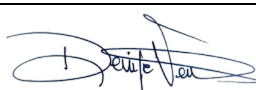
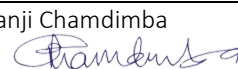
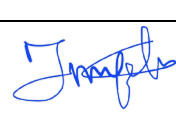



# Terms of References (TORs) for the: ‘Design Services, including Site Supervision and Quality Assurance’

## 1. General Information

Assignment:	Engineering Services for the provision of water points, rehabilitation/upgrading and installation of sanitation facilities, rehabilitation of classrooms, innovation labs, and early childhood education (ECE) learning corners
Location:	West Bank
Reporting to:	Construction Specialist under the overall supervision of Chief of Education and Chief of WASH
Assignment duration:	Estimated Contract Duration in target 22 schools - Phase 1 – Assessment & Design Services: 45 calendar days. - Phase 2 – Site Supervision and Quality Assurance Services: 180 calendar days (to be confirmed after the RFP for works) + 12 months during the defect liability period (DLP).
Estimated starting date of the assignment:	Nov 2022
Budget Source:	Grant: SC210565
Budget Estimation:	Estimated budget for design and site supervision 22 schools: Phase 1 about NIS 50,000 NIS Phase 2 about NIS 160,000 NIS
Solicitation Method:	Request for Proposals (RFP)
TORs prepared:	Denise Venturini <i>Construction Specialist</i>  Date: 01/08/2022
TORs recommended by:	Panji Chamdimba  <i>Chief of Learning for Development</i> Date: 02/08/2022
TORs recommended by:	<del>Gemma Querol</del> <b>Temu Kemendi</b>  <i>Chief of WASH (OIC)</i> Date: 04/08/2022
TORs endorsed by:	Laura Bill / Micaela Pasini OIC DR <i>Deputy Representative</i> DocuSigned by:  Date: 8/4/2022 1E195EE00335495...
TORs approved by	Lucia Elmi <i>Representative</i> DocuSigned by:  Date: 8/4/2022 A96F9A1E2B134AD...

## 2. Background

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Within the framework of the Child-Friendly Schools (CFS) initiative, UNICEF is applying a child life-course approach using the CFS framework to improve the learning environment and promoting the fundamental human right to access to quality education for all children to realize their full potential as enshrined in the Convention on the Rights of the Child (CRC).

Maintaining education quality in the State of Palestine is an ongoing struggle considering limited funding, overcrowding, and sub-standard school infrastructure. Education Management Information System (EMIS) data shows that in the government basic schools across the state of Palestine there is a serious shortage of classrooms resulting in a high proportion of schools operating on a double shift leaving them with reduced learning hours. According to the 2018/19 EMIS report, the average pupil-to-classroom ratio was 39.3:1 in government basic schools which is well above the Ministry of Education (MoE) recommended ratio of 30:1.

Also, water and sanitation facilities infrastructure in public schools need urgent maintenance and upgrading due to their insufficient number and quality. Most public-school facilities are insufficient in number with a higher unit-user ratio that increases the spread of disease and leads to faster degradation. These facilities are not separated based on age, gender, or even disability-related standards.

Over 50% of government schools lack the minimum acceptable water and sanitation facilities. In 2015, the average student-to-toilet ratio was 42 students per toilet in the West Bank and 71 students in Gaza – way above the recommended minimum standard of one toilet for every 30 pupils. The student access to water is equally very poor with a student-to-water point ratio of 50 students per water point in the West Bank and 158 in Gaza against the recommended minimum standard of a water tap or point for every 25 students (WASH in schools report). The toilet facilities lack basic hygiene provisions and cleanliness, exacerbated by the very high number of users per unit. Hygiene behavior is difficult to address in the absence of adequate water and sanitation facilities in the schools. Appropriate sanitation facilities play a critical role in keeping adolescent girls in school.

The lack of separate toilets for girls and boys is among the top barriers to girls' education. When a girl reaches puberty, access to a separate toilet can be the decisive factor in whether she continues with her education. When girls are menstruating, they need access to a water point and to have a place where they can dispose of their pads. Without this, girls may miss up to 5 days of school every month or worse, drop out of school completely.

Inadequate WASH facilities and hygiene practices awareness significantly increase the risks for transmission of WASH-related infections and diseases. Schools are ideal places for the spread of such illnesses. Due to the COVID-19 pandemic, the need for adequate WASH facilities has been magnified to decrease the risks for transmission of the disease.

This is a 5-year project funded by Korea International Cooperation Agency (KOICA). The overall objective is to improve the quality of education in safe and protected environments from early years through adolescence and to build resilience by focusing on the most vulnerable and at-risk children and adolescents in selected most vulnerable communities on West Bank.

