

**Terms of Reference (ToR)**  
**Long Term Agreements (LTAs) for Water Trucking for Informal Settlements**

Section – WASH	Content
<b>Background</b>	More than 300,000 Syrian refugees are currently living in Informal settlements, mostly located in Baalbeck-Hermel, Bekaa, Akkar and Northern governorates. To support those refugees to access safe water and sanitation, UNICEF is currently supporting the delivery of Water via trucks and the removal of sludge.
<b>Objective, Purpose and Expected Result</b>	<p><b>Objective</b></p> <p>After more than 11 years in the Syrian crisis, donor interests to supporting WASH's temporary, non-sustainable, non-cost-effective activities have lessened, especially after other new emergencies are now prioritized i.e Ukraine Crisis and the Drought in the Horn of Africa. Due to this unpredictable and reduced funding environment, and following the strategic shift, UNICEF is trying to find alternative ways to provide more cost-effective water supply to Syrian Refugees in Informal Settlements in 3 localities in North (Tripoli), Akkar (Tall Abbas el Gharbi) and Baalbek (Iaat).</p> <p><b>Expected Result</b></p> <p>Poor and marginalized communities have increased capacity to access cost-effective gender- responsive and disability- inclusive WASH services and practice appropriate behaviours</p>
<b>Start Date</b>	Estimated start date 1 <sup>st</sup> of June 2023
<b>Estimated Cost of LTAs</b>	<p>Note: The nominal cost projection is based on the delivery sheet attached in annex, in each site every individual is receiving up to 15 litres per day during the Winter (6 months) and up to 25 litres per day during the Summer (6 months) for 365. The supplier must provide a unit price per site in \$/m3 delivered. The cost will be estimated using the formula presented under:</p> <p style="text-align: center;"><u>Formula of unit cost per m3 per site</u></p> $\text{Unit cost at site level [$/m3]} = \frac{\text{Unit cost [$/km]} * \text{Distance from Source [km]}}{\text{Volume of the truck [m3]}}$

<p><b>Description of Assignment</b></p>	<ol style="list-style-type: none"> <li>1. The LTA service providers will provide safe potable water in required quantities and quality by trucking for the population living in different locations and the associated quantities of water needed from UNICEF WASH needs assessments and service delivery demands and as per prioritization of water trucking.</li> <li>2. The LTA service providers will put in place the water trucking transportation and operational support requirements for the provision of safe water at the locations identified by UNICEF WASH.</li> <li>3. The LTA service providers will monitor the quality of the water to be trucked and undertake free residual chlorine testing for every batch of water delivered. The water delivered will be treated with chlorine, and the service provider should ensure that the quality of water distributed to beneficiaries conforms to the requirements covered by the technical guidelines on water trucking at all times.</li> <li>4. The LTA service provider will ensure the delivery of the water via truck is filled into the monitoring tool developed by UNICEF. Every site and every trip will be monitored using this tool. The service provider will receive training on reporting prior starting the contract.</li> <li>5. The LTA service providers will maintain ground liaison and coordination with the beneficiaries and with the local authorities for the purpose of ensuring the smooth implementation of activities required by UNICEF WASH.</li> <li>6. Where required, with the regular guidance and support of UNICEF WASH, the LTA service providers will be updated with new sites in need of water trucking, or any sites in need to stop water trucking activities.</li> <li>7. The LTA service providers will maintain UNICEF and/or donor visibility related to the water trucking activities in accordance with existing guidelines.</li> <li>8. The LTA service providers should communicate to UNICEF WASH at least 48 hours in advance in case of a major challenge of truck breakdown or any situation likely to lead to the inability to deliver the required water services so as to make alternative arrangements.</li> </ol>

<p><b>Deliverables</b></p>	<ol style="list-style-type: none"> <li>1. Before starting the distribution of water to the different locations, the LTA service provider will provide the delivery schedule to the different locations based on the associated quantities in annexes.</li> <li>2. The LTA service providers will provide water according to the quantity per household and quality requirements specified by UNICEF for each of the response components to be undertaken from time to time and as per the technical guidelines on water trucking.</li> <li>3. The LTA service providers will provide monthly to UNICEF (Field or section) the delivered quantities per site and the approved volumed delivered to be provided with the invoice,</li> <li>4. The LTA service providers will work with the Refugees and communities in the day-to-day ground organization and handling of water trucking tasks.</li> </ol>
<p><b>Reporting Requirements</b></p>	<p>For each location identified by UNICEF WASH where water trucking activities are implemented, the LTA service providers will fulfill the below reporting requirements.</p> <ol style="list-style-type: none"> <li>1. Delivery notes From (hard or soft copy) of the quantity delivered per ITS signed by: Truck driver and Community committee WASH focal person/ relevant partner representative.</li> <li>2. Water test results are done on site</li> <li>3. Maintained and file daily water trucking and distribution reports for ready reference and tracking.</li> <li>4. Provide monthly reports and daily logs documenting the progress of activities.</li> </ol>
<p><b>Location and Duration</b></p>	<p>The 10 LTAs will cover the water supply via truck to Syrian Refugees in Informal Settlements in the localities presented in the annex. The LTA will be valid for 365 days. The LTA provider can apply to one or several lots mentioned in the annex.</p>
<p><b>Technical Criteria</b></p>	<p><b>Overall Response</b></p> <p><b>Company Profile:</b> A detailed profile of the institutions providing services through the LTAs is a requirement. The institutions should be recognized, registered and possess valid legal documentation as the Lebanese government requires.</p>

