

Annex B:

TERMS OF REFERENCE FOR SERVICE CONTRACTING

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| Assignment | Study on the socio-economic impact of water scarcity and climate change on Jordan |
| Location | Jordan (All Governorates) |
| Duration | 6 months |
| Partner(s) | Ministry of Water & Irrigation and Ministry of Environment |
| Reporting to | Chief WASH |

1. JUSTIFICATION/BACKGROUND

Jordan is one of the most water scarce countries in the world, facing a complex mix of challenges to meet the demands of a growing and youthful population, and an economy regularly buffeted by the security and economic shocks inherent to the region. With the impact of COVID-19 manifesting in decreased economic activity and a disproportionate impact on the poor, there is a significant risk that the underlying water scarcity challenges facing the region will continue to be ignored, and action deferred by decision makers in favour of the more immediate and obvious challenges concerning youth unemployment, economic growth, debt servicing and the public health response to COVID-19. While scientific data describing regional water scarcity is relatively rich, this has not translated into meaningful actions or a compelling narrative for change. Underlying challenges to water scarcity such as overexploitation of aquifers, regional competition for water resources, increased water demand due to population growth (including the impact of 1.3M Syrian refugees in Jordan), high non-revenue water rates, and a historic underinvestment in the water sector stand to be further impacted by the impact of climate change on water resources. Water scarcity is one of the major barriers facing sustainable development in Jordan and this will be further magnified by the impacts of climate change, drought and associated socioeconomic impacts.

Adequate water and wastewater services are a fundamental basic service and a prerequisite for maintenance of robust public health. Without reliable and clean water all basic needs will suffer – including the primary COVID-19 public health response. COVID-19 has impacted on the business fundamentals of water utilities who have been unable to collect revenue to sustain operations, and in addition has increased water demand by up to 40% in response to lockdowns and increased personal hygiene measures, placing additional strain on systems already operating at their capacity.

Regional climate models indicate that the region can expect more frequent and more intense droughts, and an overall decline in precipitation. With Jordan dependent on surface water

resources for 30% of its drinking water supply, decreases in precipitation and rainfall runoff will have an immediate impact on drinking water supplies as well as recharge of aquifers.

Solutions to the upcoming water crisis include greater regional cooperation through hydro-diplomacy and transboundary water arrangements governed by international water law, improved water conservation practices, agri-business reforms (regulation and the true cost of water to be reflected), and new sustainable water resources powered by renewable energy (desalination linked to solar and wind energy).

In the face of COVID-19, central governments around the world are increasingly considering the need to stimulate economies through increased public expenditure and to 'spend' their way out of recession as opposed to increased austerity measures designed to control rising public debt. Economic stimulus packages targeting critical public infrastructure and in particular water and wastewater infrastructure, offer a unique opportunity to address the underlying water scarcity and climate challenges in Jordan through channelling investment towards 'green' job rich infrastructure programs that boost industry and the economy on multiple levels through stimulation of suppliers, manufacturers and labour workforce.

2. OBJECTIVE AND TARGETS

In order to raise the profile of water scarcity and climate change in Jordan and the region, and to foster dialogue between the community, government decision makers and the international community, stronger linkages are required to be made between water scarcity, climate and the future prosperity of Jordan, and the urgent need for investing in water re-use, sustainable water resources development, and the long-term pay off in terms of economic, social and other dividends (including stability). Without water, all economic and business sectors will be negatively impacted, with the consequences of inaction measured in terms of decimated economies and livelihoods, and displacement of communities.

Per the above, it is proposed to develop a research document with a compelling narrative for change and action on water scarcity and climate change. The document should be grounded in scientific evidence and target a wide audience (including non-technical readers) through presentation of data in an accessible and engaging manner. It is intended that this document will ignite a deeper discussion among policy makers and the international donor community to critically examine the impact of current investments and assess the adequacy of current efforts given the potential consequences of inaction.

3. SCOPE OF THE WORK (WORK ASSIGNMENT)

The consulting firm is expected to;

- Identify and interview key knowledge leaders in the relevant fields.
- Source, interpret and analyse publicly available and internal economic, water and climate data to facilitate socio-economic analysis and identification of findings.
- Synthesize findings into evidence-based research reports to describe and highlight the interlinkages between economy, water and climate change.
- Ensure reporting is visually attractive and features high quality and compelling data visualization.
- Extract and highlight key themes and messages and present in a format easily understood by non-technical audiences.

- Collaborate with UNICEF on a marketing plan for disseminating the research.
- Identify key and target audiences in Jordan and globally, based on UNICEF priorities, to market the report to.

