

# LRPS 9203208 Annex B \_TOR for Establishment of LTA-Rehabilitation of WASH Block

## TERMS OF REFERENCE FOR LONG-TERM AGREEMENT

<b>Assignment</b>	Establishment of a long-term agreement for the provision services - Rehabilitation/Upgrade of WASH facilities in Vulnerable Households and Institutions
<b>Location</b>	All Governorates
<b>Duration</b>	24 months with the possibility of additional extension for 12 months based on needs of the service, and satisfactory performance of the contractor.
<b>Start date</b>	June 2026
<b>End date</b>	June 2028
<b>Reporting to</b>	WASH Section - UNICEF Jordan

### 1. BACKGROUND AND JUSTIFICATION

Jordan is one of the most water scarce countries in the world. Over the past decades, Jordan has shown remarkable progress in ensuring access to water, sanitation and hygiene services, which has seen a significant increase in the percentage of coverage across the country. However, these achievements have been offset by low water availability, competing water demands from other water-consuming sectors and influxes of refugees from neighboring countries.

As of early 2026, nearly 2 million Palestinian refugees are registered with UNRWA, and following increased returns of Syrian refugees in 2025, it is estimated that by the end of 2025, over 427,000 refugees registered with UNHCR are living in Jordan. In total, there are 13 Palestinian and three Syrian refugee camps in the Hashemite Kingdom of Jordan. For Syrian refugee camps, WASH services rely entirely on the support of the international community, while for Palestinian camps, these are connected to the national WASH systems managed by Water utilities. Across these locations and other vulnerable populations in Jordan, reliability of services is jeopardized due to the overall water scarcity, and general infrastructure development.

Furthermore, access to reliable WASH services at the institutional level, including schools, healthcare facilities, and other public establishments, is hindered by the poor condition of existing WASH infrastructure. Significant upgrades are required to meet national minimum standards and to ensure that beneficiaries and users are provided with safe, adequate, and appropriate access to these essential services.

UNICEF's support focuses on ensuring that WASH services are provided to the most vulnerable people living in Jordan, including a range of interventions to support targeted infrastructural interventions at households, community and institutional level, prioritizing the most in-need locations, as identified in close collaboration with key Government of Jordan stakeholders, including relevant ministries, departments and utilities.

The proposed LTAs will facilitate targeted infrastructural interventions at household, community, and institutional levels, prioritizing the most in-need locations as identified in close collaboration with key

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Government of Jordan (GoJ) stakeholders, including the Ministry of Water and Irrigation (MWI), Ministry of Education (MoE), Ministry of Health (MoH), and the Department of Palestinian Affairs (DPA).

## 2. OBJECTIVE AND EXPECTED RESULTS

### Objectives

The objectives of the interventions through this LTA are:

- a) To increase access to and the reliability of safely managed water and sanitation services at the household level, focusing on the most vulnerable families.
- b) To improve WASH facilities in schools, health care facilities, and other institutions, thereby strengthening their adaptive capacities to the negative impacts of climate change on Jordan.
- c) To contribute to Jordan's national WASH objectives and the delivery of the 2030 Agenda for Sustainable Development.

### Expected Results

Working closely with the Ministry of Water and Irrigation, the Ministry of Education, the Ministry of Health, Department of Palestinian Affairs, and other key Ministries and stakeholders, UNICEF aims to improve water supply and sanitation infrastructure in targeted locations across Jordan focusing on the most vulnerable populations within households, institutions (schools, health care facilities, and others). Those interventions will also promote social cohesion and equitable access to water and sanitation for the most vulnerable children. The expected results of this Long-Term Agreement (LTA) are to:

- a) Improved WASH facilities, systems, and infrastructure at household level in targeted locations, enhancing reliability, sustainability, and climate resilience of services for vulnerable families with coverage expanded to unreached areas.
- b) Strengthening WASH facilities, systems and infrastructure at institutional level such as schools, health care facilities or others, improving service quality, climate resilience, and compliance with national standards.