UNICEF will work closely with the Ministry of Education and selected partners (Non-Governmental Organizations) to implement and monitor the proposed interventions. UNICEF State of Palestine is supporting the Ministry of Education (MoE) in its effort to improve the school infrastructure through rehabilitation works and enable all to benefit" which is one of the three goals under the Education Sector Strategic Plan (ESSP).

To that aim, UNICEF State of Palestine will rehabilitate 22 out of the planned 100 schools, as detailed in a Scope of the Work below.

This Project is expected to benefit 50,000 students, 2,075 Education staff (for Education), and 2,500 teachers (for WASH), half of whom are women.

The objective of these Terms of Reference is to guide a bidding exercise to identify a suitable Consulting Firm for the procurement of engineering services required for this construction project.

### 3. DEFINITION

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- 3.1. Construction:** construction of an independent built structure.
- 3.2. Rehabilitation/renovation** of a building refers to the demolition & reconstruction work within the existing building, mentioned below as generic items. They will vary based on the specific needs of each building.
- 3.3. Consulting Firm** is the Institutional consultancy firm that is providing the consultancy services under the signed contract with UNICEF.

### 4. Scope of Services & expected deliverables

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#### 4.1. Objective

The Consulting Firm will provide the following services:

1. Site Assessment.
2. Design and preparation of the RFP Technical Documents.
3. Technical Support to procurement.
4. Quality Assurance and Site Supervision.

UNICEF, in coordination with MOE, will then select one or more qualified local Contractors to execute the works through a competitive tender process. The works will focus on the followings:

- **Provide access to safe drinking water sources** (water points in targeted schools)

The selected Consulting Firm shall assess the need for rehabilitation/upgrading and installation of pipeline extensions from the existing water supply sources (water aquifers), and the installation of a water tank (1.75m<sup>3</sup>).

The municipalities, joint village councils, and water service providers in collaboration with the Palestine Water Authority (PWA) and the Ministry of Health (MoH) will ensure the water quality at the community level; while the MoH and the school health in the MoE will monitor the water quality at the school level by testing water quality twice during the two semesters, including cleaning roof water tanks.

- **Improve access to safe water and improved sanitation** through construction/rehabilitation and installation of water and sanitation facilities (toilets and handwashing facilities).
- **Provide safe spaces for learners in targeted schools** (rehabilitation/renovation of classrooms, innovation labs, external playground, schools accessibility improvement, and ECE learning corners).

School infrastructure development has been highlighted as one of the key priorities for improving quality education. KOICA funding will support the rehabilitation of classrooms and provisions of supplies. To ensure sustainability, the school management committees will be involved throughout the rehabilitation/renovation activities and trained on school maintenance.

#### 4.2. Services Description

The consultancy will be split into two (2) phases according to the project stages. The Consulting Firm will be responsible to ensure quality during all phases as follow:

##### 4.2.1. Phase 1: Assessment and Design phase

- a) UNICEF will provide the Consulting Firm with a preliminary list of priorities identified in coordination with the Ministry of Education (MoE) in the target 22 schools (see Annex B here below).
- b) The Consulting Firm will conduct a site assessment and confirm the needs. In each school, the Consulting Firm will assess the WASH facilities, verifying the functionality of the water and sanitation facilities, and the overall building conditions and need for maintenance, including for external areas, the quality of the finishes, and the school accessibility for students and teachers

with disabilities. The site assessment shall be coordinated with UNICEF and MoE. The assessment template should be agreed upon with UNICEF prior to assessment.

- c) The Consulting Firm will submit a detailed assessment report for UNICEF approval, including site analysis, status, identified priorities, preliminary cost estimates, implementation timeframe, and recommendations.
- d) Once identified the scope of work at each location, the Consulting Firm will develop the detailed design and prepare the tender documents. The tender documents shall include a full set of architectural and structural, electrical & mechanical drawings, technical specifications, detailed Bill of Quantities (BoQs), internal cost estimates, construction work plan, and quality control plan. Design criteria and standards should be discussed and approved by UNICEF jointly with MoE.
- e) The procurement process will be managed directly by UNICEF as per internal procedures and regulations. The Consulting Firm may be invited to assist UNICEF in the solicitation process, for instance: (i) with the pre-qualification of contractors, (ii) pre-bid conferences; (iii) bidders' technical queries.

