LRPS-2026- 9206929

TERMS OF REFERENCE (TOR) FOR INSTITUTIONAL AGENCYS

PART I		
Purpose of Assignment	**Climate Resilient Water, Sanitation and Hygiene (WASH) Planning, Budgeting, Operations and Technical Maintenance Training Package Development for representatives of regional and district departments of the Ministry of Education and Science, Khokimiyats, mahalla and school administration in Uzbekistan, with special focus on Kashkadarya and Surkhandarya regions.**	
Location of Assignment	Uzbekistan	
Duration of contract (number of months/days)	50 days	
Start date	From: 16 November 2026	To: 29 January 2027
Reporting to:	Koushiki Banerjee, WASH Specialist	

Background

The Republic of Uzbekistan has prioritized Water, Sanitation, and Hygiene (WASH) as a cornerstone of its national development agenda, recognizing its vital role in improving children's health, education outcomes, gender equity, and climate resilience—especially for girls and children with disabilities. This commitment is embedded within the National Development Strategy of New Uzbekistan for 2030 and the Compact for Education, both of which emphasize inclusive, safe, child-friendly, and climate-resilient learning environments.

Despite notable progress, significant WASH gaps persist across the education system. According to WHO/UNICEF Joint Monitoring Programme (JMP) 2023 data, 70% of schoolchildren (6.6 million) have access to basic drinking water, 80% (7.5 million) to basic sanitation, and 90% (8.5 million) to basic handwashing with soap and water. However, approximately 1.4 million children (15%) still attend schools with no access to water or toilets. Stark urban-rural disparities remain; only 50% of rural schools have basic drinking water access, compared to 80% in urban areas, while sanitation coverage stands at 62% in rural schools compared to 86% in urban schools.

To better understand the scale of challenges in the most underserved regions, UNICEF and partners conducted a Climate Resilient (CR) WinS 3-Star baseline assessment across 100 schools in Kashkadarya and Surkhandarya regions in February–March 2026 using the national WinS 3-Star methodology. The assessment revealed critical service gaps across nearly all WASH domains. No schools achieved a 3-star rating in most categories, while 86 schools scored 0-star for water services, 91 schools scored only 1-star for sanitation, and 77 schools scored 0-star for hygiene promotion activities. The findings further highlighted that 29% of schools had no water source available during the visit, 56% relied on trucked water, only 39% had soap and water available for handwashing, and none of the schools had inclusive WASH facilities for children with disabilities. The assessment also identified severe gaps in operation and maintenance systems, menstrual hygiene management (MHM), climate resilience preparedness, and WASH-related capacity building.

The baseline assessment also confirmed that capacity building remains one of the weakest areas within the school WASH system. Between 98–100% of schools lacked structured training programmes for teachers, cleaners, WASH maintenance staff, and Parent-Teacher Associations (PTAs), while community engagement on

WASH issues was found to be minimal. These findings underscore the urgent need for systematic institutional strengthening alongside infrastructure improvements to ensure long-term sustainability and behaviour change.

Since October 1, 2025, UNDP and UNICEF have been implementing the UN Joint Programme (JP) "Modelling Climate Resilience and WASH in 45 Schools for Equitable, Inclusive, and Climate-Resilient Learning Environments" in Kashkadarya and Surkhandarya regions of Uzbekistan. The programme leverages WASH and climate resilience as catalysts for broader development outcomes. By improving WASH infrastructure in schools, the JP supports healthier students, better attendance, safer learning environments, and improved hygiene behaviours among some of the most marginalized and vulnerable communities in Uzbekistan. The programme also positions schools as community hubs for promoting climate resilience and sustainable WASH practices, encouraging spillover effects into households and surrounding communities.