4. EXPECTED DELIVERABLES

The consulting firm shall deliver the following;

- **Work plan and Inception Report** (One month after signing the contract): the inception report with desk review should provide understating of the assignment, proposed methodology, key questions to be addressed under each component, and timeline for activities.
- **Draft Deliverable(s)** (Three months after signing the contract);
 - An **evidenced based, data visualization-led research report(s)** which examines the linkages between water scarcity, climate change and economic prosperity in Jordan.
 - A **digital media friendly synopsis** of the key findings and messages using the latest data visualisation and infographic techniques.
 - **Marketing campaign** to promote and disseminate key findings.
- **Final Deliverable(s)** per the above (Five months after signing the contract)
- Facilitate **conference presentation(s) and workshops** to promote and stimulate discussion around the key findings (Six months after signing the contract)

5. REALISTIC DELIVERY DATES AND DETAILS ON HOW THE WORK MUST BE DELIVERED

The consulting firm shall define the timeline for completion of deliverables; however, it is expected that all deliverables will be completed within 6 months of contract award.

The consulting firm shall allow for two formal reviews by UNICEF for each deliverable. Deliverables shall be submitted in electronic format for review. UNICEF shall endeavour to provide feedback within 3 weeks for the consulting firm to integrate. Final deliverables shall be presented in a suitable format to allow printing of hard copy publication(s).

6. PAYMENT SCHEDULE

The successful bidder shall define a payment schedule based on deliverables and milestones per the following;

| Deliverable/s | Timeline | Payment |
|--------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------|
| Work plan and Inception Report | One Month from signing the contract | 20% of the total contract |
| Draft Deliverable(s) 1. Research Report 2. Digital media synopsis 3. Marketing campaign | Three Months from signing the contract | 30% of the total contract |
| Final Deliverable(s) | Five Months from signing the contract | 40 % of the total contract |
| Conference presentation and workshop facilitation | Six Months from signing the contract | 10 % of the total contract |

No Advance payment to be made. Payments will be made against each milestone/deliverable and only upon UNICEF's acceptance of the work performed. The terms of payment are Net 30 days, after receipt of invoice and acceptance of work. Payment will be affected by bank transfer in the currency of billing.

7. OFFICIAL TRAVEL INVOLVED

NA

8. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE

This study is planned to be conducted by an institution or by a registered consultancy group/firm being a well-established institution, highly qualified and experienced in the field of analytical and social and economic research and modelling.

- A. The Consulting Firm shall show demonstrable experience in producing similarly related works, including analytical research, evidence-based research, economic and natural systems modelling and data visualisation.
- B. The Consulting Firm shall define as a minimum the following team member;
 - Team Leader
 - Economic modelling lead
 - Analyst(s)
 - Data visualisation lead
 - Social media lead

The Team Leader should have at least a master's degree in public policy, economics, sustainability or a related field, and at least 10 years' experience in managing research projects and similar assignments. S/he must have completed at least two high quality exercises in that period. Overall, the following qualification are required for the consultancy firm:

- At least 15 years' experience in economic research and analysis is required
- Each member should have at least 5-7 years of experience in their respective areas (CVs required)
- Excellent interpersonal skills required for high level engagement with government departments and other stakeholders
- The team must include expert on gender and social protection issues and have expertise in gender analysis of programmes to ensure the research is responsive to gender aspects of entire interventions.
- Excellent analytical, report writing and communication skills in English for all members of the study team;
- Excellent interpersonal communication skills.
- Proven ability to work within limited time constraints in the preparation of high-quality documents.

9. CONTRACT MANAGEMENT

The contractor (service provider) will regularly report to the Chief of WASH and/or WASH Specialist. The WASH Section at UNICEF Jordan Country office will be responsible for managing the contract. Overall supervision of the contract will fall on Mark Summerton, WASH Specialist.

10. PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The Consulting Firm performance shall be evaluated throughout the period of the contract and formally evaluated at the conclusion of the contract against quality of deliverables acceptable to UNICEF.

Proposed timelines for completion of activities are met and deliverables submitted on time with good quality and as per the standards described in the TORs as well as UNICEF global standards. Overall performance at the end of the contract will be evaluated against the following criteria: timeliness, responsibility, initiative, innovation, communication, and quality of the products delivered.

11. FREQUENCY OF PERFORMANCE REVIEWS

The contractor will submit regular reports as per identified deliverables. Performance reviews will be undertaken on a 3-monthly basis.

