



TERMS OF REFERENCE

POST TITLE:	Water Sanitation Consultant – National consultant
AGENCY/PROJECT NAME:	UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP)
COUNTRY OF ASSIGNMENT:	Home-based assignment with travel

1) GENERAL BACKGROUND

The UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP) is seeking a suitable and qualified contractor to provide technical expertise in the area of water sanitation knowledge and management for ensuring access to clean and safe water for inmates and prison staffs in prison facilities which are of high priority of needs.

UNODC works with Thai Ministry of Justice, Department of Corrections (DOC) in the area of health in particular enhancing water sanitation systems in Thai prisons, by providing technical assistance to strengthen criminal justice, especially in the areas of prison management and health in prisons including COVID-19 preparedness and responses in close collaboration with regional and national level partners in order to ensure that the project will be partnered with relevant agents who will continue its sustainability in implementation and development in the area of water sanitation in prison settings.

2) OBJECTIVES OF THE ASSIGNMENT

Under the overall supervision of the UNODC ROSEAP, the contractor will undertake the following substantive duties and responsibilities:

- Draft and finalise the water sanitation system development and maintenance plan (one-year plan for 5 years in total, for specified prisons), including the cost-estimation and budget planning
- Provide capacity building support on the maintenance and management of water sanitation system for the relevant prison officers.
- Provide the guidance and recommendation for installation for all necessary equipment of the water sanitation systems, and follow-up service to the prisons

3) SCOPE OF WORK

Under overall guidance and supervision of the UNODC ROSEAP, the Consultant will:

- i) Develop the water sanitation system development and maintenance plan including the cost-estimation and budget planning for the four prisons in Nakhon Ratchasima, Thailand
- ii) Provide training on the maintenance and management of water sanitation system for the relevant prison officers.
- iii) Provide the guidance and recommendation for procurement items and installation for all necessary equipment of the water sanitation systems, and follow-up service to the prisons

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: 19 December 2022 – 9 May 2023. (up to maximum of eighty-three (83) work days)

Duty Station: Home-based assignment with travel to the four prisons in Nakhon Ratchasima Province, Thailand.

Note: It is understood that the consultant would not hold UNODC responsible for any unforeseen or untoward incident during the duration of the consultancy. It is recommended that the consultant secure his/her own insurance coverage during the conduct of the consultancy.

5) FINAL PRODUCTS

The following outputs are expected to be delivered by the Water Sanitation Consultant:

Deliverables	Outputs	Working Days	Completion deadline
A	1. Draft the Report of the water sanitation system development and maintenance plan, including the cost-estimation and budget planning, and the list of equipment procurement, for UNODC review.	17 days	12 January 2023
B	2. Develop the curriculum of one-day on-site training course for prison officials in 4 prison settings, incorporating UNODC's revisions. 3. Deliver the one-day on-site training course to prison officials in 4 prison settings.	24 days	17 February 2023
C	4. Revise the contents of the report (Deliverable A) based on UNODC's comments.	10 days	3 March 2023

D	5. Provide the guidance and recommendation for installation for all necessary equipment of the water sanitation systems, and follow-up service to the prisons	23 days	7 April 2023
E	6. Final Report on the overall activities, cleared by UNODC	9 days	24 April 2023

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will ensure the quality and timely delivery of all required tasks as provided for in this Terms of Reference. All the outputs should meet the satisfaction of the Crime Prevention and Criminal Justice Officer according to the following criteria:

- Quality of the document produced
- Technical competence
- Timeliness of the delivery.

Payment will be made upon the satisfactory submission of the relevant output and approval by Crime Prevention and Criminal Justice Officer, UNODC.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The assignment requires a qualified individual with the following expertise:

- An advanced degree in environmental engineering and in a subject closely related to water sanitation management is required. Applicants from countries where higher education is not divided into undergraduate and graduate stages should have completed at least five years of university studies.
- at least 10 years of professional experience in water sanitation system, water management in national or regional levels is required
- Strong professional field experience, analytical capacities and academic lecturing are an asset.
- Fluency in Thai, with excellent report writing and communication skills, is required
- Knowledge of English is required.

8) REVIEW TIME REQUIRED

One week after submission of the report.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNODC PREMISES

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL TIME

10) REQUIRED DOCUMENTS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- **Proposal**, Explaining why you are the most suitable for the work.
- **Personal CV or P11**, indicating all past experiences from similar projects
- **Letter of Confirmation of Interest and Availability with Financial Proposal** (in THB currency) using the template provided as **Annex III**

Financial proposal: Candidate shall quote an all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided for the entire assignment. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the proposed fee submitted in the proposal.

If an Offeror is employed by an organization/ company/ institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

****Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification**

****Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

The short-listed candidates may be contacted, and the successful candidate will be notified.

11) CRITERIA SELECTION OF THE BEST OFFER

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as: a) Responsive/compliant/acceptable, and b) Having received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation.

- o Technical Criteria weight;70%
- o Financial Criteria weight; 30%

Only candidates obtaining a minimum of 490 technical points would be considered for the Financial Evaluation.

Criteria	Weight	Max Point
1) Technical	70%	700
• Qualifications in Environmental Engineering	25%	250

• Relevant experience in designing, supervising, and constructing water sanitation system	25%	250
• Understanding of water sanitation system and knowledge of correctional facility settings in Nakhon Ratchasima	10%	100
• Fluency in Thai with excellent report writing and interpersonal skills and Knowledge of English	10%	100
2) Financial	30%	300

12) Payment Terms

Please indicate any special payment terms for the contract.

☒ **LUMPSUM MILESTONE**

☐ **DAILY**

Schedule of Payments

Payments are based upon output, i.e. upon delivery of the services specified in the TOR, and deliverables accepted and certified by of the Crime Prevention and Criminal Justice Officer

Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverables (list them as referred to in the ToR)	Percentage of Total Price (Weight for payment)
Deliverable A	20.5 %
Deliverable B and C	41.0 %
Deliverable D and E	38.5 %