In addition to infrastructure investments, the programme places strong emphasis on strengthening Climate Resilient WASH (CR-WASH) capacity building systems at regional, district, school, and community levels. Building on the WinS 3-Star assessment process - which successfully established an initial pool of master trainers - the programme will adopt a cascading training approach. Regional and district-level CR-WASH Master Trainers will be trained on climate-resilient WASH standards, hygiene behaviour change, operation and maintenance (O&M), menstrual hygiene management (MHM), inclusive WASH, and emergency preparedness. These Master Trainers will subsequently train school teachers and focal points, who will then conduct structured classroom sessions, practical demonstrations, and student-led activities with children to promote sustained hygiene behaviours and climate-resilient WASH practices in schools. This cascading model will institutionalize WASH education within schools, strengthen local ownership, and create a sustainable mechanism for scaling CR-WASH knowledge and behaviour change nationwide.

The programme will further support participatory governance models, planning and budgeting for WASH facilities, promotion of climate-resilient WASH standards, and community-driven decision-making processes. Through strengthened local ownership and capacity development, the initiative aims to establish scalable demonstration models that can inform the Government of Uzbekistan's national WASH in Schools (WinS) programme and future replication across other regions of the country.

As the Government of Uzbekistan continues rolling out the national WASH in Schools programme, this integrated CR-WASH model provides a strong foundation for scale-up. The purpose of this assignment is to support UNICEF Uzbekistan in effectively implementing the UN Joint Programme "Modelling Climate Resilience and WASH in 45 Schools for Equitable, Inclusive, and Climate-Resilient Learning Environments," funded by the UN Vision 2030 Fund, while also strengthening coordination support for climate-resilient WASH programming in Kashkadarya and Surkhandarya regions. The position will support the timely delivery of UNICEF-led activities under the Joint Programme, facilitate institutional and community capacity strengthening, and contribute to building an evidence-based knowledge platform for future national scale-up of climate-resilient WASH in Schools programming across Uzbekistan.

Purpose

The purpose of this assignment is to support the Government of Uzbekistan and UNICEF Uzbekistan Country Office, under SP Result 4.1.5 (CSI0000071) in development and delivery of nationally applicable training package on Climate-Resilient WASH Planning, Budgeting, Operations and Technical Maintenance for key stakeholders, responsible for WASH services in communities, schools and other public buildings.

UNICEF Uzbekistan has already developed WASH in Communities, Planning and Budgeting, Operations and Technical Maintenance Training Manuals at regional level in the previous project lifecycles. The proposed assignment will build on these resources and adapt them to the roles and responsibilities of education-sector and local stakeholders. The assignment will translate existing UNICEF and Government guidance into practical learning materials, tools and procedures that can be used by national, regional, community and school-level stakeholders.

Scope and Focus

The assignment will focus on the development and rollout of Climate-Resilient WASH Planning, Budgeting, Operations and Technical Maintenance training manual and capacity building interventions in Uzbekistan, with an initial focus on Kashkadarya and Surkhandarya regions. The developed training package should cover overall understanding of key stakeholders on Climate-Resilient WASH services, specific tools on WASH planning, prioritization and budgeting based on existing government financial system, and provide necessary information, planning and implementation tools for operation and technical maintenance of WASH facilities. The training package should address the core WASH service areas relevant to schools, communities and public buildings, including water supply, sanitation, hygiene (handwashing and menstrual hygiene management (MHM)), solid and liquid waste management, accessibility and inclusion, and climate resilience from planning, budgeting, operation and maintenance perspective.

The Training Manual on Climate Resilient WASH Planning and Budgeting, Operations and Technical Maintenance should contain training program for 3 full days (24 hours) training sessions. Overall, it is expected to develop 3-day training manual covering both (i) planning and budgeting; and (ii) operations and technical maintenance topics.

The agency is expected to develop training facilitation guides and materials to support effective delivery of Climate Resilient WASH Planning and Budgeting, Operations and Technical Maintenance training for government officials and community people. The training package should include special practical automatic tools (based on MS Excel or other online software) for planning and budgeting, operations and technical maintenance of public buildings. In addition, the agency will conduct 3-day training course for 48 civil servants and practitioners, and 1-day training sessions (3 training sessions in Kashkadarya region and 3 training sessions in Surkhandarya region) for 320 community leaders and members from 8 districts and 16 schools in Kashkadarya and Surkhandarya regions.

The assignment will also include consultation, piloting, refinement, and finalization of the developed materials in coordination with UNICEF, MoES, and relevant stakeholders to ensure technical quality, contextual relevance, scalability, and sustainability within the national WASH in Schools, WASH in Communities programme framework.