**Note:** The specific numbers and locations will be determined during the implementation of the LTA based on identified needs and agreed priorities.

## 3. STRUCTURE OF THE LONG-TERM AGREEMENT (LTA)

This LTA is a non-exclusive framework agreement. It establishes the general terms, conditions, and unit prices for standard rehabilitation and construction items. There is **no guarantee of a minimum quantity or value of work**. UNICEF has the right to terminate the LTA or reduce the office coverage in terms of details of the service

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to be provided or office location.

Specific work assignments will be issued as legally binding **Service Contracts (Purchase Orders)** against this LTA. For each Service Contract, UNICEF will initiate a **secondary bidding** process among the qualified LTA holders. The contractor with the best technically compliant and most competitive financial offer for that specific scope of work will be awarded the contract. This process ensures value for money while allowing for rapid deployment.

## 4. DESCRIPTION OF THE ASSIGNMENT – LOCATIONS AND SCOPE OF WORK

### Location of Work

Works will be implemented in various areas in Jordan with specific locations to be determined through the implementation of the LTA.

For the purpose of structuring the LTA, the following areas have been determined, where the contractor shall be available to deliver works as per determined in these Terms of Reference:

- Central Jordan: Amman, Zarqa'a, Al Balqa'a and Madaba Governorates.
- Northern Jordan: Irbid, Ajloun, Jerash, and Al Mafraq Governorates.
- Southern Jordan: Karak, Tafilah, Ma'an, and Al Aqaba Governorates.

The Long-Term Agreement between UNICEF and the awarded contractor is to standardize the scope and contractual terms and conditions to conduct civil, mechanical and electrical construction, rehabilitation and / or upgrades to existing buildings and institutions.

Works will be determined throughout the course of this Long-Term Agreement through secondary bidding between awarded LTA holders based UNICEF's needs' assessment of vulnerable communities and agreement with Government counterparts under each contract.

The contractor should be available to comply with the works as indicated in the detailed Bill of Quantities for each contract, to cover the needs identified prior to the initiation of specific contracts and as requested by UNICEF.

### Scope of Work

The main scope of work is to rehabilitate/upgrade/ construct WASH facilities at household and targeted institutions, in different locations in Jordan. The annex-1 BOQ is a comprehensive BOQ, that covers all standard items included under this agreement, and detailed statement of work will be issued for each scope, followed by BOQ confirmation through field assessment

## 5. DELIVERABLES AND RESPONSIBILITIES OF THE CONTRACTOR

### I. General Deliverables

- **Field Assessment:** Contractor shall conduct field assessment of the selected locations in the issued

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statement of work, and measure and confirm the BOQ according to secondary bidding requests. Submit samples and obtain approval on material to be used and on methodology of the rehabilitation/upgrade/ construction. UNICEF will indicate to the Contractor on the process for approval of materials prior to the start of the specific contracts.

- **Material Approval:** Only approved materials shall be used and approved for payment. In the event the contractor carries out work with unapproved materials, it will be liable for any costs of redoing the works and/or any remedial action required.
- **Quality Workmanship:** Execute all works with high-quality workmanship, in full compliance with the approved specifications, and relevant authority regulations.
- **Permits and Compliance:** Obtain all necessary work permits from local authorities before commencing any work. Ensure full compliance with all applicable Jordanian laws and regulations. Undertake all required technical tests per the direction of the supervising engineer, to be indicated by UNICEF at the start of the specific contract.
- **Safety:** Implement and enforce a comprehensive site-specific Health and Safety plan, providing all necessary Personal Protective Equipment (PPE) and training to personnel.
- **Work Plan:** Preparation and submission of a detailed and realistic workplan to finish works in each location.
- **Timely Execution:** Deliver works and required materials as per the specific SOW under the Services Contract, in full compliance with the specifications of the Bill of Quantity within the timeline of the project, and to the satisfaction and acceptance of UNICEF. Conduct construction, rehabilitation and / or upgrade works for WASH facilities in households, institutions and buildings located in north, middle, and south governorates in a timely manner.
- Deliver works and required materials as per the specific SOW under the Services Contract, in full compliance with the specifications of the Bill of Quantity within the timeline of the project, and to the satisfaction and acceptance of UNICEF.
- **Reporting:** Preparation of detailed daily operation report, and monthly report of work progress in each location.

