

## TERMS OF REFERENCE

### **International Consultancy on Development of Methodology and Provision of Technical Assistance to Create WASH Technology Catalogue for National Sanitation Programme in China and South-South Cooperation**

#### **1. Background**

UNICEF works in 190 countries and territories to protect the rights of every child, defending children's rights to survive, thrive and fulfil their potential – to the benefit of a better world. One of the 5 pillars of UNICEF's Strategic Plan is to provide clean and safe environment for children, of which safe water, sanitation and hygiene services are important components.

UNICEF regional office has recently concluded a WASH regional evaluation. The evaluation recommended a series of actions to strengthen WASH programme in the region and address WASH humanitarian challenges in the context of SDGs. Among those recommendations is the capacity to make available the existing innovative technologies and approaches to improve the WASH sector efficiency.

In the case of China, by 2017, 93 per cent of Chinese households had access to safe drinking water services, including 86 per cent of rural and 98 per cent of urban households. China achieved the sanitation targets of the Millennium Development Goals in 2015. However, access to safely managed sanitation still needs improvement. Currently 28 per cent of the national population, 44 per cent of the rural and 16 per cent of the urban population do not meet the SDG standards.

Over the years, there have been many innovations in the WASH sector in China. In this context, UNICEF China will partner with government counterparts to catalogue effective WASH solutions that are reliable, easy to operate, affordable to use, and climate smart. To this end, the government counterparts will:

- a. Conduct WASH technology product survey in China compiling comprehensive product specification data including the data on associated emission and water use for each WASH technology product to be included in the catalogue.
- b. Develop an online platform for WASH technology product catalogue for use in China as well as in other developing countries. The platform will include the function of submitting updates on existing wash products as well as adding new ones.

UNICEF China is seeking international consultancy to design WASH technology product catalogue, its data collection methodology and instruments as well as assist the government counterparts in building the online platform.

#### **2. Objectives**

The contractor/firm will:

- a. Design a catalogue template and develop methodology and instruments for collection, analyses and cataloguing of WASH technologies produced in China
- b. Provide trainings and guidance to government counterparts responsible for the implementation of the project

- c. Provide quality assurance in the process of data collection, analysis, and cataloging, as well as review the completed catalogue
- d. Assist the counterparts in developing the online platform

### 3. Scope

The cataloguing exercise will be concentrated on Chinese WASH technology products, primarily focusing on scalable environmentally friendly WASH solutions. Standard consumables such as soaps and hand sanitizers are out of the scope of this exercise. The focus will be on developing the overall framework and approach, recommend relevant cataloguing software and web-based tools, and work with national counterparts in building the online platform.

### 4. Deliverable Matrix

Main Tasks	Task Details	Deliverables	Working Days	Deadlines
<b>Task 1: Conduct WASH technology product survey in China compiling comprehensive product specification data including the data on associated emission and water use for each WASH technology product to be included in the catalogue</b>	- Develop appropriate classification criteria and categories taking into account different types of WASH technology (handwashing, drinking, fecal sludge management, water treatment, etc.), suitability in different climate and context (e.g. urban/rural, carrying capacity, etc.), product life span, price range, emissions and water consumption.	- Data collection and cataloguing methodology and instruments including classification criteria/categories of different wash products.	20 days	Oct 2021
	- Elaborate data collection methodology, instruments and develop catalogue template reflecting specifications and categories for different WASH products.	- Catalogue template	3 days	Nov 2021
	- Guide/train government counterparts in data collection and cataloguing of WASH products	- Training of government counterparts responsible for the project implementation.	1 Day	Dec 2021
	- Provide quality assurance during data collection and cataloging process to ensure compliance with methodology and make changes in the approach if necessary	- Quality assurance on the cataloguing process.		
	- Pre-final and final review of completed catalogue	- Review of the catalogue.		

<b>Task 2. Develop an online platform of WASH technology catalogue</b>	Help government counterparts design and build user friendly online platform for the catalogue that will allow users easy access, sorting, and filtering of various wash technology products. The platform should be tested and recommendations on improvement should be drawn up	Design of functions and assistance in testing of the online platform	15 days	Feb2022
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## 5. QUALIFICATIONS

An organization/firm/team interested to apply is required to have:

- At least 8 years of relevant experience in market research, product cataloging, and related fields
- At least 3 years of experience in designing online platforms
- Prior experience with UNICEF or other UN agencies will be considered as an asset
- Prior experience of running projects in China will be considered as an asset

The core team will consist of three international and national team members, conversant in global best practice and national situation including ability to function bilingually (English and Mandarin). Expertise in WASH technology, web design, market research and catalogue development are mandatory. Advance university degrees in relevant fields and at least five years of professional experience is mandatory per each member of the team.

## 6. PAYMENT

The consultancy fee will be negotiated between the applying organizations/teams and UNICEF China based on an initial proposal by the latter. Payment will be carried out in several instalments as agreed between the selected organization/team and UNICEF, after satisfactory implementation of specific parts of the services and after provision of reports on the implemented activities.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if deliverables are incomplete or not submitted at all, or for failure to meet deadlines.

## 7. EVALUATION PROCESS AND METHOD

An organization/firm interested to apply must provide:

- Institution's portfolio, presenting previous similar assignments and results achieved
- CV-s of the key personnel to be involved in the project
- At least three references from previous clients
- Project plan/technical and all-inclusive financial proposal in USD in accordance
- At least three samples or links to samples of previous relevant work authored by the applicant company, or to which the applicant directly contributed
- Detailed timetable by activity along with proposed approach/methodology

**Proposals will be evaluated in the following manner:**

Technical Criteria - max: 70%; Financial Criteria – max: 30%

The technical proposal will be evaluated against the following criteria:

<b>Criteria</b>	<b>Max Points</b>
Completeness of response and relevance of the technical proposal with terms of reference	10
Institution's profile, expertise and previous experience and its capacity to accomplish the tasks and deliver the results as per the TOR	20
Profiles of team members, expertise and previous experience as well as their capacity to accomplish the tasks and deliver the results as per the TOR	20
Proposed approach	20