Expected Results

1. **CR-WASH Planning and Budgeting, Operations and Technical Maintenance Training Manuals for Key Stakeholders from MOPSE, Regional and District Khokimiyats, Mahallas**
    - CR-WASH Planning and Budgeting, Operations and Technical Maintenance Training Manual with practical tools on planning, prioritization, budgeting and implementation, technical and engineering practical tools and monitoring templates on operations and technical maintenance of WASH facilities in community and school context for 3-day training course.
    - Content to cover key aspects of WASH facilities, including water supply, sanitation, hygiene (handwashing and menstrual hygiene management (MHM)), solid and liquid waste management, accessibility and inclusion, and climate resilience from planning, budgeting, operation and maintenance perspective.
2. **Capacity Building Package for Master Trainers**
    - Comprehensive Training of Trainers (ToT) package developed for Master Trainers.
    - Training packages will include facilitator manuals, practical automatic tools (based on MS Excel or any other software) on planning and budgeting, operations and technical maintenance, PowerPoint presentations, training session plans, practical exercises, group activities, and supporting reference materials.
    - Capacity-building materials designed to strengthen technical knowledge and facilitation skills of Master Trainers to support cascading trainings for key stakeholders in education sector and other government institutions.

- Training materials to support sustainable rollout and scale-up of CR-WASH programming within schools and communities.

3. **Delivery of Trainings for key stakeholders from regional and district MOPSE, Khokimiyats, school administration, mahalla (community) leaders and members**
   - Conduct 3 days training course on CR-WASH Planning and Budgeting, Operations and Technical Maintenance for 48 civil servants and practitioners regional and district MoES, Khokimiyats, school administration from 8 districts and 16 schools in Kashkadarya and Surkhandarya regions.
   - Conduct 6 one-day training courses (3 in Kashkhadarya region, 3 in Surkhandarya region) on CR-WASH Planning and Budgeting, Operations and Technical Maintenance for 320 community leaders and members from 8 districts in Kashkadarya and Surkhandarya regions.

Description of the Assignment

The contracted international or local institution will be expected to deploy a multidisciplinary team with demonstrated expertise in Climate Resilient WASH (CR-WASH) planning, budgeting, financial management and team of technical experts on CR-WASH Operations and Technical Maintenance for public buildings, with strong focus on WASH facilities in schools and communities, as well as experts on development of training manuals on adult education. Experience on formulation of budgets and financial planning, monitoring and reporting mechanisms for government institutions, specifically for schools and municipalities/khokimiyats, strong knowledge of building codes and construction norms, as well as expertise in development and implementation of operations and technical maintenance plans will be considered essential.

The contracted institution will be responsible for the following tasks:

1. **Desk Review and Inception Phase**
   - Conduct an inception meeting with UNICEF and relevant stakeholders to agree on the scope, methodology, timelines, and expected deliverables of the assignment.
   - Undertake a desk review of existing national and international CR-WASH education materials on planning and budgeting, operations and technical maintenance including the UNICEF's WASH in Communities, WASH Planning and Budgeting, Operations and Technical Maintenance Manuals, as well existing national documents and tools on planning and budgeting, operations and technical maintenance at government level, including the Ministry of Economy and Finance, Ministry of Education and Science (MoES), Ministry of Construction, Housing and Communal Services.
   - Review findings and recommendations from the Climate Resilient WinS baseline assessment to ensure that the developed materials respond to identified gaps and priorities in schools.
   - Develop and submit an inception report, including detailed methodology, workplan, consultation approach, and outline of the training manual on CR-WASH Planning and Budgeting, Operations and Technical Maintenance.
2. **Development of Training Manual on CR-WASH Planning and Budgeting, Operations and Technical Maintenance**
   - Development of CR-WASH Planning and Budgeting, Operations and Technical Maintenance Training Manual using the adult education and participatory methodology.
   - Develop structured modular packages and learning materials covering the following thematic areas, but not limited to:
     - Introduction to Climate Resilient WASH
     - WASH Governance and Institutional Responsibilities
     - WASH Situation Assessment, including climate and disaster risk assessments
     - WASH Planning
     - WASH Budgeting and Financing

