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Construction of handwashing facilities at immunization sites in seven selected districts in Nepal

1. INTRODUCTION:

United Nations Children’s Fund (UNICEF) seeks services of a highly proficient agency, registered as an international and national NGO or Engineering/development Firm, hereinafter termed as ‘Implementation Partner’ (‘IP’) to establish 1,000 hand wash facilities to immunization sites distributed in seven districts (one each district per province) of Nepal. This assignment shall be performed under the leadership of the concerned districts/municipalities, the provincial governments, and close supervision of UNICEF and Ministry of Health and Population, Department of Health Service- Family Welfare Division.

This assignment will be funded by UNICEF for core activities that are to be implemented by IP(s) in coordination with the Provincial Government. At the same time, the concerned district and municipalities will take part in selecting sites, managing/handling the hand washing facilities, promotion, and monitoring the proper and regular use of the facilities.

2. BACKGROUND AND JUSTIFICATION:

Background:

The COVID-19 pandemic is a stark reminder of that handwashing behavior, and practice is one of the simplest and most effective ways to stop the spread of a virus throughout the world. Handwashing with soap and water protects us from contracting the disease and prevents transmission to ourselves and other persons.

Water, Sanitation and Hygiene (WASH) is a foundation for public health and many sustainable development goals. In line with this, the Government of Nepal supported by the health and development partners continuing its effort to realize the universal WASH coverage to regular programme incorporating hand washing, sanitation and hygiene behaviors promotion as part of the COVID-19 pandemic prevention and response into the existing Immunization programme. Therefore, hygiene promotion sessions are conducted as COVID-19 preventive measures while mothers visit Immunization clinics using visual aids such as flipcharts and stickers on COVID-19 preventive measures in the existing routine immunization programme and COVID 19 vaccination sessions. Despite this ambitious goal, thousands of children suffer from undernutrition in Nepal – an outcome of insufficient food intake or nutrient absorption and repeated infectious diseases caused by lack of WASH facilities and practices. Four out of five households have a handwashing station with soap and water available in Nepal. In contrast, only 46 percent of health facilities have a handwashing facility available at the point of care. The challenge continues in practicing handwashing with soap in all settings due to limited availability, behavior and it has not been entirely and regularly practiced everywhere.

As a part of its commitment to the Nepal Government, UNICEF is planning to install/construct 1,000 hand wash facilities with simple technology in selected immunization sites where no functional hand wash facilities exists. Selection criteria will be set to identify one each district per provinces with critical shortage of facilities and high number of people that serves the people visiting in immunization centers. The envisioned support will be extended to assigned districts through experienced National or International Non-Governmental Organizations (NGO) or Private Consulting Firm. Therefore, this support is packaged in an ‘Assignment’ inclusive of provision/constitution of hand washing facilities and preparation and dissemination of WASH messages.
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Justification:

The Nepal Government Ministry of Health and Population (MOHP) is working with partners and stakeholders to control and prevent pandemics since the first case of COVID-19 was reported in-country. The Health Cluster jointly developed a strategic response plan, efficiently and seamlessly align all stakeholders' roles in the health system and mobilize resources and leverage available resources.

The MOHP avails essential pharmaceuticals and medical supplies to vulnerable groups of the population, including health workers and frontline workers at all system levels. The ministry is working with the national and global partners to avail COVID-19 vaccines through COVAX platforms and bilateral donations from different countries to prevent and control the pandemic. So far, Nepal received over 40 million COVID-19 vaccines doses from three manufacturers and reached about 66% of the target population eligible for COVID-19 vaccines. Routine immunization sites and new vaccination sites established for the COVID-19 Vaccine rollout. Most vaccination sites, however, are located far from the health facility building and/or from hand washing facilities and these prevent the service providers and community members practice the COVID-19 prevention measures while queuing and receiving the vaccination service. UNICEF therefore have mobilized resources to couple the MOHP and partners effort in controlling pandemic with vaccination. It further plans to establish hand washing facilities in vaccination sites where the handwashing facilities are inaccessible for service providers and target population who are visiting the vaccination sites for services. Availing handwashing facility during the COVID-19 Vaccination rollout and usable for the routine immunization and other health services during and beyond the COVID-19 vaccines rollout.

3. OBJECTIVE:

The overall objective of this assignment is to establish low-cost and simple hand washing facilities in 1,000 vaccination sites, selected from districts of seven provinces.

The other specific objectives of the assignment:
1. Identify two each focal persons from the health facility and volunteers from the community and provide troubleshooting trainings on use of facilities and
2. Develop visual aids to instruct users and educt the mothers on WASH benefits and principles

4. ACTIVITIES:

Output 1: Increased hand hygiene knowledge of targeted stakeholders

Activities
1.1 Orientation to the major stakeholders of the district at the central level: Family Welfare Division will lead the event and organize the orientation session at the central level to sensitize the importance of hand hygiene as well Hygiene Promotion through Routine Immunization. The PHD Director, Health Office chief and the focal person from the province and respective districts will participate in the orientation programme, following which they will facilitate the district-level orientation. The site identified during feasibility study will be discussed on the day. This will help to develop their ownership in the action.