### II. Key Personnel

The Contractor must assign at minimum the following key personnel who will be available for the duration of any active service contract:

- **Team Leader/Project Manager:** Responsible for overall project management, coordination, and reporting.
- **Site Engineer(s):** A qualified civil engineer (and where required, mechanical/electrical engineers) to provide daily supervision and quality control on-site.

### III. Specific Conditions:

This LTA is for the provision of services for construction, rehabilitation and / or upgrade works to WASH facilities in buildings and institutions and in different locations across Jordan. Conditions, specifications, and formalities are:

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- i. Work and materials authorized by UNICEF shall conform to the detailed specifications of the line ministry (MoPWH, MoE, MWI, MoH, and in alignment with the Jordan National Buildings Code).
- ii. The Contractor shall have sufficient qualified personnel and equipment to start mobilizing within a maximum of one week.
- iii. All works should be done and handed over in a timely manner as per the agreed-on timeline.
- iv. The contractor is fully responsible for the storage of materials on the work site.
- v. Protect the environment by using environmentally friendly methods and materials, and by segregating and appropriately disposing wastes to the officially designated disposal locations.
- vi. Invoices shall be submitted to UNICEF, in accordance with the approved Bill of Quantities, and corresponding to the approved quantities, following the necessary supervision / inspection, for each geographical location.
- vii. Contractor is responsible for Safety and security of all involved personnel, operation, site, environment, accessibility standards and equipment during the work, and contractor shall comply with all national regulations relative to health, safety and security operations for his work
- viii. Certain Work conditions in some areas may require the Contractor to operate in specialized operational safety conditions, including but not limited to entering in confined spaces, working at heights, etc., to perform the work required. The Contractor shall employ personnel trained in such safety procedures and shall be responsible for supplying all equipment necessary to perform these works (e.g. entering and working within a confined space, work at heights). The definition of these special conditions shall be done by the Contractor prior to the start of the works, and to be approved before proceeding with implementation.
- ix. Contractor shall abide by the national Jordanian Construction Works standards and in establishing the maintenance and protection of traffic on all public roadways.
- x. All designs and works comply with government norms and standards and local infrastructure regulations and consider local climatic conditions and the risks of natural disasters and risks for child safety.

### 6. REPORTING REQUIREMENTS

- **Daily Progress Reports:** A concise report summarizing the day's activities, personnel on site, equipment used, materials delivered, and any issues encountered. To be submitted to the Supervising Engineer.
- **Monthly Progress Reports:** A consolidated report summarizing progress against the work plan, including updated photos, updated implementation schedule, and forecast for the next month.
- **As-Built Drawings:** Upon completion of all works for a Service Contract, the Contractor must submit a complete set of "as-built" drawings (civil, mechanical, electrical) for review and approval. These drawings are a prerequisite for the final inspection and the release of the final payment.
- **Final Report:** A comprehensive report summarizing all works completed under the Service Contract.

UNICEF will proceed with the validation of final reports that will be used to process payments of the contractor.

### 7. DURATION OF THE LTA

The duration of the LTA shall be 24 months with the possibility of additional extension for 12 months based on needs of the service, and the satisfactory performance of the contractor.

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## 8. SUPERVISION & MONITORING

- UNICEF will practice full monitoring over this project to ensure the satisfactory implementation of the works under this LTA.
- UNICEF might collaborate with relevant government counterparts for daily supervision/monitoring of works being implemented under this LTA.
- UNICEF shall monitor the progress of work and issue instructions and corrective actions to the contractor in case there is a delay in the progress.
- Supervision will be conducted on a day-to-day basis and weekly site visits and reports.
- UNICEF reserves the right to deploy a third-party supervision through an external entity for daily supervision and follow-up of the relevant governmental counterparts (i.e. Ministry of Education, Ministry of Health, and the Department of Palestinian Affairs).
- All work under any Services Contract issued against this LTA shall be supervised and monitored by the Designated UNICEF's WASH Officers, or entity (third party or partner) designated by UNICEF to supervise and approve works executed by the Contractor.

