
REQUEST FOR PROPOSAL FOR SERVICES

LRPS-2016-9125255

11 May 2016

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

EQUITY ANALYSES

REQUEST FOR PROPOSAL SUBMISSION BY 6th JUNE 2016 15:00 GMT SHOULD STRICTLY BE SENT WITH RFP No: 9125255 BY MAIL TO FOLLOWING ADDRESS:

TO: twellington@unicef.org
CC: hlartey@unicef.org

IMPORTANT # ESSENTIAL INFORMATION

Bidders are required to submit Technical & Financial proposals in TWO (2) separate mails.

The reference 9125255 must be shown on both the mails containing the Technical Proposal and the Financial Proposal. The bid form must be used when replying to this request for proposal.

Due to the nature of this RFP, there will be no public opening of proposals. Proposals received after the stipulated date and time will be invalidated.

It is important that you read all of the provisions of the request for proposal, to ensure that you understand UNICEF's requirements and can submit a proposal in compliance with them. Note that failure to provide compliant proposals may result in invalidation of your proposal.

For Additional Technical Information on this Request for Proposal (RFP)

Contact:
Niall Boot nboot@unicef.org
David Duncan dduncan@unicef.org

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

Prepared By:



Date: 13/05/16

Horatio Lartey

(To be contacted for additional information, NOT FOR SENDING PROPOSALS)

Email : hlartey@unicef.org

Approved By:



Date: 13/05/2016

Theophilus Wellington

REQUEST FOR PROPOSAL FOR SERVICES FORM

This FORM must be completed, signed and returned to UNICEF.
Proposal must be made in accordance with the instructions contained in this Request for Proposal for Services (RFPS).

TERMS AND CONDITIONS OF CONTRACT

Any Contract resulting from this RFPS shall contain UNICEF General Terms and Conditions for Institutional and Corporate Contracts and any other Specific Terms and Conditions detailed in this RFPS.

INFORMATION

Any request for information regarding this RFPS must be forwarded by email to the person who prepared this document, with specific reference to the RFPS number.

The Undersigned, having read the Terms and Conditions of RFPS No. **LRPS-2016-9125255** set out in the attached document, hereby offers to execute the services specified in this document.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Currency of Proposal: _____

Validity of Proposal: _____

Please indicate which of the following Payment Terms are offered by you:

10 Days 3.0% _____ 15 Days 2.5% _____ 20 Days 2.0% _____ 30 Days Net _____ Other _____

Item	Service Description	Quantity	Unit	Unit Price	Price
10	EQUITY ANALYSES				
	EQUITY ANALYSES				
	EQUITY ANALYSES	1	PU		

SPECIAL NOTES

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STATEMENT OF WORK & EVALUATION CRITERIA (SEE ATTACHED)

INSTRUCTIONS TO VENDORS

A. INTRODUCTION

1.0 UNICEF, the United Nations Children's Fund, an international, inter-governmental organization established by the General Assembly of the United Nations by resolution No. 57(1) of 11 December, 1946 as a subsidiary organ of the United Nations, having its headquarters in New York, with offices in over 160 countries spanning 260 locations.

2.0 UNICEF works with governments, civil society organizations, and other organizations around the world to advance children's rights to survival, protection, health, development and participation and is guided by the Convention on the Rights of the Child.

1.2 Closing date and time for submission of full proposal: 15:00 GMT on 06th JUNE 2016

RFP number: 9125255

Proposals received in any other manner will be invalidated.

Sealed proposals received prior to the stated closing time and date will be kept unopened. The responsible officers will open technical proposals when the specified time has arrived and no proposal received thereafter will be considered. UNICEF will accept no responsibility for the premature opening of a proposal not properly addressed or identified. Any delays encountered in the mail delivery will be at the risk of the bidder.

Offers delivered at a different address or in a different form than prescribed in this RFP, or which do not respect the required confidentiality, or received after the designated time and date, will be rejected.

All references to descriptive materials should be included in the appropriate response paragraph, though the material/documents themselves may be provided as annexes to the proposal/response.

The bidder must also provide sufficient information in the proposal to address each area of the Proposal Evaluation contained in 1.10 to allow the evaluation team to make a fair assessment of the candidates and their proposal.

1.6 BIDDER RESPONSE

1.6.1 Formal submission requirements

The formal submission requirements as outlined in this Request for Proposal must be followed, e.g. regarding form and timing of submission, marking of the envelopes, no price information in the technical proposal, etc.

1.6.2 Bid Form

The completed and signed bid form must be submitted together with the proposal.

1.6.3 Mandatory criteria

All mandatory (i.e. must/have to/shall/should) criteria mentioned throughout this Request for Proposal have to be addressed and met in your proposal.

1.6.4 Technical Proposal

The technical proposal should address all aspects and criteria

outlined in this Request for Proposal, especially in its

statement of work, terms of reference and paragraph 1.10 of this Request for Proposal. However, all these requirements represent a wish list from UNICEF. The bidders are free to suggest/ propose any other solution. UNICEF welcomes new ideas and innovative approaches.

No price information should be contained in the technical proposal.

1.6.5 Price Proposal

The price proposal should be as per but not limited to paragraph 1.10 of this Request for Proposal.

1.6.6 Checklist for submission of proposals

Bid form filled in and signed

Envelope for technical proposal

- Technical proposal
- Technical proposal does not contain prices
- Envelope is sealed
- Envelope is marked as follows:

, RFP number - technical proposal

Envelope for price proposal

- Price proposal
- Envelope is sealed
- Envelope is marked as follows:

, RFP number - price proposal

1 outer enveloped

Containing bid form, envelope for technical proposal, and envelope

for price proposal

- Envelope is sealed
- Envelope is marked as follows

RFP number

1.7 CONFIDENTIAL INFORMATION

Information, which the bidder considers proprietary, should be clearly marked "proprietary", if any, next to the relevant part of the text, and UNICEF will treat such information accordingly.