1.2 Orientation and sensitization to the respective stakeholders at the district level: The focal person of the health facility of the installation site will participate in the district level orientation and sensitization workshop and get oriented on hand hygiene, handwashing facilities and hygiene behavior change, resource mobilization for O&M as well as sustainability.
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1.3 Production and supply of hygiene promotional materials: Water Aid Nepal (WAN) has been promoting Hygiene Behaviour during routine immunization process. WAN will supply the hygiene promotion materials in all locations before starting the hygiene promotion activities.

1.4 Mobilization of Quality Monitoring Officers (QMOs) to support, monitor and coordinate: QMOs shall be mobilized for monitoring the installed facilities, coordination with stakeholders and to supervise the hygiene promotion work. They will provide continuous support to the hygiene promoters delivering the sessions and also measure the efficacy of the messages.

Output 2: Sustainable, inclusive, and equitable hygiene facilities established / provided / promoted in key locations

Activities:

1.1 Feasibility study of installation site (site verification): The feasibility study will be done through direct health facility visit and the phone call through the human resources deputed at the Province Health Directorate. Standard checklist endorsed by the Family Welfare Division shall be used for the site selection.

1.2 Installation of Handwashing Stations: The handwashing facilities will be constructed/installed in the locations approved by FWD. The construction/installation and follow-up will be done through the dedicated human resources deputed in each district. The handwashing facilities shall be constructed/installed as per the design approved by the Family Welfare Division (FWD) and UNICEF. (Please see the type design of the facilities in Annex 1). These stations are less technical so that local vendors can provide support for regular maintenance.

1.3 Monitoring and supervision of installed facilities and sensitization:

Regular monitoring and supervision of the process will be done through the FWD, Province Health Directorate, UNICEF and successful bidder (during project period). These monitoring and supervision visits are opportunities for sensitizing local stakeholders for regular operation and maintenance and sustainability of the installed facilities.

1.4 Operation and Maintenance training to focal persons: Orientation in each palika for operation and maintenance: Health facility support staff will be oriented at the palika level on the operation and maintenance part through the technical person deputed at the district.

1.5 Handover of facilities to respective offices/LGs: At the end of the project, the installed facilities will be handed over to the respective institutions by organizing a small event in presence of LG representatives. Signing of handover agreement will be done during the handover process.

1.6 Coordination with provincial and district stakeholders: Coordination meetings shall be conducted with provincial and district level stakeholders to get their buy-in in the project from the beginning. This will support for smooth execution of the project and sustainability of the intervention.

5. DURATION:

Six months, with anticipation to ending by August 2022. Steps with indicative timeframe (example) to develop/deliver hand washing facility and WASH promotion and training to immunization/health team and community volunteers.

6. WORKING LOCATIONS:

The proposed Seven Districts and distribution of facilities:
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<table>
<thead>
<tr>
<th>S. No</th>
<th>Province</th>
<th>District Name</th>
<th>No. facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Province 1</td>
<td>Morang</td>
<td>140</td>
</tr>
<tr>
<td>2</td>
<td>Madhesh Province</td>
<td>Dhanusha</td>
<td>140</td>
</tr>
<tr>
<td>3</td>
<td>Bagmati</td>
<td>Bhaktapur</td>
<td>160</td>
</tr>
<tr>
<td>4</td>
<td>Gandaki</td>
<td>Kaski</td>
<td>140</td>
</tr>
<tr>
<td>5</td>
<td>Lumbini</td>
<td>Rupandehi</td>
<td>140</td>
</tr>
<tr>
<td>6</td>
<td>Karnali</td>
<td>Jumla</td>
<td>140</td>
</tr>
<tr>
<td>7</td>
<td>Sudur Paschim Province</td>
<td>Kailali</td>
<td>140</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>1,000</td>
</tr>
</tbody>
</table>

7. DELIVERABLES:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Deliverables</th>
<th>No. of max days (per districts)</th>
<th>Responsible person/organization</th>
<th>Remarks (refer to budget section also)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consensus building and agreement between districts and IP on the number and list of project immunization sites</td>
<td>2</td>
<td>Suggestion: one team lead with multiple technicians per province/district to be assigned by the successful organization (IP)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Site readiness checked</td>
<td>2</td>
<td>Technician supported by district health offices</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mobilizing accessories /parts for the hand wash facilities</td>
<td>--</td>
<td>IP</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Develop/test visual aids and training materials on WASH</td>
<td>--</td>
<td>IP – technical team</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Training/Orientation conducted to immunization focal persons and community volunteers</td>
<td>2</td>
<td>Coordinator and technician (30 no.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(including field travel)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Hand wash facility installed, tested/verified</td>
<td>15 days</td>
<td>Two or more facilities installed per day</td>
<td></td>
</tr>
</tbody>
</table>
8. PROPOSED PAYMENT SCHEDULE:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Payment Schedule</th>
<th>Percentage</th>
<th>Estimated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>After submission of the inception report with details on hand wash facilities options</td>
<td>20%</td>
<td>Within a week of signing the contract</td>
</tr>
<tr>
<td>2</td>
<td>After submission of proof of developing/assembling the handwash facilities accessories</td>
<td>30%</td>
<td>One month since the inception report</td>
</tr>
<tr>
<td>3</td>
<td>After installation and training have been made</td>
<td>30%</td>
<td>July April 2022</td>
</tr>
<tr>
<td>4</td>
<td>After submission of final report and proof of installation from the designated districts health office</td>
<td>20%</td>
<td>August May 2022</td>
</tr>
</tbody>
</table>