## 9. QUALITY ASSURANCE

The contractor (s) shall take the required tests for quality assurance and provide samples when required. All materials, equipment and works delivered and implemented under this LTA and the associated Contracts must be compliant with the relevant specifications and / or Jordanian building codes and others applicable.

### *NON-CONFORMING PRODUCTS*

Non-conforming products will be rejected. Defects or poor workmanship or inferior quality or any deviation from the design and requirements shall be corrected by the vendor (s), within 5 workdays of the rejection notice.

If these cannot be corrected within 5 workdays, the Contractor(s) will immediately notify UNICEF Engineers or field representative of the reason for the delay in writing and provide a proposed corrective action plan within estimated workdays.

## 10.FREQUENCY OF PERFORMANCE REVIEWS AND PERFORMANCE INDICATORS

Each scope of work / Performance of the contractor shall be checked against the approved work program per Services Contract awarded under the LTA, and in compliance with the specifications, safety standards, quality control measures.

Specific indicators will be confirmed at the start of specific contracts, with a major indicator being the number of sites (e.g. WASH block units' rehabilitation/upgrade, schools, healthcare institutions,..etc) completed and handed over on time within the acceptable workmanship standard.

### **Standard of Performance**

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1. The Contractor shall perform the required services and carry out his obligations under this contract with all due diligence, efficiency and economy, in accordance with Bill of Quantities attached to this document, and issued with specific contracts / Purchase Orders (POs), and with generally accepted techniques and practices used in performing such type of activities and with professional engineering and contracting standards recognized. They shall observe sound management, and technical engineering practices, and employ appropriate advanced technologies and safe and effective equipment, machinery, materials and methods.
2. The Contractor shall operate and maintain the equipment and machinery involved in the implementation activities in accordance with the relevant laws, standards, regulations and legislation, as well as the requirements under the contract, and the manuals and guidelines as provided by the manufacturers and suppliers of the equipment and machinery.
3. All materials should comply with BOQ specifications and to be officially approved by the supervising representatives from UNICEF and involved stakeholders, prior to incorporate them in the works, and all works must be inspected and accepted by the technical representatives before starting the next stage of work.
4. Site Safety: The Contractor shall be responsible for implementing strict safety measures on site in view of the type of works being implemented; the Contractor shall provide, and erect protection items required by site conditions or as requested by the Engineer to protect persons, onsite and offsite property, as required and as supplementary to such items that have been left in place; ascertain legal and other requirements.
5. The Contractor shall maintain protection in place until work is complete, and danger of damage has ceased; when approved by UNICEF, remove protections.
6. The Contractor shall provide safety materials to all site basis personnel:
  - a. Contractor shall provide the minimal PPE required by safety standards for the type of activity undertaken, to all his personnel on site.
  - b. Adequate first aid kit at predetermined and approved locations within the work site. The Contractor shall provide for the transport of serious cases to nearest hospital.
  - c. The Contractor will ensure that all works comply with local safety rules. UNICEF has the right to suspend the works at any time that UNICEF considers there are unsafe conditions, without any claim arising by the Contractor. The Contractor shall maintain protection in place until work is complete, and danger of damage has ceased
7. Contractor's Sources: The contractor shall utilize all necessary resources, manpower, machinery and equipment etc. in order to perform the required works in a proper, safe and timely manner. In consideration of the UN Sustainable Development Goals (SDGs), <https://sdgs.un.org/goals> the Contractor is encouraged to utilize unskilled/semi-skilled workers, including women, from among the unemployed residents of the respective district. Skilled labor and key technical staff are excluded from this requirement. Further and to support the local economy, the Contractor is encouraged to source/use as much locally produced materials and goods that meet the specifications stated in the solicitation documents. Those indicators will be used by UNICEF to evaluate the performance of the LTA holder.