1.8 RIGHTS OF UNICEF

UNICEF reserves the right to accept any proposal, in whole or in part; or, to reject any or all proposals. UNICEF reserves the right to invalidate any Proposal received from a Bidder who has previously failed to perform properly or complete contracts on time, or a Proposal received from a Bidder who, in the opinion of UNICEF, is not in a position to perform the contract. UNICEF shall not be held responsible for any cost incurred by the Bidder in preparing the response to this Request for Proposal. The Bidder agrees to be bound by the decision of UNICEF as to whether her/his proposal meets the requirements stated in this Request for Proposal. Specifically, UNICEF reserves the right to:

- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data (from the bidder(s));
- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- Contract any number of candidates as required to achieve the overall evaluation objectives.

1.9 PROPOSAL OPENING

Due to the nature of this RFP, there will be no public opening of proposals.

1.10 PROPOSAL EVALUATION

After the opening, each proposal will be assessed first on its technical merits and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be recommended for approval. UNICEF will set up an evaluation panel composed of technical UNICEF staff and their conclusions will be forwarded to the internal UNICEF Contracts Review Committee.

The evaluation panel will first evaluate each response for compliance with the requirements of this RFP. Responses deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFP, including provision of all required information, may result in a response or proposal being disqualified from further consideration.

1.2 Experience of Company and Key Personnel

The proposal obtaining the overall highest score after adding the scores for the technical and price proposals will be considered as the proposal that offers best value for money.

UNICEF will award the contract to the vendor whose response is of high quality, clear and meets the projects goals, including:

The price/cost of each of the technically compliant proposals shall be considered only upon evaluation of the above technical criteria.

The bidders should ensure that all pricing information is provided in accordance with the following:

For local Companies the currency of the proposal shall be in Ghana Cedis. Invoicing will be in the currency of the proposal. For all foreign entity without any local presence the currency could be either Ghana Cedis or in USD. Please note when quoting in USD whereby companies would require for Bank Transfer to be made outside Ghana, all bank charges would be borne by the company. The bidder will suggest a payment schedule for the Contract, linked to unambiguous Contract milestones. All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.

1.11 PROPERTY OF UNICEF Contractual Terms and Conditions
Contractual Terms and Conditions##

Include Qualifications or specialized knowledge/experience required

3. BIDDER#S RESPONSE

To establish your qualifications, please provide the following in your response:

4. Technical Proposal

Proposed Methodology and Approach (as outlined in TOR)

Detailed Timeframe:

Experience of Company and Key Personnel, including CVs of key personnel. Please attaché Gantt chart of activity with time line.

5. Price Proposal

Please provide detail budget.

D. GENERAL PROVISIONS

1.0 GENERAL SERVICES ADMINISTRATION (GSA) FOR USA VENDORS ONLY

In the event that the Contractor offers a lower price to the General Services Administration (GSA) of the federal government of the United States of America for similar services, UNICEF shall be entitled to same lower price. The attached UNICEF General Terms and Conditions for Institutional/Corporate Contracts shall have precedence.

2.0 CONTRACTUAL ARRANGEMENTS WITH UNITED NATIONS AND/OR AGENCIES

2.1 UNICEF is entitled to receive the same pricing offered in contracts with the United Nations and/or its Agencies. The attached UNICEF General Terms and Conditions for Institutional/Corporate Contracts shall have precedence.

3.0 MOST FAVOURED CUSTOMER PRICE/RATE CERTIFICATION

3.1 By submitting an offer the proposers certify that UNICEF, for Contracts resulting from this Request for Proposal for Services, is not being charged more than other clients for similar services and similar quantities and within similar circumstances.

4.0 LIQUIDATED DAMAGES

4.1 For late delivery of items/services or for items/services which do not meet UNICEF's specifications/requirements and are therefore rejected by UNICEF, UNICEF shall be entitled to claim liquidated damages from the successful proposer, and deduct 0.5% of the value of the items/services pursuant to a Institutional/Corporate Contract, per additional day of delay, up to a maximum of 10% of the value of the Institutional/Corporate Contract. The payment or deduction of such liquidated damages shall not relieve the successful proposer from any of its other obligations or liabilities pursuant to any Institutional/Corporate Contract.

5.0 ORDER OF PRECEDENCE

5.1 The UNICEF General Terms and Conditions for Institutional/Corporate Contracts to this RFPS shall apply to any resulting LTAS and/or Institutional/Corporate Contracts. In the case of any inconsistencies, the following order of precedence shall prevail:

- (a) UNICEF General Terms and Conditions for Institutional/Corporate Contracts;
- (b) LTAS/Institutional/Corporate Contract.

6.0 UNETHICAL BEHAVIOUR

6.1 UNICEF strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of UNICEF suppliers / contractors. Accordingly, any registered company that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with UNICEF.

7.0 CORRUPT AND FRAUDULENT PRACTICES

7.1 UNICEF requires that all suppliers / contractors associated with this Institutional/Corporate Contract observe the highest standard of ethics during procurement and execution of the work. In pursuance of this policy UNICEF

(a) Defines for the purpose of this provision the terms set forth as follows:

- (i) 'corrupt practice' means the offering, giving, receiving or soliciting of any thing of value to

influence the action of a public official in the procurement process or in the execution of a contract, and

(ii) 'fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among proposers (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition;

(b) Will reject a proposal for award if it determines that the selected supplier / contractor has engaged in any corrupt or fraudulent practices in competing for the contract in question;

(c) Will declare a supplier / contractor ineligible, either indefinitely or for a stated period of time, to be awarded a UNICEF-financed contract if at any time it determines that it has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNICEF-financed contract.

