

TERMS OF REFERENCE (TOR) FOR INSTITUTIONAL CONTRACTOR

Title	Funding Code	Type of engagement	Duty Station:
Wash Services Monetization Scale-up Feasibility Analysis		<input checked="" type="checkbox"/> Institutional Contract	Beirut - Lebanon

Purpose of Activity/Assignment:

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Background:

Cash-based programming is of increasing importance in humanitarian response, as evidenced by provisions in the Grand Bargain (an agreement between more than 30 of the biggest donors and aid providers putting forward a series of reforms and measures to make humanitarian aid more responsive to needs) to increase the proportion of aid being delivered as cash.

Since the start of the Syria crisis, UNICEF Lebanon Country Office has increasingly been providing assistance to the most vulnerable Syrian refugees through cash-based interventions. Cash based programming became a core part of the humanitarian response in Lebanon, from the simple monetization of programmes to broader and more complex social assistance programmes (such as Min Ila).

The integration of Cash based interventions in multi-sectorial programming is led by the Social Policy section, which provides the strategic orientations in the use and design of cash programmes but as well is responsible for their implementation, leading directly in the different operations of the programme cycle. The section has been implementing cash programming for the last 4 years. As a result, capacity and systems for the delivery of cash assistance are high, notably through the inter-agency collaboration among WFP, UNHCR and UNICEF, the LOUISE platform, an innovative Operational Model set up with the intention of streamlining the operational coordination of sectoral and multi-sectoral Cash assistance in Lebanon. While UNICEF Lebanon Country Office (LCO) focuses more broadly on humanitarian social assistance and safety-nets, it intends as well to explore opportunities in monetizing sectoral programmes (such as transportation to school, or trucking of water) in an effort to improve cost-efficiency and ensure most adapted and dignified assistance to its beneficiaries.

While cash-based programming in the WASH sector is still very limited, there are many opportunities to explore possibilities of monetization of existing interventions, notably regarding direct service provision.

In this perspective the LCO WASH section piloted a cash programme in the Mount Lebanon Governorate which it intends to evaluate the opportunities to scale-up to the national level.

Objective:

The objective of this consultancy is to provide to the UNICEF LCO with an analysis on the feasibility, opportunities, risks, extent and relevance to the national scale-up of the monetization pilot of the water trucking and dislodging services in the Informal Tented Settlements (ITS). This analysis should guide UNICEF LCO management in determining which of the models -direct provision of services or monetization- would be the most adapted to respond to beneficiaries needs, the necessary provision of minimum standards of quality services, and the requirements to provide the most cost-effective solutions.

Scope of Work:

The consultant will carry out consultations with UNICEF WASH, Social Policy and Operations sections, UNICEF LOUISE partners, Services Providers, Beneficiaries, ITS WASH committees, beneficiaries, Municipalities and local governments as well as other relevant actors, relevant literature review with a view to provide UNICEF LCO with a documented feasibility analysis of the scalability of a potential monetization of direct service provision in water trucking and dislodging in Informal Tented Settlements at national level. Analysis of the pilot conducted in Mount Lebanon will be the basis of the study. The consultancy should provide documented guidance to the Office on -but not limited to- relevance, cost-effectiveness, impact, risks and mitigation measures, coverage, stakeholder perspectives and sustainability of scale-up of monetization of WASH service provision. In addition to the consultations with key stakeholders, FGD, market and supply chain analysis will be part of the tools to use to conduct the study.

Key Tasks/Activities:

The consultant shall be responsible for the following tasks but not limited to:

- Conduct a review of the relevant literature and documents pertaining to situation of Lebanon, past post distribution monitoring results, use of cash transfers in emergency response, LOUISE, UNICEF LCO Cash Operational Manual etc.;
- Conduct interviews and consultations with all relevant stakeholders including UNICEF Section staff, coordination actors, Services Providers government ministries/agencies, etc.
- Conduct supply chain and market assessment in the water trucking and dislodging in the different areas concerned.
- Define criteria to assess the feasibility of scalability of the monetization versus direct service provision;
- Define the relevancy cost-effectiveness, impact, risks assessment, coverage and mapping, analysis grid for different stakeholders and sustainability in the context of the intervention.
- Provide documented results on the analytical grid mentioned above.
- Identify challenges related to scale-up, notably from an operational perspective.
- Present the highlights to a cross-section of UNICEF staff, and incorporate feedback into final document.
- Provide flexible and high-quality technical oversight, guidance and hands-on implementation support on emergency basic needs and cash-based assistance.
- Community-based vulnerability criteria and targeting. Lead development/adaptation of – and training of relevant team members in – core technical tools and guidance
- Complete regular field visits to deliver technical oversight, identify needs, provide support, trouble shoot, strengthen capacity, and ensure quality response programming

Deliverables:

- Design and supervise a Post Distribution Monitoring (PDM) assessment of the completed Cash for WASH pilot comprised of a survey and write the report.
- Submission of the inception report and analytical methodology to the relevant sections (PPT & Inception report)
- Submission of the draft feasibility analysis report comprising all the elements mentioned above and agreed during the inception report review, in view to provide UNICEF LCO management with the necessary recommendations to take informed key decisions in line with UNICEF internal strategy and policies.
- Submission of the final feasibility analysis report integrating the inputs of the involved sections.