### 11.WARRANTY AND PERFORMANCE SECURITY

- **Performance Bond:** For each Service Contract (Purchase Order), the successful contractor shall

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submit a Performance Bond for **10% of the contract value**. This bond guarantees satisfactory performance and will be returned after the issuance of the Certificate of Substantial Completion. UNICEF reserves the right to cash the bond if the contractor fails to perform the tasks in timely and satisfactory manner.

- **Defect Liability Period / Warranty:** All works shall be warranted against defects in materials and workmanship for a minimum period of **12 months** from the date of the Certificate of Substantial Completion. The contractor is responsible for rectifying any notified defects at their own cost during this period.
- **Defect Liability Bond:** A Defect Liability Bond of **5% of the total contract value** shall be retained from the final payment or provided as a separate bond, valid for the 12-month warranty period.

### 12. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE

The bidder should have established credibility in working in the construction/rehabilitation/upgrade sector.

#### a. Corporate Requirements and experience

- Legally registered and licensed to conduct business in the Hashemite Kingdom of Jordan for construction Works.
- Officially registered with the contractor's association in Jordan with a minimum classification of Grade 3 in Structure/Construction works.
- Proven capacity to perform structural/construction/rehabilitation works, supported with list of owned/rented equipment.
- Bidder must have at least 8 years of experience for similar works.
- Bidder must submit latest 3 years audited/certified financial statements clearly demonstrating a minimum Average Annual Turnover of USD\$ 200,000.

#### b. Key staff to mobilize:

The list of staff and qualifications below is indicative for key staff only, but the bidder should make sure that his proposed team to be onsite in Jordan when UNICEF requests any works under this LTA, Key Personnel should include at minimum:

- **Project Manager:** with a minimum of 10 years' experience in Managing and construction/structural/rehabilitation/upgrade civil engineering works.
- **Senior Site Engineers:** Minimum 3 site senior civil engineers with a minimum experience of 6 years of Structural/Construction/Upgrade/Rehabilitation of civil engineering works.
- **Senior Mechanical/ Electrical Engineers:** Minimum 2 senior mechanical and electrical engineers with a minimum experience of 6 years of Structural/Construction/Upgrade/Rehabilitation of mechanical and electrical engineering works.

### 13. PROPOSED PAYMENT METHODOLOGY

During the term of the LTA, based on the needs and requirements, UNICEF shall issue Service Contracts (Purchase Orders) to the LTA holder (s) setting out the requirements and other instructions for the delivery of the services/works.

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For these contracts, UNICEF will pay the contractor against actual quantities implemented in each site.

Payments are usually made following an established payment schedule per location / site, to be defined prior to the start of the Contract, following the below structure.:

Payment Schedule	
1 <sup>st</sup> payment	25% upon completing first milestone per site / location.
2 <sup>nd</sup> payment	25% upon completing second milestone per site location
3 <sup>rd</sup> payment	25% upon completing third milestone per site / location.
4 <sup>th</sup> payment	25% upon completing milestone 4 and all works per site / location..

Milestones per site / location to be indicated / confirmed prior to the start of the contract, based on the specific scope of works. Below an example of milestones for the rehabilitation of WASH units / blocks, as a reference:

Milestone 1: Completion of dismantling, demolishing, excavation & backfilling, concrete and masonry works.

Milestone 2: Completion of mechanical and electrical work, and plastering works

Milestone 3: Completion of the tiling, marble and stonework, and roof and moisture waterproofing works.

Milestone 4. Completion of wood and carpentry work, painting and decorative works

In addition to the above, the following will be considered for all payments to be made within the LTA and Service Contracts.

- No advance payment arrangement will be made.
- Payment will be made only upon UNICEF's acceptance of the work performed.
- The terms of payment are Net 30 days, after **acceptance of work and thereby** receipt of invoice.
- Payment will be effected by bank transfer in the currency of billing.