8.0 GUIDELINES ON GIFTS AND HOSPITALITY

8.1 Suppliers / contractors shall not offer gifts or hospitality to UNICEF staff members. Recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners are also prohibited.

9.0 POST-EMPLOYMENT RESTRICTIONS

9.1 The United Nations (UN) has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15.

9.2 For a period of one year following separation from service, former staff members who have participated in the procurement process for the UN before separation of the service are prohibited from seeking or accepting employment with, or otherwise accepting any form of compensation or financial benefit from, any UN contractor or vendor of goods and services, regardless of location, which conducts business with the UN or seeks to do so and with whom such staff members have been personally involved in the procurement process during the last three years of service with the UN.

9.3 For a period of two years following separation from service, former staff members who have participated in the procurement process for the UN before separation of the service are prohibited from knowingly communicating with, or appearing before, any staff member or unit of the UN on behalf of any third party on any particular matters that were under their official responsibility relating to the procurement process during the last three years of their service with the UN.

9.4 The United Nations respectfully requests all contractors and vendors to adhere to these regulations. Any UN contractor or vendor who offers employment, hires or otherwise compensates staff members in violation of the provisions of the bulletin may be subject to having its registration as a qualified vendor with the UN barred, suspended or terminated, in accordance with UN procurement policies and procedures.

10.0 DISCLOSURE OF SANCTIONS OR TEMPORARY SUSPENSION

10.1 Only suppliers found to be responsible or conditionally responsible are eligible to be awarded UNICEF contracts and/or to bid on UNICEF solicitations. To be deemed a responsible supplier with whom UNICEF will conduct business, a supplier should not be suspended, debarred, or otherwise identified as ineligible by any organization within the World Bank Group

or any other International or UN Organization. Suppliers are therefore required to disclose to UNICEF whether they are subject to any sanction or temporary suspension imposed by the World Bank Group or any other International or UN Organization.

UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/CORPORATE CONTRACTS

1. ACKNOWLEDGMENT COPY

Signing and returning the acknowledgment copy of a contract issued by UNICEF or beginning work under that contract shall constitute acceptance of a binding agreement between UNICEF and the Contractor.

2. DELIVERY DATE

Delivery Date to be understood as the time the contract work is completed at the location indicated under Delivery Terms.

3. PAYMENT TERMS

(a) UNICEF shall, unless otherwise specified in the contract, make payment within 30 days of receipt of the Contractor's invoice which is issued only upon UNICEF's acceptance of the work specified in the contract.

(b) Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.

(c) The prices shown in the contract cannot be increased except by express written agreement by UNICEF.

4. LIMITATION OF EXPENDITURE

No increase in the total liability to UNICEF or in the price of the work resulting from design changes, modifications, or interpretations of the statement of work will be authorized or paid to the contractor unless such changes have been approved by the contracting authority through an amendment to this contract prior to incorporation in the work.

5. TAX EXEMPTION

Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the UN, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties in respect of articles imported or exported for its official use. Accordingly, the Vendor authorizes UNICEF to deduct from the Vendor's invoice any amount representing such taxes or duties charged by the Vendor to UNICEF. Payment of such corrected invoice amount shall constitute full payment by UNICEF. In the event any taxing authority refuses to recognize the UN exemption from such taxes, the Vendor shall immediately consult with UNICEF to determine a mutually acceptable procedure.

Accordingly, the Contractor authorizes UNICEF to deduct from the Contractor's invoice any amount representing such taxes, duties, or charges, unless the Contractor has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

6. LEGAL STATUS.

The Contractor shall be considered as having the legal status of an independent contractor *vis-a-vis* UNICEF. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNICEF.

7. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

8. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend, at its own expense, UNICEF, its officials, agents, servants and employees, from and against all suits, claims, demands and liability of any nature or kind, including their costs and expenses, arising out of the acts or omissions of the Contractor or its employees or sub-contractors in the performance of this Contract. This provision shall extend, *inter alia*, to claims and liability in the nature of workmen's compensation, product liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

9. INSURANCE AND LIABILITIES TO THIRD PARTIES

(a) The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

(b) The Contractor shall provide and thereafter maintain all appropriate workmen's compensation and liability insurance, or its equivalent, with respect to its employees to cover claims for death, bodily injury or damage to property arising from the execution of this Contract. The Contractor represents that the liability insurance includes sub-contractors.

(c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of work under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors.

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performing work or services in connection with this Contract.

(d) Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- (i) name UNICEF as additional insured;
- (ii) include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNICEF;
- (iii) provide that UNICEF shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- (iv) The Contractor shall, upon request, provide UNICEF with satisfactory evidence of the insurance required under this Article.

10. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNICEF in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNICEF or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNICEF.

11. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNICEF against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

12. TITLE TO EQUIPMENT

Title to any equipment and supplies which may be furnished by UNICEF shall rest with UNICEF and any such equipment shall be returned to UNICEF at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment when returned to UNICEF shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear.

13. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNICEF shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At UNICEF's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the UNICEF in compliance with the requirements of the applicable law.

14. CONFIDENTIAL NATURE OF DOCUMENTS

(a) All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNICEF, shall be treated as confidential and shall be delivered only to the UN authorized officials on completion of work under this Contract.

(b) The Contractor may not communicate any time to any other person, Government or authority external to UNICEF, any information known to it by reason of its association with UNICEF which has not been made public except with the authorization of the UNICEF; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract with UNICEF.

15. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

(a) In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNICEF of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNICEF of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice required under this Article, UNICEF shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under the Contract.

(b) If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNICEF shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 16, 'Termination', except that the period of notice shall be seven (7) days instead of thirty (30) days.

