

Terms of Reference

Water Consultant

For The Identification and Provision of Technical Specifications for the Procurement and Installation of Drinking Water Purification System in Public Schools, a UNICEF- funded Project

1- GENERAL

1-1 INTRODUCTION

IOCC is inviting eligible water consulting firms or individuals (referred to as the “Consultant”) to provide offer for the provision of consultancy services for the identification and provision of technical specifications for the procurement and installation of drinking water purification system in public schools in various areas in Lebanon.

1-2 BACKGROUND

Funded by UNICEF, the International Orthodox Christian Charities (IOCC) - Lebanon is implementing the Rehabilitation of Public School Infrastructures in Lebanon program. The program aims to improve the learning environment of Lebanese public schools to meet the minimum requirements for a healthy and safe school.

The project is targeting 61 public schools prioritized by the Ministry of Education and Higher Education (MEHE), located in North Lebanon, South Lebanon, Mount Lebanon and Bekaa and enrolling a large number of Syrian students, ranging from 68 to 900 students.

As mentioned above, the program will enhance the educational environment through, but not limited to, the following works:

- Water, Sanitation, Hygiene and Health, to ensure the basic standards for a proper hygienic environment;
- Safety issues to include electrical hazards, safety steel bars and the like;
- Water proofing to prevent leakage;
- In addition to doors, windows, floors, some paints etc.

In addition to the physical infrastructure improvements, IOCC will increase the awareness of the students in the target schools about good hygiene practices through the implementation of hygiene promotion activities.

2- OBJECTIVES OF THE CONSULTANCY SERVICES

The main objectives of this consultancy are:

- To assess the quality of water in the target schools based on the water testing results conducted by IOCC in reliable local laboratories (for chemical, physical and microbiological tests required for drinking water);

- To identify the appropriate water purification system that should be installed in each school;
- To develop the technical specifications including sketch drawings and the quantity of works needed to install and operate the system;
- To analyze the water testing results conducted by IOCC in reliable local laboratories after the installation of the water purification system, and if need be suggest adjustment needed to the installed system.

3- RESPONSIBILITIES and TASKS

1. Develop time table/action plan.

In coordination with IOCC team, the consultant shall develop and submit an action plan for the assigned consultancy tasks and activities.

2. Assess the water quality at the schools.

- Review all chemical and microbiological water test results conducted for the target schools;
- Analyze the results;
- Submit a report for each school, based on the test result, to include findings and recommendations on the appropriate drinking water purification system.

3. Visit the schools, if needed.

- Conduct complete or random visits to the target schools to check the site as need be to ensure the suggested plans are feasible. This is done in coordination with IOCC prior to each visit.

4. Water system design.

- Identify and design the water purification system for each school based on the water testing result analysis;
- Develop the technical specifications of the selected water purification system, the type/ quantity of works required for each school;
- Include sketch drawings and other information, if needed;

5. Estimated costs.

- Provide a cost estimate of the identified water purification system and its accessories in each school with a degree of accuracy of 10%.

6. Verification of the quality of water.

- Review the water test results following the installation of the water system;
- Analyze the results;
- Submit a report for each school based on the test result to ensure that the water is safe and potable.

7. Any other business

Depending on the situation, the consultant may need to take an active role in technical support and advocacy relevant to the water sector with the donor and IOCC team;

4- DELIVERABLES

1. *The action plan or time table*

The action plan must be submitted in English. It should include all activities and tasks required as mentioned above in respect with the consultancy period.

2. *Analysis report for the water quality for each school*

2.1 Prior to the installation of the water system

The analysis report must be submitted in English. The analysis report should be submitted one month after the water test results are provided to the consultant. The report should be provided for each school and include findings and recommendations for the most efficient and cost effective water purification system.

2.2 After the installation of the water system

The analysis report must be submitted in English. The analysis report should be submitted within 10 days after the post- test results are provided to the consultant. The report should be provided for each school and include recommendations if any finding is discovered.

3. *Technical specifications for the water purification system*

The technical specifications must be prepared and submitted in English and Arabic. The technical specifications will be accompanied with sketch drawings of the system that will be installed in each school.

4. *Estimated budget*

The consultant shall provide a cost estimate of the identified system to be procured and installed in each school within the project timeframe and deliverables.

5- REPORTING AND CONTRACT PERIOD

The consultant will report directly to IOCC Lebanon Operation Manager, Fady Haddad. Contact address; email: fhaddad@ioccc.org.

The consultant shall commence the consulting service upon the effective signature date of the contract notice to proceed.

All reports and communication shall be made in writing and shall be in English. The consultant will provide an electronic version of all required deliverables, in addition to hard copies, no later than the deadline that will be agreed upon with IOCC. The reporting will be completed based on IOCC acceptable formats and templates.

6- REQUIRED EXPERTISE/ QUALIFICATIONS

The consultant shall have the following competencies and experience:

- The consultant shall be composed of qualified staff with sufficient skills and experiences necessary to undertake the range of tasks set out in this Terms of Reference;
- Highly detailed oriented with excellent time management skills;
- Strong commitment;
- Ability to perform under constrained time schedules;

- The consultant shall be eligible to work in Lebanon;
- The consultant shall provide proof of previous related services/experience in Lebanon (Note that high priority will be given for those firms and individuals who have the same experience within Lebanon);
- Familiar with civil society and NGO engagement.

7- OVERSIGHT

IOCC Lebanon shall exercise oversight over the service performed by the consultant under this Terms of Reference. The consultant, however, shall be solely responsible for the quality and integrity of its service including the deliverable outputs.

8- EXPRESSION OF INTEREST (EOI)

For the identification of an appropriate, most efficient and cost effective drinking water purification system to be procured and installed in public schools,

IOCC Lebanon funded by UNICEF invites eligible consultancy firms and individuals to indicate their interest in providing the consultancy services mentioned. The consultant will be selected through a competitive process. Interested consultants must provide the following information indicating that they are qualified to perform the services:

- a- Expression of Interest cover letter;
- b- Updated curriculum vitae;
- c- For the firms, a general profile of the firm in addition to the curriculum vitae for the team members proposed having experience to contribute in this service;
- d- Minimum of 2 references with full contact address;
- e- Comprehensive financial quote for the consultancy charges (to be placed in separate and sealed envelope).

Once nominated for the Consultancy Service of the identification of the appropriate drinking water purification system, the selected firm or individual has not the right to participate in future bid, once announced, regarding the Procurement and Installation of the drinking water purification system avoiding any conflict of interest.

9- SUBMISSION GUIDELINES

The EOI document shall be written in English. All pages of the EOI document shall be signed and stamped by the consultant or by an authorized representative (holding proper power of attorney).

The applicant must submit their documents by hand in original in sealed envelope clearly marked **“Expression of Interest (Eoi) for Identification and Provision of Technical Specifications for the Procurement and Installation of Drinking Water Purification System in Public Schools”** and delivered at the address below no later than August 10, 2015 up to 3:00 PM.

**International Orthodox Christian Charities
Mkalles 2001, Center 3rd floor, Suite 3-3,
P.O. Box: 68 Mansourieh, Metn Lebanon**

Only technical documents can be submitted by email at ioccleb@iocc.org. Financial quote must be submitted in sealed envelope.

IOCC takes no responsibility for the delay, loss or non-receipt of any submission or letter sent by post, within the prescribed time period.

For further clarification please contact IOCC at +961-1-688509 or 01-687354 from 9:00 am to 3:00 pm on any working day (except on Saturday and Sunday) and email at ioccleb@iocc.org mentioning the Eol mentioned above in the Subject line.