### 14.STRUCTURE AND EVALUATION PROCESS OF THE PROPOSAL

A two-stage procedure shall be utilized in assessing the proposals, with an assessment of the technical proposal being completed prior to any price proposal being compared.

Each proposal must include a technical and a financial proposal that should be submitted as **separate documents in separate emails**.

The technical proposal will be assessed first on its technical merits (including by reference to legal requirements) and subsequently the financial proposal will be evaluated for price. In making the final decision, UNICEF considers both technical and financial aspects.

The Evaluation Team first reviews the technical aspect of the offer followed by the review of the

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financial offer of the technically compliant bidders. The proposal obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money and will be recommended for award of the agreement.

## A. TECHNICAL PROPOSAL:

A technical proposal should be submitted as an overall response to TOR ensuring that the purpose, objectives, scope, criteria and deliverables of the project are addressed. The proposal shall include detailed breakdown of the necessary components to show the work and competence of the firm to execute the assignment.

### 1. ADMISSIBILITY

- Vendor Registration: Ministry of Industry and Trade registration, Companies Control Department, Operation Permits.
- Evidence of specialization as Structural/Construction works contractors: Classification of **minimum Class 3 Structural/Construction civil works**.

### 2. COMPANY EXPERIENCE & EXPERTISE

- Bidder General Information
- Company Profile
- Company structure with staffing
- Bidder must submit a list of minimum 3 completed similar projects performed within the last 3 years (indicating the client's name, description of works, location, duration and value)
- Bidder must provide a copy of the substantial completion certificate for the 3 projects mentioned above. Bidder must provide a statement of satisfactory performance from the client, for any of the projects mentioned in (a) above. Details of contracts and references for works undertaken in the last 5 years.

### 3. COMPANY FINANCIAL STATUS

- Company audited financial statements in past 3 years **demonstrating**
- Turnover in the past 3 years
  - Value of Works in hand
  - Litigation history (current or during past 3 years)

### 4. PROPOSED IMPLEMENTING METHODOLOGY AND APPROACH

Method statement for implementation of works as follows:

- Method Statement for Construction of WASH facilities in households.
- Method Statement for upgrade/rehabilitation of WASH facilities in households.
- Method Statement for Construction of WASH facilities in institutions.
- Method Statement for upgrade/rehabilitation of WASH facilities in institutions.
- Health and Safety Management Plan.
- Proposed draft Project Management Plan.

### 5. PROPOSED TEAM AND EQUIPMENT

- Proposed Project Manager (Degree qualified and minimum of 10 years Project Management experience in similar projects)

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- Proposed Senior Site Engineers (Degree qualified and minimum of 6 years structural civil engineering experience in similar projects). Proposed team
- Submittal of proposed material, equipment and fixtures list of licensed and owned machinery and equipment .

### **B. FINANCIAL PROPOSAL**

The financial proposal must be submitted strictly using the Annex A (BOQ) Excel template provided by FACE. Proposals in any other format will be rejected. The unit prices offered shall be fixed for the entire duration of the LTA.

### **15.ENQUIRIES:**

Please direct any enquiries to the below dedicated email address indicating the bid reference: UNICEF Jordan procurement team: JCO-Procurement@unicef.org

### **16.SUBMISSION**

Proposals with all supporting documents should be addressed separately to: UNICEF Jordan Bids: Jordanbids@unicef.org

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## 17. REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA

(60 technical + 40 financial = 100 total)

Submitted proposals will be assessed using Cumulative Analysis Method. All requests for proposals will be weighed according to the technical (60 points) and financial considerations (40 points). Financial proposals will be opened only for those proposals that attained 70% of the maximum (i.e. 42 out of 60) or above on the technical part. Below are the criteria and points for technical and financial proposals.

The technical evaluation will be based on the following structure and **only those companies which pass the 42 points threshold**, will have their financial offers opened. Financial offers must be separated. Any technical bids which contain financial pricing will be disqualified.