(c) Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force.

16. TERMINATION

If the Contractor fails to deliver any or all of the deliverables within the time period(s) specified in the contract, or fails to perform any of the terms, conditions, or obligations of the contract, or should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the contractor, UNICEF may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate the Contract,



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forthwith, in whole or in part, upon thirty (30) days notice to the Contractor.

UNICEF reserves the right to terminate without cause this Contract at any time upon thirty (30) days prior written notice to the Contractor, in which case UNICEF shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

In the event of any termination no payment shall be due from UNICEF to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this contract.

Upon the giving of such notice, the Contractor shall have no claim for any further payment, but shall remain liable to UNICEF for reasonable loss or damage which may be suffered by UNICEF for reason of the default. The Contractor shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure.

Upon termination of the contract, UNICEF may require the contractor to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim UNICEF may have arising out of this contract or termination, UNICEF will pay the value of all such finished work delivered and accepted by UNICEF.

The initiation of arbitral proceedings in accordance with Article 22 'Settlement of Disputes' below shall not be deemed a termination of this Contract.

17. SUB-CONTRACTING

In the event the Contractor requires the services of subcontractors, the Contractor shall obtain the prior written approval and clearance of UNICEF for all sub-contractors. The approval of UNICEF of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and in conformity with the provisions of this Contract.

18. ASSIGNMENT AND INSOLVENCY

a. The Contractor shall not, except after obtaining the written consent of UNICEF, assign, transfer, pledge or make other dispositions of the Contract, or any part thereof, of the Contractor's rights or obligations under the Contract.

b. Should the Contractor become insolvent or should control of the Contractor change by virtue of insolvency, UNICEF may, without prejudice to any other rights or remedies, terminate the Contract by giving the Contractor written notice of termination.

19. USE OF UNITED NATIONS AND UNICEF NAME AND EMBLEM

The Contractor shall not use the name, emblem or official seal of the United Nations or UNICEF or any abbreviation of these names for any purpose.

20. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNICEF or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of the Contract.

21. PROHIBITION ON ADVERTISING

The Contractor shall not advertise or otherwise make public that the Vendor is furnishing goods or services to UNICEF without specific permission of UNICEF.

22. SETTLEMENT OF DISPUTES

Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

Arbitration

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party or the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. In addition, the arbitral tribunal shall have no authority to award interest in excess of six percent (6%) and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

23. PRIVILEGES AND IMMUNITIES

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

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24. CHILD LABOUR

UNICEF fully subscribes to the Convention on the Rights of the Child and draws the attention of potential suppliers to Article 32 of the Convention which inter alia requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

25. ANTI-PERSONNEL MINES

UNICEF supports an international ban on the manufacture of anti-personnel mines. Anti-personnel mines have killed and maimed thousands of people, of whom a large proportion are children and women. Anti-personnel mines present a serious obstacle to the return of populations displaced from their residences by fighting around their villages and homes. UNICEF has, therefore, decided not to purchase products from companies that sell or manufacture anti-personnel mines or their components.

26. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNICEF unless provided by an amendment to this Contract signed by the authorized official of UNICEF.

27. REPLACEMENT OF PERSONNEL

UNICEF reserves the right to request the Contractor to replace the assigned personnel if they are not performing to a level that UNICEF considers satisfactory. After written notification, the Contractor will provide curriculum vitae of appropriate candidates within three (3) working days for UNICEF review and approval. The Contractor must replace the unsatisfactory personnel within seven (7) working days of UNICEF's selection.

If one or more key personnel become unavailable, for any reason, for work under the contract, the Contractor shall (i) notify the project authority at least fourteen (14) days in advance, and (ii) obtain the project authority's approval prior to making any substitution of key personnel. Key personnel are designated as follows:

- (a) Personnel identified in the proposal as key individuals (as a minimum, partners, managers, senior auditors) to be assigned for participation in the performance of the contract.
- (b) Personnel whose resumes were submitted with the proposal; and
- (c) Individuals who are designated as key personnel by agreement of the Contractor and UNICEF during negotiations.

In notifying the project authority, the Contractor shall provide an explanation of circumstances necessitating the proposed replacement(s) and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement.

Acceptance of a replacement person by the project authority shall not relieve the Contractor from responsibility for failure to meet the requirements of the contract.

TERMS OF REFERENCE

Background

The concept of equity in development programming broadly refers to ensuring a fair balance in the distribution of benefits, through appropriate targeting of interventions. Ensuring equity is therefore integral to adopting a rights-based approach in the implementation of any development programme. The achievement of equity often depends on conscious actions / considerations throughout all the stages of the programming cycle, including planning and resource allocation, implementation, monitoring and evaluation, aimed at addressing the needs of specific groups and issues. Consideration could include policies and strategies, development frameworks, plans and guidelines, and institutional arrangements and capacities.

The dimensions of equity are defined by a wide range of issues including income or wealth, geographical location, sex, age, race, ethnicity, disability, health status and socio-economic characteristics. These divisions are often described as equity fault lines along which various groups may be affected differently.

With respect to access to WASH services, geographical or spatial equity, which is defined by where people live; rural–urban, or specific regions, generally tends to be important. Other important fault lines are typically related to socio-economic factors associated with specific vulnerable groups, including women and children, people living with HIV/AIDS, the elderly, the physically challenged, orphans and persons within the poor.

Justification, Purpose and Utilisation of Results

Access to Water Supply: Ghana has met the Millennium Development goal for access to improved water supply. However, significant disparities still remain concerning access to water facilities among different groups. For example, data from the Joint Monitoring Programme (2015)¹ show that urban dwellers in Ghana are 11% more likely to have access to improved water sources than rural populations. The Demographic and Health Survey (DHS) for Ghana (2014) also showed that the rate of access to improved water supply varied across the ten regions, from 77.5% in the Northern region to 98.1% in the Greater Accra region.