- Presentation to management and to the relevant section of the final conclusions and recommendations of the analysis.

And any other necessary tasks to deliver the above points to be agreed and documented in the inception report.

Technical Evaluation Criteria

Service Providers are encouraged to ensure they meet the below requested evaluation and qualification criteria. The technical evaluation is composed of **70 points**. The minimum successful score for the technical evaluation is **49 points**;

The following technical evaluation criteria will apply:

- CV of all the evaluators to be involved in the assignment including:
 - An advanced university degree (master’s or higher) in international development, social sciences, public policy, public health, or other relevant field. and has qualified staff with similar educational level to be engaged in the review/evaluation (for consulting firm), with strong background in the field of social economic, community/economic development. The consultancy firm or consultant must have substantive experience of 7 years and more in project evaluation and reporting preferably on CTP (Cash Transfer Programming)
 - A minimum of five (5) years of relevant professional experience in the design, implementation and management of humanitarian cash transfer project/programmes.
- Expression of Interest outlining the understanding of the TORs, (maximum one and a half pages)
- A profile of the consultant, copies of CVs for the lead consultant(s) and the supporting team outlining who will undertake the different roles within the assignment if applicable
- Description of at least 3 relevant examples of recent work
- At least one referee for whom the consultant/s have carried out similar work (stating the organization, assignment undertaken, date and duration, contact person’s name, email address and contact number)
- Short explanation and justification of the methods to be deployed
- A detailed schedule of activities/workplan with time frames.

Evaluation Grid 70 points:

Oral and written proficiency in English is required.	5 points
Qualified staffs with educational level to be engaged in the review/evaluation equivalent to advanced university degree (Master’s or higher) in international development, social sciences, public policy, public health, or relevant field.	5 points
Strong background in the field of social economic, community/economic development	10 points
The consultancy firm must have substantive experience of 7 years and more in project evaluation and reporting preferably on CTP.	15 points
Qualified staff with a minimum of five (5) years of relevant professional experience in the design, implementation and management of humanitarian cash transfer project/programmes.	35 points

Financial Evaluation Criteria

Only bidders obtaining the minimum pass mark in the technical evaluation (49 points) will be considered for the financial evaluation. Financial evaluation is composed of 30 points. The lowest financial offer will obtain 30 points.

The financial proposal must include the following:

- The consultant/firm should indicate the total consultancy fees for the entire scope of work, based on the deliverables. For consultants this is based on the daily rate.
- Provide breakdown of additional chargeable expenses including field work related costs and other administrative cost
- Note that transport within Lebanon to and from the field will be provided and arranged by UNICEF Lebanon

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Work Assignment Overview Tasks/Milestone:	Deliverables/Outputs:	Indicative Timeline	Proposed Payment Schedule
Inception Report	Submission of the inception report and analytical methodology to the relevant sections (PPT & Inception report)	5 days	10%
Post Distribution Monitoring	Design and supervise a Post Distribution Monitoring (PDM) assessment of the completed Cash for WASH pilot comprised of a survey and write the report.	16 days	20%
Feasibility Study and Pilot Options	Submission of the draft feasibility analysis report comprising all the elements mentioned above and agreed during the inception report review, in view to provide UNICEF LCO management with the necessary recommendations to take informed key decisions in line with UNICEF internal strategy and policies.	21 days	20%
	Submission of the final feasibility analysis report integrating the inputs of the involved sections.	14 days	30%
	Presentation to management and to the relevant section of the final conclusions and recommendations of the analysis.	1 day	20%

Payment will be made after completion of each deliverable as per the schedule outlined in the above table, and upon approval of the deliverables by the Contract Supervisors (named above) in the WASH and Social Policy Sections.

<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines Masters Degree in Social Sciences, Economics, Development studies or related field.</p>	<p>Knowledge/Expertise/Skills required:</p> <p>Oral and written proficiency in English is required.</p> <p>An advanced university degree (Master's or higher) in international development, social sciences, public policy, public health, or relevant field. and has qualified staffs with similar educational level to be engaged in the review/evaluation (for consulting firm), with strong background in the field of social economic, community/economic development. The consultancy firm must have substantive experience of 7 years and more in project evaluation and reporting preferably on CTP.</p> <p>A minimum of five (5) years of relevant professional experience in the design, implementation and management of humanitarian cash transfer project/programmes.</p>
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