### **Technical Evaluation Criteria (60%)**

CATEGORY	POINTS
<p><b>1. ADMISSIBILITY</b></p> <ul style="list-style-type: none"> <li>– Vendor Registration: Ministry of Industry and Trade registration, Companies Control Department, Operation Permits pass or fail</li> <li>– Evidence of specialization as Structural/Construction works contractors: Classification of minimum Class 3 Structural/Construction civil works. (pass or fail)</li> </ul> <p><b>2. EVIDENCE OF COMPANY FINANCIAL STATUS</b></p> <p>Based on submitted audited financial statements in past 3 years.</p> <ul style="list-style-type: none"> <li>– Turnover 200,000 USD or more in the past year - pass or fail</li> <li>– Value of Works in hand not less than 100,000 USD in the past year - pass or fail</li> <li>– Litigation history (current or during past 3 years) – pass or fail</li> <li>–</li> </ul>	<p>Mandatory as pass/fail</p>
<p><b>3. COMPANY EXPERIENCE &amp; EXPERTISE</b></p> <ul style="list-style-type: none"> <li>– Company Profile, Structure &amp; Staffing (3 points)</li> <li>– Bidder must submit a list of minimum 3 completed similar projects performed within the last 3 years (indicating the client’s name, description of works, location, duration and value) (2 points)</li> <li>– Bidder must provide a copy of the substantial completion certificate for the 3 projects mentioned above. (1 points)</li> <li>– Bidder must provide a statement of satisfactory performance from the client, for any of the projects mentioned in (a) above. (1 point)</li> <li>– Details of contracts and references for works undertaken in the last 5 years. (3 point)</li> </ul>	<p>(10)</p>

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<p><b>4. PROPOSED IMPLEMENTING METHODOLOGY AND APPROACH</b></p> <ul style="list-style-type: none"> <li>- Method statement for implementation of works as follows (20 points): <ul style="list-style-type: none"> <li>▪ Method Statement for Construction of WASH facilities in households.</li> <li>▪ Method Statement for upgrade/rehabilitation of WASH facilities in households.</li> <li>▪ Method Statement for Construction of WASH facilities in institutions.</li> <li>▪ Method Statement for upgrade/rehabilitation of WASH facilities in institutions.</li> </ul> </li> <li>- Proposed draft Project Management Plan and Health, Safety and security Management Plan. (10 points)</li> </ul>	(30)
<p><b>5. PROPOSED TEAM AND EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>- Proposed Project Manager (Degree qualified and minimum of 10 years Project Management experience in similar projects) (5 points)</li> <li>- Proposed Senior Site Engineers (Degree qualified and minimum of 6 years structural civil engineering experience in similar projects) (5 points)</li> <li>- Proposed team (5 points)</li> <li>- submittals of proposed material, equipment and fixtures list of licensed and owned machinery.(5 points)</li> </ul>	(20)
<b>TOTAL MARKS</b>	<b>(60)</b>

### Financial Proposal

The financial proposal should include a price list as per the 'Annex A' MS Excel templated provided by UNICEF with the Request for Proposal. Price lists provided in any other formats will be considered INVALID. Please refer to Annex A for detailed list of items.

### Financial Evaluation Criteria (40%)

The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited contractors who obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price.

Financial score will be calculated using this equation:

$$\text{Score of proposal A} = (\text{Max. score for price proposal}) * (\text{lowest price}) / \text{price of proposal A}$$

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### **Errors in the Proposals:**

- Bidders are expected to examine all instructions and documentation of the RFP. Failure to do so will be at Bidders' own risk. In case of errors in the aggregate/total price, the unit price shall govern.
- In the event of any discrepancy between the copies of the Proposals, the original shall govern. The original and - each copy of the Technical and Financial Proposal shall be prepared and be signed by the authorized contractor's representative.
- The Proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Bidders themselves. Any such correction shall be initiated by the person or persons signing the Proposal.