Disparities in access to improved water services are however more pronounced between various socio-economic groups. Whereas 56.4% of persons in the poorest wealth quintile have access to improved water services, the rate of access to persons in the richest quintile is 92.1%. The level of education of the head of a household is also seen to have a significant influence on use of improved water sources.

Access to Sanitation: Access to improved Sanitation in Ghana (as defined by the UNICEF/WHO Joint Monitoring Programme) is among the lowest in the world at 13%. Even with these low levels of access there are significant differences in access between different geographical areas and socio economic groups. For example, the 2011 MICS study determined that whereas 65% of the

¹ Progress on sanitation and drinking water – 2015 update and MDG assessment; (UNICEF/WHO, 2015)

poorest wealth quintile practice open defecation, less than 1% of those in the richest wealth quintile do so. The percentage of the population practicing open defecation is much higher in three northern regions - Upper East (88.6%), Upper West (71.1%) and Northern (71.9%) than in the other seven regions (less than 25%). The study also showed that the practice was much less common among urban compared to rural dwellers and among the better-educated sections of the population.

It is known from various global studies that particular vulnerable groups, such as the elderly, the disabled, widows and people living with HIV/AIDS are less likely to have access to clean and safe water and adequate sanitation in developing countries.

At present in Ghana, there is no formalised framework that addresses such inequities in access to WASH services in a comprehensive and systematic way. This may have partially accounted for the disparities in the outputs, outcomes and impacts of WASH programmes between various regions, rural and urban areas, and between various vulnerable groups.

There is a consensus that such a framework is necessary, especially as we transition to the Sustainable Development Goals and their imperative to leave no one behind. Furthermore, the WASH sector in Ghana has a responsibility to address these challenges, in order to achieve the goal of "*Sanitation and Water for All*" by 2025, in line with the Sector Strategic Development Plan (SSDP).

In order to put such a framework in place it is important that the understanding of how to address inequalities in access to water and sanitation services is improved. A national framework for equity in WASH service delivery will need to consider a number of key issues. At the national level, it will be necessary to ensure that relevant sector policies address equity concerns and that patterns of resource allocation (for example between the various regions, between urban and rural areas, and between water and sanitation) promote greater equity in service delivery. At the service delivery level, it is necessary to ensure a greater understanding of the social, technical institutional and political factors that drive inequitable access to WASH services. In particular, it will be necessary to raise the profile of the WASH equity agenda and ensure the buy-in of all stakeholders.

This study represents a necessary step towards formalizing the equity approach to WASH programming in Ghana, as it will provide evidence for designing and implementing a framework for the monitoring of WASH programmes and enabling the effective and efficient achievement of equity in the delivery of services in the WASH Sector. This will contribute to the equitable provision and use of improved drinking water and sanitation services and improved hygiene practices for all the population of Ghana irrespective of socio-economic, political and gender status or geographical location.

The results of the analysis can be used by UNICEF and other WASH stakeholders in advocacy efforts particularly in relation to the equity and universal coverage targets nested within the Sustainable Development Goals (SDGs). The timing of the research is of particular importance as the conversations around what the SDGs mean for WASH in Ghana are now beginning to take place. The framework can be utilised by the same group, particularly government partners in the planning and prioritising required in meeting these goals.

An institution (Institutional contract) is deemed appropriate to carry out this assessment.

Research Scope and Focus, Existing Information Sources

In order to achieve this objective, the study will address three main questions:

1. What is the current status of inequalities in access to WASH services in Ghana?
 - a. Which indicators (as currently defined in the evolving SDG WASH indicators guidance²) show the greatest level of disparity in coverage?
 - b. How has this status changed over time?
 - c. What the bottlenecks prevent the achievement of equitable WASH services?
2. To what extent and how effectively are equity concerns being addressed at present in Ghana?
 - a. Is the equity status of WASH coverage in Ghana improving?
 - b. How do government policies, strategies and plans address equity issues?
 - c. What is the understanding of sector stakeholders on the current status of equity in WASH and the importance of it?
3. What needs to be done to ensure an adequate equity focus for Ghana's WASH sector going forward? And how will this be done?
 - a. What is actively being done to help improve Ghana's WASH equity status?
 - b. What can be done to strengthen these approaches?
 - c. What suitable tool should be developed to further guide these efforts?

A variety of information sources will be accessed by the consultancy completing this work, this includes the various national surveys such as the DHS 2014, MICS 2011 and GLSS 2013. Furthermore, baseline surveys from UNICEF projects will also be made available, as will other documents related to assessment of WASH coverage. Key government policies, strategies and plans will also be shared for component two of the work. The consultancy is expected to already have access to documents that relate to international best practice.

Areas of equity to be assessed include (but are not limited to) the following:

- Wealth status
- Gender
- Rural vs. urban
- Access for children, physically challenged, and aged
- Social or Cultural factors
- Political factors
- Geographical location

² At time of writing the latest guidance on SDG WASH indicators is defined here:

http://www.wssinfo.org/fileadmin/user_upload/resources/JMP-WASH-Post-2015-Brochure.pdf

Much of the conclusions of the work will be drawn from the assessment of secondary data. However, field visits are proposed to five target regions (plus two districts and two communities (one urban and one rural) within those regions) to triangulate the findings and also to investigate if other inequalities exist at a more decentralised level. These visits will also be required to identify what needs to be done and to discuss what a national framework might need to include.

Research Process and Methodology, Specific Tasks

The main aim of this study is to develop a national framework for equity-focused WASH programming in Ghana that will help to ensure that current inequities in access to WASH services are eliminated by the year 2025.