- ❖ Operations of WASH Facilities covering water supply systems, accessible and inclusive sanitation and menstrual hygiene management facilities, handwashing facilities, sewage water management, solid waste management systems.
- ❖ Technical Maintenance including the preventive and corrective maintenance
- ❖ WASH Emergency Preparedness and Continuity
- ❖ Practical School/Community WASH Management Plan

- Develop user-friendly tools including school/community WASH assessment, climate-risk screening, practical automatic tools (based on MS Excel or any other software) on WASH improvement planning, annual action planning, budgeting, life-cycle costing, preventive maintenance schedules, inspection checklists, maintenance logs, water-quality monitoring, emergency preparedness, service interruption reporting, monitoring dashboards, roles/responsibilities matrix and school action-plan templates.
- Develop trainer/facilitator guidance, presentations, participant handbook, facilitator notes, case studies, exercises, role plays, quizzes, pre/post assessments and evaluation forms.

3. Finalization of the Training Manual on CR-WASH Planning and Budgeting, Operations and Technical Maintenance

- Revise and finalize all developed materials based on feedback from UNICEF, MoES, and other relevant stakeholders.
- Prepare final training agendas, facilitator guides, practical automatic tools on planning, budgeting and operations, technical maintenance, PowerPoint presentations, visual materials, and supporting reference documents for implementation and scale-up.
- Ensure that all materials are professionally designed, user-friendly, and suitable for replication within the national WASH in Schools and WASH in Communities programme.

4. Capacity Building and Training of Master Trainers

- Develop a comprehensive Training of Trainers (ToT) package for Master Trainers including the facilitator manuals, PowerPoint presentations, training session plans, practical exercises, group activities, and supporting reference materials.
- Conduct 3 days training course on CR-WASH Planning and Budgeting, Operations and Technical Maintenance for 48 civil servants and practitioners regional and district MoES, Khokimiyats, school administration from 8 districts and 16 schools in Kashkadarya and Surkhandarya regions.
- Conduct 6 one-day training courses (3 in Kashkhadarya region, 3 in Surkhandarya region) on CR-WASH Planning and Budgeting, Operations and Technical Maintenance for 320 community leaders and members from 8 districts in Kashkadarya and Surkhandarya regions.
- Strengthen participant capacities on CR-WASH Planning and Budgeting, Operations and Technical Maintenance concepts, participatory teaching approaches, behaviour change communication, and effective use of the developed education packages and tools.

5. Knowledge Management and Documentation

- Document the overall assignment process, methodology, consultations, training implementation, lessons learned, challenges, and recommendations for future scale-up.
- Develop a summary PowerPoint presentation and communication materials highlighting key outputs, implementation approaches, and recommendations for external dissemination by UNICEF and partners.
- Submit final compiled documentation and all developed materials in editable and printable formats to UNICEF.