9. CONTRACT SUPERVISION MANAGEMENT AND COORDINATION:

The assignment will be supervised by WASH team and UNICEF Field Offices with technical backstopping from Health team of UNICEF Country Office, concerned MOHP - and all Provincial health offices and project district health departments. A periodic progress review system will be devised where IP will present progress and issues and suggest for corrective measures for joint decision to ensure quality of work and ownership of health facilities and district health offices. WASH has cross-sectoral nature, the IP(s) needs to build strong coordination with the related section of provinces, municipalities/districts and WASH stakeholders of respective areas of implementation.

10. QUALIFICATIONS AND EXPERIENCE REQUIRED:

1. Team Composition:

To perform the assigned job of technical assistance to Municipalities for developing WASH Plan a comprehensive team comprising following members shall be formed and mobilized:

**Team Leader:** Should have more than 5 years of working experience on the WASH technology and promotion. She/He should have master's degree in Water/Sanitation Engineering or related fields.

**Technician:** Should have more than 5 years of field level working experience on the WASH technology and promotion. She/He should have proof of training and experience Water/Sanitation technology/installation - plumbing.

**WASH promotor:** Should have more than 5 years of working experience on the WASH promotion and training facilitation. She/He should have first degree or equivalent in Water/Sanitation, health promotion or related field.
2. Qualification and experience of Implementing Partner:

If NGO:

• Registered as per country rule,
• Right mix of dedicated team of professionals to carry out this WASH /hard and software development project,
• Demonstrated track record on development of WASH projects – provision of hand wash facility and promotion
• Good understanding of UNICEF programme strategies and areas of work.

If Private Consulting Firm:

• Registered in related authority of Government with purpose to serve to the engineering/ development field,
• Right mix of dedicated team of professionals to carry out this WASH facilities technology and installation and promotion project,
• Substantial experience in the areas of development/installation of hand wash facility and promotion,
• Good understanding of UNICEF programme strategies and areas of work.

11. APPLICATION AND EVALUATION PROCESS:

Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team led by WASH section first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant vendors. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

The Technical Proposal should include but not be limited to the following:

- **Methodology**
  Detailed Methodology / approach to requirement detailing how to meet or exceed UNICEF requirements for this assignment

- **Company Profile**
  *Ensure to include information related to the experience of the company as required and outlined in item 7 of this document.*

- **References**
  Details of similar assignments undertaken in last *three* years including the following information:
  o Title of Project
  o Year and duration of project
  o Scope of Project
  o Outcome of Project
  o Reference / Contact persons
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- Work Plan
  Proposed work plan showing detailed sequence and timeline for each activity and man days of each proposed team members. A risk analysis and measures to complete the project in COVID-19 pandemic context within six months.

- Team Composition
  Title and role of each team member

- CV’s
  CV of each team member (including qualifications and experience)
  Ensure to include information related to the qualifications and experience of each proposed team member as required and outlined in item 9 of this document.

- Any project dependencies or assumptions

The Financial Proposal should include but not be limited to the following:

Bidders are expected to submit a lump sum financial proposal to complete the entire assignment based on the terms of reference. The lump sum should be broken down to show the detail for the following:

- Resource costs
  Unit cost for per the hand wash facilities and daily rate multiplied by number of days

- Any other costs (if any)
  Indicate nature and breakdown

- Copy of the company registration

- Recent Financial Audit Report
  Report should have been carried out in the past 2 years and be certified by a reputable audit organization.

Bidders are required to estimate travel costs in the Financial Proposal. Please note that i) travel costs shall be calculated based on economy class fare regardless of the length of travel and ii) costs for accommodation, meals and incidentals shall not exceed the applicable daily subsistence allowance (DSA) rates, as propagated by the International Civil Service Commission (ICSC). Details can be found at http://icsc.un.org

Evaluation Criteria

The ratio between the technical and financial criteria depends on the relative importance of one component to the other. Cumulative Analysis will be used to evaluate and award proposals.

The evaluation criteria associated is split between technical and financial as follows:

  Weightage for Technical Proposal = 70 %
  Weightage for Financial Proposal = 30 %
  Total Score = 100%