The assignment comprises three main components, namely

- A. Establishment of the current status and trends in inequalities in access to WASH services in Ghana (with focus on current SDG WASH indicators) and their causes,
- B. An analysis of the effectiveness of current WASH programming with respect to equity in the provision of WASH services to the population of Ghana, and
- C. Development of the national WASH equity framework.

It is necessary that government and its key development partners are actively involved in all phases of the development of this framework so that it can form the basis for a shared approach to equity-focused programming in the future.

Component A: Current inequities in WASH service delivery

The consultant will carry out an analysis of the current distribution of WASH services in the country in order to identify the main disparities. This will involve analysis of the geographic, socio-economic, gender, demographic, health status and wealth strata dimensions of equity in WASH service delivery in Ghana. The analysis will be based mainly on existing secondary sources, including the Situation Analysis carried out in 2010 for the development of the current United Nation Development Assistance framework (UNDAF), the results of the Multiple Indicator Cluster Surveys (MICS 2006 and 2011), the Demographic and Health Survey (DHS 2008 and 2014), studies carried out in the formulation of the MDG Acceleration Framework (MAF) on Sanitation, and the National Population and Housing Census (2010). This should be complemented with primary data gathered mainly through interviews and focus group discussions with key stakeholders, at national level and in the regions, districts and communities indicated (5 regions, 10 districts and 10 communities). The district and community interactions are intended to validate findings from secondary and national/regional interactions and to explore the potential of further types or extent of equity issues that have not been captured at that level.

The study will identify the main causes of the observed disparities in service coverage in the WASH sector. At the service delivery level, with the recognition of safe drinking water and sanitation as human rights, the analysis should identify major bottlenecks related to the relevant characteristics of these rights i.e. accessibility, non-discrimination, participation, availability, safety, acceptability, affordability and accountability, with respect to services.

Specific issues to consider, along with their underlying factors/ bottlenecks will include but not be limited to:

- Disparities in service delivery due to the wealth status. The analysis will also take account of disparities in the cost of various service levels.
- The burden of water collection, particularly for women and time spent for water collection
- Rural-Urban disparities, particularly in terms of accessibility, affordability, participation and accountability.
- Disparities in real access to sanitation for children (especially girls), physically challenged, and the aged.
- Social or Cultural factors excluding or limiting access to services for certain sections of the population
- Political factors (both national and local) that result in exclusion or limited access to facilities by certain sections of the population
- Disparities due to geographical location

Component B: The current approach to equity in WASH services delivery

This component of the study will focus on assessing equity issues in the WASH sector in the areas of policies, planning, resources allocation, institutional capacity, coordination, programme implementation and monitoring of WASH interventions in the country, at national level and sub-national levels. Key related issues would include the information and the sources of data utilised for decision-making on resource allocation and utilization, targeting of specific vulnerable groups, gender related issues and the extent of the equity focus of monitoring and evaluation.

Policies, Plans and programmes: The analysis will include a review of sector policies and strategies, as well as investment and implementation plans, to assess the extent to which issues of equity have been included within the documents through targeting and resource allocation, as well as monitoring and evaluation. Policies, strategies and plans will be obtained from the Sector MDAs namely the Ministry of Water Resources Works and Housing (MWRWH), the Ministry of Local Government and Rural Development (MLGRD), the Community Water and Sanitation Agency (CWSA), Ghana Water Company Limited (GWCL), Water Resources Commission (WRC), Public Utilities Regulatory Commission (PURC) as well as key regional level (MDAs) in the five target regions, and in at least two districts plus two communities in each of these regions.

The review will also include the country level policies and programmes of major Development Partners in the WASH sector including UNICEF, World Bank, Canadian International Development Agency (CIDA) and the Embassy of the Kingdom of the Netherlands. If considered necessary, and in consultation with UNICEF, the consultant may also review certain aspects of the programmes of other partners such as the European Union (EU), United States Agency for International Development (USAID), Korean International Cooperation Agency (KOICA) and Agence Française de Développement (AFD).

The consultant will review policies and programmes of key international and local NGOs such as WaterAid Ghana, IRC, World Vision Ghana, Plan Ghana, Church of Christ, Afram Plains

Development Organisation and the Coalition of NGOs in Water and Sanitation (CONIWAS) with respect to their focus on equity.

Resource allocation: Based on interactions with the institutions mentioned above, the consultant will produce a mapping of WASH resource (financing, supplies and implementation of national contracts) allocation to the various regions and to the urban and rural sectors with the objective of assessing the extent to which resource allocation patterns are based on clear criteria relating to need and coverage. The analysis will include human as well as financial resources.

Institutional capacity: The consultant will assess the capacity and disposition of national and subnational institutions for delivery of equity focused WASH programmes based on pre-existing capacity gap analysis.

Sector coordination: The consultant will assess sector coordination mechanisms and determine the extent to which they are responsive to equity concerns.

Monitoring: The consultant will assess sector information systems and evaluation methodologies and indicators and determine the extent to which they enable effective tracking of progress in reducing inequalities.

It is envisaged that work related to components A and B will be carried out concurrently, considering the close inter-linkage between the results of the assessments and analysis to be conducted.

Component C: National framework for equity focused WASH programming

Based on the results of assessment and analyses on Components A and B, the consultant will develop a national framework for equity focused programming and monitoring of the WASH Sector Strategic Development Plan (SSDP) and the National Environmental Sanitation Strategy and Action Plan (NESSAP) implementation and their investment plans.