12. CALL FOR PROPOSALS

A two-stage procedure shall be utilized in assessing the proposals, with assessment of the technical proposal being completed prior to any price proposal being compared. Applications shall therefore contain the following required documentation:

A. Technical proposal

Applicants shall prepare a proposal as an overall response to the ToR ensuring that the purpose, objectives, and deliverables of the assignments are addressed. All proposals to include (but not limited to):

- A technical proposal that includes a brief cover letter and understanding of the assignment is required.
- Based on the proposed timetable laid down in the ToR, a proposal of the detailed methodology, tentative work plan and time schedule is required.
- Updated profiles/ CVs of the team members listing similar experiences/assignments and highlighting those focused-on adolescents/youth budgeting, youth engagement and participation.
- Quality assurance mechanism and risk mitigation measures put in place
- Examples of similar projects done and at least two references from a previous vendor

B. Financial Offer

- A financial proposal with a breakdown of all costs that are to be charged to UNICEF and based on deliverables. This includes estimated number of working days, consultancy fees, all office administrative costs, international and local travel costs, as well as any additional requirements needed to complete the project or that might have an impact on cost or delivery of products. Travel expenses should be based on the most direct route and economy fare. Quotations for business class fare will not be considered.

The Financial Proposal shall be submitted in a separate file, clearly named Financial Proposal. No financial information should be contained in the Technical Proposal.

C. Timetable (Schedule)

This section should include a proposed time/delivery schedule. An action plan specifying the timeframe with various milestones and activities should be included under this section.

In addition, the institution should consider the following in the submission:

- Company profile (Company structure, team composition, organogram...etc)
- A complete copy of latest audited financial statements with comparative figures for the two most recent years; preferably signed by the Company's accounting firm/certified external auditor. The financial statements are to include, but not limited to, the following:
 - The Balance Sheet (mandatory)
 - The Income Statement/Profit and Loss Statement (mandatory)
 - Statement of cash flows
- Company registration

13. UNICEF RECOURSE IN CASE OF UNSATISFACTORY PERFORMANCE

UNICEF reserves the right to withhold payment and consolidated output until the contractor provide satisfactory quality output as reviewed by the project manager / supervisor. In case of unsatisfactory performance, the payment will be withheld until quality deliverables are submitted and subsequently, the contract will be terminated in accordance with the General terms and conditions stated in the tender document if the contractor fails to deliver.

14. REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA

 60 % technical

 40 % financial

100% total

Submitted proposals will be assessed using the Cumulative Analysis Method. All requests for proposal will be weighed according to the technical (60 points) and financial considerations (40 points). Financial proposals will be opened only for those application that attained 75% (45 out of 60) or above on the technical part. Below are the criteria and points for technical and financial proposals.

A. Technical Proposal

1) Overall Response **(10 points)**

- General adherence to Terms of Reference and tender requirements **(2 points)**
- Elaborated and articulated understanding of scope, objectives and overall assignment requirements. **(8 points)**

2) Company and Key Personnel **(30 points)**

- Company meets minimum (15) years of experience **(2 points)**
- Company has previously conducted similar work **(5 points)**

- Company is properly registered and has required certifications, memberships, etc. **(2 points)**
- Quality assurance mechanism and risk mitigation measures **(5 points)**
- Two Samples of previous relevant work undertaken successfully by the contractor. **(6 points)**
- Names and CVs of team members entailing their specific academic, professional backgrounds and roles in the assignment for UNICEF review and approval. The Contractor should make a commitment to this effect, in order to avoid possible changes in the team members' composition after the start of the assignment. **(5 points)**
- Management approach at the functional and the senior management levels. **(5 points)**

3) Proposed methodology and approach **(20 points)**

- deliverables are addressed as per TOR **(10 points)**
- Proposed approach/methodology and management control system respond to the scope of the consultancy **(8 points)**
- proposed timelines are met **(2 points)**

Minimum technical score: 75% of 60 points = 45 points

B. Financial Offer

A separate Financial Offer detailing all activity expenses and logistics should be submitted under this section. The financial offer (this section) should be submitted on a separate page from the Technical Capability and Schedule information. Only those financial proposals which have been technically accepted according to the above criteria will be opened. Financial proposal will be weighted based on the clarity and appropriateness.

Total Financial 40 points

The Contract shall be awarded to a bidder obtaining the highest combined technical and financial scores. Proposals not complying with the terms and conditions contained in this ToR, including the provision of all required information, may result in the Proposal being deemed non-responsive and therefore not considered further.

15. CONDITIONS

- The **contractor** will work with its own office resources and materials in the execution of this assignment. **The contractor's fee shall be inclusive of all logistics and office administrative costs**
- The selection process for the consultancy firm will strictly follow UNICEF's internal procurement process and procedures.
- UNICEF will provide assistance where possible for necessary access and permits required for the work.
- The firm will provide draft report (s)/deliverable (s) for review and amend as requested before submitting the final versions.
- Final report on the assignment to be submitted attaching final documents/deliverables prepared in its context in English. All intellectual rights of the work are owned by UNICEF.

Enquiries:

Please direct any enquiries to the focal person indicate on the tender document.

Proposals with all supporting documents should be addressed to:

UNICEF Jordan Country office Bids
jordanbids@unicef.org