Deliverables, timelines, and payment schedule

Deliverables	Timeline	Schedule of Payment
Task 1: Desk Review and Inception Phase 1.1. Conduct inception meeting with UNICEF and relevant stakeholders. 1.2. Review existing WASH in Communities, WASH Planning and Budgeting, Operations and Technical Maintenance Manuals and education materials, including relevant national documents and tools on planning and budgeting, operations and technical maintenance at government level and baseline assessment findings. 1.3. Submit inception report including detailed methodology, workplan, consultation approach, and outline of the training manual on CR-WASH Planning and Budgeting, Operations and Technical Maintenance.	6 working days November 2026	15%
Task 2: Draft CR-WASH Planning and Budgeting, Operations and Technical Maintenance Training Manual and Education Package 2.1. Develop draft CR-WASH Planning and Budgeting, Operations and Technical Maintenance Training Manual. 2.3. Develop draft training materials and facilitation tools for Master Trainers.	20 working days November – December 2026	25%
Task 3: Finalization of CR-WASH Planning and Budgeting, Operations and Technical Maintenance Training Manual and Education Package 3.1. Finalize CR-WASH Planning and Budgeting, Operations and Technical Maintenance Training Manual based on UNICEF and stakeholder feedback. 3.2. Finalize Training of Trainers (ToT) package including facilitator guide, PowerPoint presentations, session plans, and training resource materials.	10 working days January 2026	40%
Task 4: Capacity building, knowledge management and final reporting 4.1. Conduct 3 days training course on CR-WASH Planning and Budgeting, Operations and Technical Maintenance for 48 civil servants and practitioners regional and district MoES, Khokimiyats, school administration from 8 districts and 16 schools in Kashkadarya and Surkhandarya regions. 4.2. Conduct 6 one-day training courses (3 in Kashkhadarya region, 3 in Surkhandarya region) on CR-WASH Planning and Budgeting, Operations and Technical Maintenance for 320 community leaders and members from 8 districts in Kashkadarya and Surkhandarya regions. 4.3. Submit training completion reports including agenda, participant lists, training results, photos, feedback summary, and key recommendations. 4.4. Submit final report documenting methodology, implementation process, training outcomes, lessons learned, and recommendations for future scale-up. 4.5. Develop external dissemination PPT/knowledge product for UNICEF and stakeholders as required for the deliverables closure.	14 working days January 2026	20%

4.6. Submit finalized training database and all editable source files/materials.		
TOTAL	**50 working days**	**100%**

Acceptance of each deliverable shall be based on completeness against the agreed output specifications, technical accuracy, consistency across the Standards and accompanying tools, and documented resolution of consolidated review comments.

Reporting Requirements

The assignment will be carried out under the overall supervision of the UNICEF WASH Specialist, who will serve as the primary focal point for day-to-day coordination, technical guidance, review and quality assurance. The UNICEF WASH Officer will support local-level coordination, stakeholder engagement and logistical arrangements, as required.

The working language of the assignment is English. All written outputs must be submitted in editable formats (MS Word, Excel and PowerPoint, as applicable) and will be subject to UNICEF review and approval prior to acceptance. Regular progress updates, technical check-ins and validation meetings, virtual or in-person, will form part of the assignment.

All written outputs must be submitted in editable formats (MS Word, Excel, PowerPoint) and will be subject to UNICEF's review and approval prior to acceptance. Regular check-ins, progress updates, and validation meetings (virtual or in-person) will be expected as part of the assignment's collaborative and iterative process.

Ethical Review Procedures

The assignment is primarily a technical standards-development and consultation exercise. If the proposed methodology involves collection of personal, sensitive or otherwise ethically sensitive data, the Agency shall comply with the applicable UNICEF procedures for ethical standards in research, evaluation, data collection and analysis and shall identify any ethical risks and mitigation measures in the inception report. Any required ethical review or clearance must be obtained before the relevant data collection activity begins. Costs associated with any required external ethical review shall be included in the financial proposal.

The Agency will be responsible for ensuring informed participation, privacy and confidentiality, appropriate data management, and responsible use of information collected through consultations. No field data collection involving individuals should commence where UNICEF requires prior ethical clearance and such clearance has not yet been obtained.

Location and Duration

Location: Uzbekistan, in country work as the assignment is for local institutions, with travel to Kashkdarya and Surkhandarya regions for capacity building trainings, whereas travel costs should be included in the proposal.

Duration: 50 days (16 November 2026 – 29 January 2026).

Qualification Requirements

The international or national institution must demonstrate its capacity to assemble a multidisciplinary team with the qualifications, skills, and experience required to develop training manual and deliver Climate Resilient WASH (CR-WASH) Planning and Budgeting, Operations and Technical Maintenance education and capacity-building interventions for civil servants, practitioners and community leaders.
The Agency/Institution should demonstrate:

- At least 5 years of relevant institutional experience in WASH financing, operations and technical maintenance, education, climate resilience, environmental sustainability, infrastructure management or related fields;

- Demonstrated experience developing technical training packages and guidance;
- Experience in WASH in Schools, Communities or institutional WASH;
- Experience in WASH planning, budgeting and/or life-cycle costing;
- Experience in WASH operations and technical maintenance;
- Experience in climate-resilient infrastructure or climate adaptation;
- Experience working with government institutions;
- Experience delivering capacity-building programmes;
- Experience with UNICEF, UN agencies or international development organisations is an asset.