The framework should address all relevant aspects including the following:

- Recommendations for strengthening the equity focus of WASH policies and strategies
- Recommendations for optimizing the allocation of resources in order to better address inequities in WASH service provision
- Recommendations for institutional capacity strengthening at both national and decentralized levels in order to improve understanding of the importance and relevance of equity in WASH programming (based on secondary data review).
- Recommendations for sector coordination aimed at ensuring that government and its partners address equity concerns in the course of on-going coordination mechanisms
- Recommendations for improving programme implementation technical guidelines (technical design and socio-economic factors) in order to remove barriers to access.

The framework will also include key indicators and mechanisms for monitoring progress on the redress of the major sector bottlenecks to achieve equitable and sustainable delivery of services,

as a basis for monitoring results for equity. This will serve an important input into the overall sector M&E Framework.

Specifically, the monitoring framework should:

- i. Indicate what and who to monitor
- ii. Define specific indicators (and feed these indicators into the national WASH Sector Information System)
- iii. Identify information sources and tools for data collection and analysis
- iv. Identify bottlenecks and track progress in the removal of these bottlenecks
- v. Report on results

The national WASH equity framework will include an action plan indicating key actions to be taken based on the findings from component C, with assigned responsibilities, timelines and costs where appropriate. This document should highlight actions that are already incorporated into existing government plans, such as the SSDP and NESSAP, or how actions within these plans might be altered to address inequity more effectively.

Stakeholder Participation

Stakeholder committee: A stakeholder committee of national WASH stakeholders will be formed during the inception period to drive this initiative on equity focused WASH programming, this entity might be formed from existing WASH sector working group/committee members. The committee will draw its membership from government, civil society and development partners. This committee will ensure that the Water and Sanitation Sector Working Group and the National technical Working group on Sanitation are kept fully informed on the progress of the assignment. All reports and minutes of meetings related to the study will be copied to them.

Workshops: The consultant will be expected to facilitate three main workshops:

- An inception workshop to explain the concept, outline the approach and engender stakeholder collaboration for the study
- A validation workshop to validate the findings of the study, and the draft sector framework for equity-based programme monitoring.
- A final workshop to disseminate study findings to UNICEF and external stakeholders

Minutes of all formal meetings and fora with key stakeholders to present, discuss and validate findings should be submitted within a week of such meetings.

Accountabilities and Reporting

The previous clarifies the stakeholder involvement in the study. The consultancy shall report to the WASH Specialist (P4) and to the stakeholder committee jointly in communications where they do not pertain to simple logistical issues (in which case reporting to UNICEF directly is acceptable).

The consultancy shall send monthly update reports (maximum 10 pages) the format of which shall be agreed during the inception period. There is expected to be some informal communications

between UNICEF/stakeholder committee and the consultancies in-between these reporting periods.

Expected Deliverables and Timelines

It is expected that the entire assignment will take a maximum of six (6) calendar months.

The expected deliverables of the study are:

- An **Inception Report** as outlined under scope of services, which provides details of consultant's understanding and approach for the work including details of the methodology for collecting data (surveys, interviews etc.) (week 3) – max 40 pages
- **Inception Workshop** as outlined under scope of work (week 3)
- **Report of Inception Workshop** (1 week after end of workshop)
- **Interim Report** - Status report on inequities and current approach to equity in WASH (week 12 i.e. by end of Month 3) – max 20 pages
- **Interim findings workshop**: To present the findings on components A and B. (Week 12)
- **Draft Study Report**, including Equity-based WASH Sector Framework for WASH (electronic) (by week 20 i.e. by the end of the 5th month)
- **Validation Workshop** as outlined under scope of work (week 22)
- Report on Validation Workshop (1 week after end of workshop)
- **Final Study Report** for the WASH, including finalized Equity-based WASH Sector Monitoring and Evaluation Framework (by week 24) – max 40 pages
- Stakeholder Debriefing/ exit meeting (week 24) on the entire assignment

The final study report shall be made available in hard (three copies) and electronic copies. The raw data shall be delivered on a CD along with coding where necessary.

Expected Deliverables and Timelines

Task	Deliverable	Time Frame
Presentation of appreciation of study and conceptual framework to stakeholders and facilitation of stakeholder consensus.	PowerPoint Presentation at Inception Workshop and Inception Workshop Report	Within 3 Weeks of signing the contract
Analysis of the current distribution of services in relation to WASH in the country to identify the main disparities and Assessment of practice of Equity focused WASH programming (Components A &B)	Interim Report (max 40 pages, excluding annexes; with 4 page executive summary)	Within 12 Weeks.
Identification of the main causes of observed disparities in resource allocation and service coverage in the WASH sector and inequities in		

Task	Deliverable	Time Frame
access to key services, information and other interventions by various groups		
Development of a strategic framework for equity focused programming and monitoring and evaluation of WASH Service delivery (through the WASH SSDP, the NESSAP and their investment plans, and other WASH programmes by DPs, Civil Society and the Private Sector.) (Component C)	Draft study report (max 40 pages, excluding annexes; with 4 page executive summary)	Within 20 weeks
Final stakeholder workshop to validate study findings, output of analysis and strategic frameworks	Final Study Report (max 40 pages, excluding annexes; with 4 page executive summary) for the WASH Sector, including finalised equity-based programming and monitoring and evaluation Framework	Within 24 Weeks
Total		24 Weeks

In addition to the above project deliverables, the following minimum reporting requirements need to be met to ensure smooth communications between the selected institution and UNICEF Ghana:

- A consultancy inception meeting involving relevant staff members within UNICEF (WASH, ACMA)
- Submission of fortnightly progress reports of key achievements and challenges (format to be agreed during the inception meeting)
- Monthly face-to-face meetings between UNICEF Ghana and the selected institution

Dissemination Plan

The research study will be disseminated amongst WASH stakeholders via a variety of mechanisms such as the WASH National Learning Alliance Platform, the WASH Resource Centre Network, and via the various coordination forums at national, regional and district level within the WASH sector.