	<p><b>Institutional Experience:</b> The institutions should have proven records of experience related to water trucking activities. Experience with UN organizations and with the WASH sector partners will be an added advantage. (Reference Letters)</p> <p><b>Technical Capacity:</b> The institutions should provide evidence of sufficient technical capacity with staff having the necessary background, experience and sufficient capacity for water trucking, including the CVs of key staff and information on the number of water trucks and water tanks and capacities available.</p>
<p><b>Requirements</b></p>	<ul style="list-style-type: none"> <li>• Company registered to any relevant authorities</li> <li>• 3<sup>rd</sup> party insurance</li> <li>• Certificate of Non bankruptcy and preventive reconciliation</li> <li>• Proof of current records (إفادة شاملة من المحكمة)</li> <li>• Experience in previous water delivery using trucks</li> <li>• Valid driving licenses for drivers.</li> <li>• Vehicle to be licensed/registered.</li> <li>• Vehicle road worthiness.</li> <li>• Tanks should be safe for storing potable water (food grade Coating, no leakage, no corrosion)</li> <li>• Tanks should be equipped with pumps and accessories (minimum 50m long hose).</li> <li>• Capacity/size of the trucks/tanks to be used (as appropriate – the supplier will be selected on the size of the truck to reduce the distance of the trucking).</li> <li>• Compliance to safety measures</li> <li>• The LTA service provider will need to provide the specifications insurance that the chlorine used is safe for drinking purposes</li> <li>• Legal documents (mechanic certification or document proving truck is eligible for work/movement) with ownership document of the truck;</li> <li>• Paid mechanic fees.</li> </ul>
<p><b>Evaluation Process and Methods</b></p>	<p>Tender procedures and bid analysis will be done to select the most relevant institutions for each LTA according to the technical criteria. A tender review committee will be set up to choose the most competitive institutions. UNICEF WASH will take the lead in the technical evaluations.</p> <p>LTAs will be awarded to the contractor who provide the lowest cost and ensure technically compliant offers.</p>
<p><b>Administrative Issues</b></p>	<p>Every bidder should provide full information in the offer as well as factor in all information pertaining to the required services and assignments.</p>
<p><b>Project Management</b></p>	

	<p>UNICEF WASH section will be responsible for identifying the locations where water trucking activities are to be undertaken. For each identified location, UNICEF WASH will compile and analyze information on emergency water needs among sites based on the WAP and IAMP updates.</p> <p>On the basis of the information on needs and gaps, UNICEF WASH will provide detailed information on locations and activities to be implemented by the LTA service providers. For each location, the information provided to the LTA service providers will include full details on the tasks to be undertaken and the quality of the services to be provided.</p> <p>UNICEF WASH partners on the ground will undertake additional water, sanitation and hygiene activities among the ISs resident covered by the LTAs.</p> <p>UNICEF WASH partners on the ground will also monitor the activities of the LTA service providers and will report to the relevant UNICEF WASH Officer.</p> <p>In the surrounding of Tripoli, UNICEF WASH will provide to the LTA service providers of safe potable water sources where water for trucking must be obtained from and ensure that only sources with safe potable water are used for this purpose.</p> <p>For the other proposed sites, the supplier would need to provide the list of locations that he gets approval to take water from. MoPH clearance and validation must be delivered before taking water from the different points.</p> <p>The UNICEF WaSH Officer for the different regions will oversee and monitor the implementation of activities under the LTAs. UNICEF WASH will undertake joint monitoring of implementation outputs and outcomes with its partners, and document lessons learned to address observed shortcomings and improve the quality of services delivered to the beneficiaries.</p>
<p><b>Payment Schedule</b></p>	<p>Payments will be made against services under the LTAs after the certification by the relevant Unicef partners and the emergency WaSH Officer. Monthly or quarterly payment schedules will be determined on the basis of the duration of services undertaken under the LTAs at various times during their lifespan.</p>

**Any Other Information**

The below additional documents are attached to this ToR and form an integral part of the documentation.

1. Cost quotation templates for water trucking and required operational support costs.
2. Daily reporting templates or logs for water trucking and water distribution.
3. Technical Guidelines on Water Trucking.

March 17, 2023