Staffing

The contractor should include the CVs of proposed key personnel as part of the proposal, clearly demonstrating relevant educational background, technical expertise, language skills, and practical experience related to the scope of this assignment. The proposal should also clearly indicate the availability, roles, and responsibilities of technical experts and support staff involved in implementation.

While the contractor may propose the most suitable team composition, it is recommended that the team include the following key experts:

- **Team Leader / WASH Specialist:** advanced degree in WASH, water/sanitation, environmental engineering, public health, environmental sciences, civil engineering or related field. At least 7 years of relevant professional experience, strong WASH and project-management experience.
- **Education and Content Development Specialist:** At least 7 years of experience in developing competency-based training and adult-learning educational materials, and facilitation materials related to WASH, climate resilience, hygiene promotion, environmental sustainability.
- **WASH Planning and Budgeting Specialist/ Training and Capacity Building Specialist:** Obtain at least a bachelor's degree in economics or financial management, at least 7 years of experience in public-sector planning and budgeting, WASH investment planning, life-cycle costing and maintenance financing. Demonstrated experience in designing and facilitating Training of Trainers (ToT) for adult learners, government officials on planning and budgeting capacity-building programmes using participatory and practical approaches.
- **WASH Operations and Maintenance Specialist/Training and Capacity Building Specialist:** Obtain at least a bachelor's degree in engineering, at least 5 years' practical WASH infrastructure experience, preventive/corrective maintenance and technical troubleshooting experience. Demonstrated experience in designing and facilitating Training of Trainers (ToT) for adult learners, government officials on operations and technical maintenance capacity-building programmes using participatory and practical approaches.

Evaluation process and methods

First, the Technical Proposals will be evaluated. The Technical Proposal was allocated a total possible score of 60 points (pt) using following criteria. Technical Proposals receiving at least 40 out of obtainable points (60 pt) or higher, will be considered technically responsive and they will proceed for the presentation. The presentation will have total 10 points. Presentations receiving minimum 5 points, and overall, 45 points will go to next stage where their price Proposal will be opened. Proposals which are considered not technically compliant and non-responsive, will not be given further consideration.

ITEM	TECHNICAL EVALUATION CRITERIA	MAX OBTAINABLE POINTS
1 1.1 1.2	**Understanding of Assignment & Proposal Quality.** Assesses how well the bidder demonstrates understanding of the ToR, particularly in relation to Climate Resilient WASH (CR-WASH) Planning and Budgeting, Operations and Technical Maintenance, WASH in Schools (WinS) and WASH in Communities education and capacity-building interventions. • Understanding of the assignment and alignment with the TOR • Completeness, clarity and feasibility of the proposed response	**20** 10 10
2 2.1 2.2 2.3 2.4	**Organizational Experience & Team Composition.** Evaluates the bidder's institutional capacity and relevance of the proposed team in the context of, WASH planning and budgeting, operation and technical maintenance, climate resilience, and capacity building programming. • **Relevant organizational experience.** Demonstrated experience (minimum 5 years) in developing educational materials, training packages related to WASH Planning and Budgeting, Operation and Technical Maintenance, climate resilience, hygiene promotion, environmental sustainability, or school health programming. • **Sample work.** Quality and relevance of previous work, including adult learning materials, training manuals, facilitation guides, financial and operational education tools, and capacity-building resources. • **Project Portfolio & Scale:** Experience implementing similar assignments with schools, government institutions, or development partners, including training, piloting, and rollout of educational or WASH-related programmes. • **Relevant experience of proposed key personnel**: Proposed team includes qualified experts in education content development, adult education, WASH planning and budgeting, operations and technical maintenance, with experience designing adult learning materials and conducting Training of Trainers (ToT) and capacity-building activities. Experience with UN agencies or international organizations is an asset.	**20** 5 5 5 5
3 3.1 3.2 3.3 3.4	**Proposed Methodology and Approach.** Assesses the robustness, relevance, and practicality of the proposed implementation approach. **Work Plan & Implementation Strategy.** Clear and realistic workplan aligned with assignment objectives, including development, review, piloting, finalization, and rollout of CR-WASH Planning and Budgeting, Operations and Technical Maintenance education and training materials. **Instructional Design & Learning Approach.** Use of adult-learning, specific to the context and participatory learning methodologies, including practical tools and participant engagement approaches. **Training & Capacity Building Approach** Structured and sustainable approach for Training of Trainers (ToT), civil servants' capacity building, and cascading implementation.	**20** 5 10 5
Total score for Technical Evaluation		**60**
Total score for Presentation		**10**
Total score Financial Evaluation		**30**