The findings will also directly feed into discussions on the adjustment of the sector to the WASH related SDGs.

Payment Schedule

TBC (depending on anticipated scale)

Expected background and Experience - Consulting Team

The selected institution should have a minimum of 10 years' experience in development and implementation of projects. Institutions with past experience in equity studies, particularly in

relation to WASH, will have a clear advantage. The institution is expected to have an international Team Leader) and two local consultants on the project team. The team members should be chosen to ensure that all of the required skill sets are adequately covered. Consortiums will be considered.

International Team Leader

The international Consultant will be responsible for all the main processes of the study, including the conduct of the key assessments and analysis. He/ she will be responsible for the coordination of the various aspects of the study, and the timely and quality delivery of the expected output.

Ghanaian Team Members

The local consultants will contribute to the timely and quality delivery of study output. They will be responsible for liaison with key institutions and informants at national and sub-national levels, and facilitate the collation of the necessary documentation and data sources. They will also provide support in the organisation of the main study related fora and events and the participation of the team in such events.

Expected background and Experience - Individuals

Team Leader

- Advanced degree in water, sanitation and hygiene related fields, public health, sociology, economics, international development, social work, political science, financial management / risk management, public administration or other relevant areas.
- At least 10 years of experience in the development sector, with a focus on at least two of the following specialties – human-rights based approaches, equity analyses, governance, public sector financial management, programme/ project development and design, project monitoring and evaluation/ compliance audit, risk assessments, sector/ institutional development or assessments (macro/ micro)
- Fluency in writing, reading and speaking English.
- Strong track record in relating and networking and analytical skills.
- Ability to operate computer Microsoft office programs (MS Word, Excel, Power Point and Access) is essential.

Team Members

- University degree in water, sanitation and hygiene related fields, public health, sociology, economics, international development, social work or political science. An advanced qualification in areas related to economics, financial management/ risk management or public administration would be an advantage.

- 7 years of experience in the development sector, with a focus on at least two of the following specialties – human-rights based approach, equity analysis, governance, public sector financial management, programme/ project development and design, project monitoring and evaluation/ compliance audit, risk assessments, sector/ institutional development or assessments (macro/ micro) with experience in the use of bottleneck analysis tools.
- Fluency in writing, reading and speaking English and local languages appropriate to the areas of the research.
- Strong track record in relating and networking and analytical skills.
- Ability to operate computer Microsoft office programs (MS Word, Excel, Power Point and Access) is essential.

General Conditions: Procedures and Logistics

- The assigned duty station for this assignment is Accra.
- The Consultancy will work from the UNICEF office in Accra, with limited office support. In particular, the consultancy will provide their own computer facilities and transport facilities for commuting to office.
- The assignment cost will include Professional Fees, based on Senior Consultant level for the Team Leader and Consultant for the Team Members, and Reimbursement of Daily Subsistence Allowances (DSAs) where applicable. The Consultants will also be entitled to DSA for travel outside Accra at the prevailing UN rates. Those travelling internationally will also be entitled to DSAs for their stay in Accra.
- It is estimated that some Team Members will be available at the designated duty station for the entire six (6) calendar months, while the Team Leader will be available for four (4) calendar months. The Team Leader will also be required to be available, for the inception, interim and validation workshops.
- Payments will be made to both Consultants as per the following schedule:
 - 20% of the professional fees in advance on signing of contract;
 - 20% of the professional fees on submission of the finalised Inception Workshop Report;
 - 30% on Submission of Draft Study Report, including Equity Programming Framework; and
 - 30% of the professional fees, on submission of Final Study Report, including finalised Equity Programming Framework.

- The Consultancy should provide their own stationery and office materials/ consumables - computer, data storage devices, paper etc.
- UNICEF will cover the costs of field enumerators and related field survey costs.
- UNICEF will cover the costs of meetings and workshops,
- The Consultant will have access to UNICEF transport along with UNICEF Security Radio when in the field on official travel, transportation will also be provided for official meetings (within official working hours) within Accra, based on prior notification.
- In case of air travel for any field missions the airfare and terminal expenses for the consultant's flight will be paid by UNICEF.
- Consultant is not entitled to payment of overtime. All remuneration must be within the contract agreement.

Policy all parties should be aware of:

- Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office **before Travel Authorisation is issued.**
- No consultant may travel without a signed travel authorisation prior to the commencement of the journey to the duty station.
- Unless authorised, UNICEF will buy the tickets of the consultant. In exceptional cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the "most economical and direct route" but this must be agreed to beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultants will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section.
- ****** Please consult with HR on entitlements as many are set by UNICEF rules.**

Submission Details

The institution shall prepare a technical proposal outlining the institution's appreciation of the assignment, approach and methodology to be adopted, profile of team members (Curriculum Vitae will be included as annexes), a related proposed work plan, and a detailed price schedule for negotiation and contract formulation. The technical proposal should include:

- An introduction to the project, including details of understanding of the WASH situation in Ghana and the current status and trends in inequalities of coverage
- Background experience in similar projects completed elsewhere
- Overall methodology for data collection and analysis; including anticipated sources of data and stakeholder engagement methods
- Data validation and overall quality assurance
- An indicative work plan
- Reporting mechanisms
- Financial proposal

The proposal, excluding annexes, should not exceed 20 pages. The proposal shall be submitted by 30th May 2016.

The proposals will be judged against the following criteria (a total score of 100):

- Technical criteria (scored out of 70 as per below)
 - Completeness of response (out of 10)
 - Experience in completing similar assignments and appropriate skills/experiences of team members (out of 25)
 - Proposed methodology (out of 35)
- Financial proposal (scored out of 30)

Marks will be deducted for proposals that exceed the stipulated 20 pages.

