels	4	
Sub-Total (Technical Specification) Mark			50
<p>- *The technical evaluation and scoring will be as per mentioned in the ToR and the Book of Technical Conditions.</p> <p>For A.1 & A.5: Refer to Chapter 4, Page 103 For A.2 Refer to Chapter 4, Page 104 For A3 Refer to Chapter 4, Page 104 For A4 Refer to Chapter 4, Page 104 For B.1 Refer to Chapter 4, Page 104 For B.2 Refer to Chapter 4, Page 105</p>			
Method of Statement (narrative work procedures for the following each item)			
Main Works		Sub-Mark	Total Mark
A.	Schedule		5
A.1	Detailed task breakdown, Critical path analysis CPA & Floating tasks identification includes schedule for all activities in a bar chart format (Gantt Chart), includes Steps, sequencing, Coordination between different work activities Work sequencing (Write out sequential instructions that set out plainly how each task should be approached and completed. This can include information such as where and how to store materials, how to install the pipes, etc...)	5	
Schedule for all activities in a bar chart format (Gantt Chart)			5
<p>Each task should be clearly defined with start and end dates, showing dependencies that highlight the relationship between successive tasks.</p> <p>marks for project duration will be awarded as follows (Considering identifying the critical path, CPA, ...etc): completion in up to 5 months will get full marks, in up to 06 months will get 2 mark. Any project duration exceeding 06 months the offer will be rejected</p> <p>Timeline without identification of the critical path Analysis (CPA) that shows the tasks that directly affect the project completion date or the timeline with more than 6 months will get 0 Marks and the offer will be rejected.</p> <p>Identification of the critical path that shows the tasks that directly affect the project completion date. This ensures that any delays in these tasks will have a direct impact on the project timeline. Tasks that have flexibility in their start and end dates without affecting the overall project timeline should be identified, showing an understanding of scheduling flexibility and resource allocation.</p> <p>Note: the submitted duration will be the contract duration, and any unjustified delay will be calculated and liquidated damages</p>			
Operation & Maintenance Services			
Main Works		Sub-Mark	Total Mark
A.	Technical Proposal		15
A.1	Initial Vision (Concept Paper) on O&M guide, plan & application considering simplified SoP & safety procedures . Fully compliant= 5 Substantially compliant =3 Partially compliant =1 Non-compliant/Non Submitted=0	5	

A.2	Initial Vision (Concept Paper) on O&M professional (practical) trainings. Fully compliant= 10 Substantially compliant =6 Partially compliant =3 Non-compliant/Non Submitted=0	10	
Sub-Total (Operation & Maintenance Services) Mark		15	
Full Mark		70	

Passing Mark is 49 out of 70 if the proposed items are in line with the required specs.

Uncomplying with the specification for any of the items as stated in the specification for the mentioned items in the technical condition book, will lead to reject the offer technically. List of documents, catalogues, quality certificates are mandatory to evaluate the proposed items technically must be submitted with the technical offer.

The contractor should be responsible for the accuracy of what is stated in the documents (Technical Specs, Method of Statement, Schedule) and its application during the implementation of the works if the bidder is contracted. If an unjustified non-conformity is discovered, UNICEF has the right to terminate the contract and/or impose additional works as corrective measures.

21. Preparation & evaluation of Financial Proposal

- 21.1. Joint venture international companies are encouraged to send their offers; please review para#4.2 of the tender document. However, all proposals shall be submitted in (USD or EUR) for international companies, the national companies can submit their offers in (USD) or Syrian Pounds (SYP), the Contracts will be issued in the same currency of the offer, the payment will be processed in (USD or EUR) for international companies, while UNICEF will process the payments' value in the currency of offer submitted, or as per the United Nations Exchange Rate on the date of the payment process for national companies Submit the financial proposal as per the attached BOQ (Bill of Quantities) as needed in the solicitation document. The unit rates should be completed on the template included as part of this document.
- 21.2. The rates sent should be valid for the contract's duration and should include all associated costs or however incurred, to conduct the service.
- 21.3. The financial proposal should be provided with signatures and associated company stamps, where relevant.
- 21.4. Proposals received in any other form than those shown above will not be accepted by UNICEF.
- 21.5. UNICEF will be considering the unit price of each item in the BoQs during the financial evaluation and has the right to make mathematical corrections to the total price as considered proper with this. If any item was not priced, UNICEF will be considering the unit price as "zero" and continue in evaluation accordingly.