ITEM	TECHNICAL EVALUATION CRITERIA	MAX OBTAINABLE POINTS
Summary of Technical and Financial Score		**100**

Minimum technical score: 45 out of 70 points given to technical criteria.

FINANCIAL EVALUATION (30 points)

Only financial proposals submitted by bidders that meet the minimum technical threshold will be opened and evaluated. The financial proposal will be assessed on the basis of the total evaluated price. The lowest-priced technically responsive proposal will receive the maximum 30 points. All other technically responsive financial proposals will receive points in inverse proportion to the lowest price.

Ref	CATEGORY	POINTS
1	Financial Proposal – Mandatory. • Fees for providing the services laid out in this TOR and detailed Price Schedule. • Proposed payment schedule linked to clearly defined deliverables. • Detailed cost breakdown for each component of the proposed work, consistent with the technical proposal. • All applicable travel, workshop/training, materials and other assignment-related costs. • Any offered discount/payment terms, if applicable.	30

Submission

Bidders must submit the following:

(a) Technical Proposal

1. Proposed methodology, technical approach, detailed workplan and timeframe, clearly linked to the phases and deliverables in this TOR.
2. Statement demonstrating that the company and proposed personnel meet the qualification requirements, including relevant assignments and links or samples of previous work where available. For confidential work, provide the title, client type, scope and a reference contact where permitted.
3. Corporate profile, including relevant institutional experience.
4. Valid company registration, licenses and other relevant work-related certificates, as applicable.
5. CV of the WASH Lead expert personnel.

(b) Financial Proposal

The financial proposal shall be submitted as a separate document and shall specify the total all-inclusive budget in USD, with a detailed breakdown by deliverable/component. The financial proposal should include professional fees, travel, accommodation, local transportation, workshops/training, materials, digital learning/knowledge-management costs and any other applicable costs. Costs should not include VAT.

Legally registered local companies/institutions are eligible to apply for this assignment, subject to the applicable UNICEF procurement requirements.

The applicant shall submit a duly signed and complete proposal comprising the documents and forms required under this TOR.

The proposal shall be signed by the applicant or person(s) duly authorized to commit the applicant. Evidence of such authorization, issued by the legal representative of the bidding entity or provided through a Power of Attorney, shall accompany the proposal.

Electronic files forming part of the proposal must be submitted in PDF format, unless otherwise specified by UNICEF.

The Technical Proposal and Financial Proposal must be submitted as completely separate files. The Financial Proposal shall be encrypted with a password and submitted through the dedicated email address indicated in the solicitation.

The password for opening the Financial Proposal shall be provided only upon request from UNICEF. UNICEF will request the password only from applicants whose Technical Proposal has been found technically responsive. Failure to provide the correct password may result in rejection of the proposal.

Both proposals must be submitted at the same time. No amendments to proposals will be accepted after the submission deadline unless specifically solicited by UNICEF.

Administrative Issues

- UNICEF will provide relevant available documents, technical materials, stakeholder contacts and coordination support. UNICEF will review deliverables, provide consolidated feedback and facilitate engagement with relevant Ministry of Health and other stakeholders, as appropriate. The Agency is expected to incorporate agreed feedback within the timelines set out in the workplan.
- Any required local travel must be included in both the technical and financial proposals. The Agency shall budget all travel-related costs, including transportation and accommodation, and comply with applicable UNICEF travel and security requirements and any restrictions in force during the assignment.
- UNICEF is VAT exempt. A VAT exemption certificate can be shared with the awarded company upon request.