

SCOPE OF WORK

Assessing, designing and supervising the implementation of Small-scale WASH infrastructure

‘Assistance for drought and saltwater intrusion affected communities in the Mekong Delta and Central Highland Regions of Vietnam’ Project

1. Background

Save the Children is implementing the response to support drought and salinization affected families in 8 communes in Mekong Delta (Ca Mau) and Central Highlands (Gia Lai), including improvement of water supply systems in schools or clinics in 8 communes. This activity will contribute to achieve the project’s WASH result “Communities have increased access to sufficient and safe water and improved hygiene practices”. The allocation of support is shown in below table:

Province	District	Commune	# of system	Source
Ca Mau	Tran Van Thoi	Khanh Binh Dong	1	ECHO & SCJ
	Thoi Binh	Bien Bach	1	ECHO & SCJ
Gia Lai	Krong Pa	Dat Bang	1	ECHO & SCJ
		Ia Mlah	1	ECHO & SCJ
		Chu Drang	1	ECHO & SCJ
		Ia Rmok	1	ECHO & SCJ
		Ia Hdreh	1	ECHO & SCJ
		Krong Nang	1	ECHO & SCJ
Total			8	

2. Objectives of the Consultancy

The consultancy aim to provide the most appropriate model of water supply systems for each project areas and the technical support in implementing and monitoring the project activities to ensure that the project meets its objectives on WASH infrastructure improvement.

3. Consultant’s responsibilities:

- 1) Conduct WASH infrastructure survey of water points in all schools and clinics in 8 project communes to define the needs of investing the water supply/treatment systems. To that end, the following tasks are foreseen:
 - Development of assessment protocol and data collection tools for field visit in 2 project provinces;
 - Conduct field assessment in 2 provinces;
 - Analyze data and write assessment report which should include:
 - Current situation of community water facilities in schools, clinics;
 - Recommended list in need-priority order water treatment/supply facilities to be upgraded/installed per commune.
- 2) Based on the findings of above survey and discussion with project staff and local partners, provide the most appropriate design of water supply/treatment systems which should be cost- efficient (fitting in SC Budget), environmental friendly and take into consideration local context, Vietnam quality and quantity water standards (or Sphere standards) and acceptance. Technical drawings and detailed BoQ with specifications should be included. The potential two modalities of support are:
 - Install/ upgrade water supply system

- Install/ upgrade water treatment system.
- 3) Provide technical support during the implementation of action
- Review applications and provide technical inputs for the selection of suppliers of water facilities;
 - Monitoring and supervision the implementation of water supply/treatment system;
 - Together with suppliers to develop O&M training materials and conduct O&M Training to beneficiary agencies;
- 4) Ensure the quality of the final installation of water supply system
- Provide a checklist of minimum standard for final installation of water supply/treatment systems
 - Together with project staff pay technical monitoring visits until the completion of all water supply/treatment systems in agreed standard and quality.
 - Develop the criteria to test output water of the system according to standards of Vietnam for each water types depending on the purpose of their utilization.
 - Provide official acceptance of water supply system improvement before handing them over to beneficiary agencies.

4. Expected Deliverables/outputs:

- Assessment reports including the recommended list of water supply/treatment systems;
- Technical solutions including detailed designs, BoQ and technical drawings with estimated budget to improve water supply in recommended schools/clinics.
- Bidding applications reviewed, and supplier(s) recommended including samples quality check;
- Monitoring and supervision procedures and tools developed; monitoring reports;
- O&M training materials and report of O&M training for beneficiary agencies;
- Standardization guidelines including minimum standard and quality for installation of water supply systems
- Output water testing certificate.
- Official acceptance of water supply systems

5. Duration/Timeframe: From December 13th, 2016 to June 30th, 2017.

N o.	Activity	Location	Person in charge	Timeline	Total day	Workin g day	Travelli ng day	Per die m day
1	Desk study and develop assessment tools		Consultant	December 13 th , 2016	0.5	0.5		
2	Conduct field assessment in Ca Mau and Gia Lai	Gia Lai	Consultant, SC	December 14 th – 30 th 2016	8	6	2	8
		Ca Mau			4	2	2	4
3	Write assessment report		Consultant	December 31 st 2016	1	1		
4	Design the water supply systems		Consultant	January 1 st – 2 nd 2016	2	2		
5	Review applications and provide recommendations of suppliers		Consultant, SC	January 15 th 2016	1	1		
6	Monitoring and supervision the	Gia Lai	Consultant, SC		10	6	4	10

N o.	Activity	Location	Person in charge	Timeline	Total day	Working day	Travelling day	Per diem day
	implementation of water supply systems (2 trips/provinces)	Ca Mau	Consultant, SC	February 15 th – March 30 th 2016	6	2	4	6
7	Develop O&M materials		Consultant	April 2016	1	1		
8	Develop and monitor the output water testing		Consultant	May 2016	0.5	0.5		
9	Conduct O&M training for beneficiary agencies and handover to schools/clinics	Gia Lai	Consultant, SC	June 2016	5	3	2	5
		Ca Mau			3	1	2	3
Total of working days					42	26	8 trips	36

6. Reporting line <Commissioning Manager>: Nguyen Thi Thuy Binh, Emergency and DRR Manager

7. Consultant's Qualifications:

- The consultant must hold a bachelor degree specified in water engineering or related field
- Have good knowledge on disaster risk reduction and WASH
- Have at least 5 year experience working in the areas of small scale water infrastructure including conducting assessment, providing technical solutions, reviewing bidding application, field supervision, or appropriate; and
- S/he must show her/his enthusiasm attitude working in a hard conditions as a consequence of disaster affected to the project site.

8. Total Estimated cost, Budget & resources:

Funding sources: This cost for the constancy will be charged to three budget codes as followings:

- ECHO: Budget code: 7040107/82603109/336311
- SC Japan: Budget code: 7040104/39201089/330201

9. Other conditions:

- A full working day for consultant is at least 8 hours per day. Payment will be calculated basing on actual working time but not exceed 26 working days.
- The consultant fee is applied for working days, not applied for travelling days.
- This is the gross amount, including personal income tax, not including per diem, accommodation or travel (if any)
- The consultant should be responsible for accident and health insurance during performing consultant activities
- Payment of the consultancy fee will be made by bank transfer to the consultant's bank account after successful submission of all deliverable and satisfactory completion report.
- The Consultant will send all financial supporting documents to SC office in Hanoi, SC will prepare for the final payment to Consultant within 15 working days after received a full set of document and the final report of the consultancy.

- Payment and actual amount will be made after the Services completes. Payment will be made in 2 times followings:
 - First payment: After the completion of the design of water supply systems with deliverables:
 - Assessment reports including the recommendation on the beneficiary agencies;
 - Technical specifications/solutions and estimated budget to improve water supply in recommended schools/clinics.
 - Timesheet
 - Invoice
 - Last payment: the remaining of the consultant fee for actual expenditure with deliverables:
 - Bidding applications reviewed, and supplier(s) recommended;
 - Monitoring and supervision procedures and tools developed; monitoring reports;
 - O&M training materials and report of O&M training for beneficiary agencies;
 - Standardization guidelines including minimum standard and quality for installation of water supply systems
 - Output water testing certificate.
 - Official acceptance of water supply systems
 - Timesheet
 - Invoice

10. For public/advertisement:

- Submission of Proposal

The proposal should provide the following information:

- a) Outline of the methodology to undertaking the assignment
- b) CV/Profile of staff proposed for the assignment
- c) Detailed quotation/daily rate for the assignment.

- Deadline for submission of proposal to Save the Children: Sunday, 4th December 2016