Financial Evaluation (Weighted Evaluation Type)

The price should be broken-down for each part of the proposed work as per the attached BOQ and price analysis.

- 21.6. The total amount of points given for the price part is 30/100
- 21.7. The maximum number of points will be allotted to the lowest price proposal opened and compared among those invited firms/ institutions which obtain the threshold points in the technical component's evaluation. All other price proposals will receive points in inverse proportion to the lowest price, e.g.

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

- 21.8. The award of the contract will be made to the contractor whose offer has been evaluated and determined as:
 - 21.8.1. (i) responsive/compliant/acceptable, and (ii) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to this tender.
 - 21.8.2. UNICEF will make its own mathematical verification through considering the Unit price of items under the BILL OF QUANTITIES and will make mathematical correction as considered necessary. The resulting final financial value will be considered in the financial evaluation and award recommendation.
 - 21.8.3. Bidders should note that an acceptable proposal with the lowest price may not be selected if awarded to a higher-priced proposal affords UNICEF a greater overall benefit.

22. Evaluation and weighted criteria

(Weighted Evaluation Type)

- Proposals should be evaluated following the provisions of this RFP (Request for Proposals) and with the following criteria:
- 1- Technical proposal (70%), Passing mark is 49 out of 70.
 - 2- Financial proposal (30%)
 - 3- Total maximum points to be attributed (100%)

Key Note: At the event of any bidder has more than 3 ongoing contracts with UNICEF, with an implementation rate lower than 70% in each contract, then UNICEF has the right to not invite and/or withhold the award of new contract/s for this bidder.

23. List of documents to be provided with the technical offer

- 23.1. General
 - 23.1.1. The ToR, signed & stamped
 - 23.1.2. General Conditions, signed & stamped
 - 23.1.3. Technical Conditions and Requirements, signed & stamped
 - 23.1.4. Statement from the bidder declaring that he is fully aware of the ToR details and agrees to it.
- 23.2. Bidder Input Table
 - 23.2.1. The bidder should fill in the **Annex 01 Bidder Input Table** with the information required according to the bid and the submitted documents for each LOT separately.
 - 23.2.2. To be submitted in both Excel Version & signed/stamped scanned version (pdf)
- 23.3. Company Experience
 - 23.3.1. List of relevant Projects
 - 23.3.2. List of Project's Team related Experience CVs
- 23.4. Technical Specification. *Brochures/Data Sheet with highlighted selected items as per main works*
 - 23.4.1. Mechanical Works
 - 23.4.1.1. Pumps full sets - Offered specs, Catalogues & Country of Origin Certificate
 - 23.4.1.2. Valves & Fittings - Offered specs, Catalogues & Country of Origin Certificate
 - 23.4.1.3. Piping work - Offered specs, Catalogues & Country of Origin Certificate
 - 23.4.1.4. Dosing pumps - Offered specs, Catalogues & Country of Origin Certificate
 - 23.4.2. Electrical Works
 - 23.4.2.1. Pumps Control Panels - Offered specs, Catalogues & Country of Origin Certificate
 - 23.4.2.2. Cabling Works - Offered specs, Catalogues & Country of Origin Certificate
 - 23.4.3. Power Works
 - 23.4.3.1. Main Distribution Panels - Offered specs, Catalogues & Country of Origin Certificate
 - 23.4.3.2. Transformer Works - Offered specs, Catalogues & Country of Origin Certificate
 - 23.4.3.3. Generator Works - Offered specs, Catalogues & Country of Origin Certificate
 - 23.4.3.4. Cabling works - Offered specs, Catalogues & Country of Origin Certificate
- 23.5. Method of Statement; A detailed method statement describing Bidders approach to the project
 - 23.5.1. Site Arrangement,
 - 23.5.2. Work Sequencing,
 - 23.5.3. Deployment of resources for parallel activities on multiple segments,
 - 23.5.4. Tests and inspections methodology,
 - 23.5.5. Coordination between different work activities and progress reporting
 - 23.5.6. Time Schedule
- 23.6. Operation & Maintenance O/M Services
 - 23.6.1. Initial Vision (Concept Paper) on O&M guide, plan & application considering simplified SoP & safety procedures
 - 23.6.2. Initial Vision (Concept Paper) on O&M professional (practical) training. Compliance with the Book of Technical Condition

Supporting Notes:

- ***The bidder should submit the technical offer in PDF format signed and stamped in the order mentioned above, considering the files/folders labelling according to the same order. Any offer that does not comply with the above will be disregarded. Zip files are not recommended and in case of failure of opening the files the offer will not be considered.***
- ***The bidder should fill in the Annex 01 Bidder Input Table with the required information, accurately in accordance with the bid and the submitted documents. Any inconsistency between the table and the documents will result in the bid being disregarded.***

All the documents listed above are integrated parts of the tender/bid - documents. By sending a tender/bid to UNICEF, the contractor confirms that he read and understood these documents, that he is fully aware of their content and that he fully acknowledges and agrees with them.

A. Administrative provisions	<p>General notice:</p> <ul style="list-style-type: none"> The text said in this ToR should be the text to be referred to, in case of conflict with the text provided in the technical specifications and conditions.
------------------------------	--

--	--

C. Risk and mitigation measure	Risk table below applies for all lots						
Risk ID	Risk Owner	Risk Statement	Risk Causes	Consequences	Inherent Risk Rating		Existing/Already Implemented Controls
						Impact	Likelihood
1	UNICEF, WASH program	Security situation.	The security situation is stable at Aleppo governorate, however tension among different parties could happen from time to time.	Access difficulties to the project site	High	Medium	<p>advocacy and close coordination with the relevant authority, who is controlling the area of implementation, to neutralize/facilitate the implementation of the works.</p> <p>Visit plan to be developed based on the milestone approach in advance</p>
2	UNICEF, WASH program	Capacity of local contractor	Delay in implementation of activities due to lack of ability of local contractors.	Project timeline extension: Delays in completing the project in the agreed timeline in the project ToR.	High	Medium	<p>Regular meetings with Contractor will be organized to monitor the project implementation and review the reasons of delaying the implementation of the activities on the ground, moreover, agree on corrective actions and follow up plan. Use of suitable equipment/machines to speed up the project implementation.</p> <p>Technical support through UNICEF third party technical facilitators when needed.</p> <p>Engaging the water establishment and the local councils and having a proper feedback mechanism.</p> <p>As the payments are linked with deliverables, UNICEF could deduct from each payment such a retention to ensure the appropriateness of the delivered services and items.</p>

	3 UNICEF, WASH program	Procurement is part of the project and quality control risk is high	Difficulties in securing different items/equipment for the project due to current security situation in the region and sanctions on Syria.	Project Delays, and Quality Concern	High	Medium	<p>If the materials offered by the bidder in the technical offer are no longer available, UNICEF will ask the contractor to propose material/equipment available at the local market.</p> <p>The alternative options should be as per the bid specification and tested in laboratories approved by Aleppo Water Authority to ensure all procured materials meet the project and quality requested standards.</p>
	4 UNICEF, Wash program	Remote programming	Difficulties to visit the site on regular basis by WASH staff.		Medium	Low	<p>Remote programming, using a combination of methods and contractual modalities, such as:</p> <p>Third party monitoring: UNICEF has one dedicated TPTM facilitator to monitor the project.</p> <p>Also, Aleppo water authority supervisor committee to monitor the project.</p>