#### 4.2.2. Phase 2: Construction phase

During the construction period, the Consulting Firm will provide technical oversight of ongoing construction activities to ensure compliance with specifications and signed contract and provide advice to UNICEF on any potential risks related to timeline, budget, and quality of works. In particular:

- a) **Quality assurance:** The Consulting Firm will undertake quality assurance and quality control plans and related procedures, review and approve the contractor's construction schedule, detailed designs, shop, and as-built drawings; inspect material sources and materials' tests.
- b) **Site supervision:** The Consulting Firm will assist in the project's start-up; inspect and monitor time, progress, cost, quality and quantity of works and other agreed targets; certify payments and assist UNICEF in the control of variation orders; document project records that provide the necessary evidentiary and analyses in case of claims and disputes; ensure that works are executed in accordance with local Bylaws, national and international health and safety standards, quality standards, and signed contract; liaise and co-ordinate with local authorities, if required; issue the Certificates of Partial, Substantial Completion of works.
- c) Upon Substantial Completion the sites will be officially handed over to the MoE.
- d) **Defect Liability Period (DLP).** The Contract will include 12 months of DLP starting from the date of certification of the Substantial Completion of the works. The Consulting Firm will assist UNICEF with the supervision of the quality of works, materials, and workmanship related to the Contractor's defects removal works; ensuring compliance with works contract technical specifications and national laws; solving disputes related to the defects' removal issues; assist the UNICEF by providing advice in the event of any disputes on claims (by Contractor) or penalties (imposed by UNICEF) with the Contractor; check the content and completeness of the final documentation; assist the Contractor with the submission of the "Operating and maintenance manuals", which must be provided for every project and shall include all finishes and services; assist the Contractor with the completion of project as-built drawings - failure to provide as-built drawings may result in UNICEF withholding final payments; issuing the Final Completion Certificates and preparing the Final Statement of Account.

#### 4.3. Monitoring and reporting requirements

The Consulting Firm will be required to satisfy the following monitoring and reporting requirements for the contract under consideration:

- a) **Supervisor's monitoring plan**, including the proposed program of work; parameters to be measured; locations from which samples will be collected or measurements taken; type of instruments to be used and their method detection limit; frequency of measurement and key personnel to perform work.

The format shall be proposed by the Consulting Firm and agreed by UNICEF.

The supervisor's Monitoring Plan will be submitted by email to UNICEF in English. UNICEF will review the report and provide their comments within two weeks. If the Plan is deemed to be deficient, the Consulting Firm will be required to rectify the deficiencies and re-submit the revised Plan to UNICEF within two weeks.

- b) **Site meetings minutes**, Consulting Firm will share the minutes of the meeting, including the main topics of the discussion, proposed actions, and/or any decisions made.
- c) **Progress reports**, including contractor's work progress based on information from the logbook and performed controls and surveys. A summary of supervision activities carried out during the week together with the draft supervision program for the following week should be presented. Performed materials tests received results should be described. Deviations from plans and schedules actual or forecasted should be described and commented on. Cost estimates should be established and presented as a basis for economic planning and follow-up. Problems encountered, and actions taken should be described and commented on.

The format shall be proposed by the Consulting Firm and agreed by UNICEF.

*Otherwise stated, the report shall be submitted on a weekly basis to UNICEF by email in English. Serious conditions and/or urgent problems must be paid immediate attention to and reported without delay. In addition to the (bi-)weekly progress reports, monthly reports may be requested to approve interim payment certifications.*

- d) **Monthly reports** will summarize all administrative and supervision activities undertaken by the Consulting Firm during the defined period. Each report will include details of the financial status, progress schedule, and anticipated completion dates for the various project components.

The format shall be agreed with UNICEF and shall include, but not be limited to the following:

- Details of activities carried out during the month and work quantities completed,
- Site photos (size and number shall be decided with UNICEF),
- Bar charts of physical and financial progress (actual and planned)
- Details of problems and proposed actions,
- Details of Contractors' claims pending and approved,
- Details of approved changes,
- Summary of material tests during the month,
- Details of worksite safety aspects,
- Critical activities in the next month.

The report shall be sent to UNICEF on the first working day of each month.

- e) **Final Report** shall submit within two weeks following the Substantial Completion of the works. UNICEF will review the report and provide its comments to the Consulting Firm within two weeks after receiving the draft Final Report. The final version will be submitted within two weeks upon receipt of comments from UNICEF. The report will summarize the physical and financial history of the contract, including an appraisal of the successful aspects of the assignment together with a critical review of those aspects which could be deemed problematic, and which should be reconsidered for future projects. A summary of the Environmental actions undertaken shall also be included. Finally, the list of defects that are to be

addressed to the Contractor during the Defects Liability Period and details of any pending payment of claim issues will be annexed.

- f) **Defects Liability Report** will be completed within two weeks after the end of the defect liability period and it will include the overall final physical and financial status of the Project, together with the initial and final progress schedules for the works. This report will include details of construction methods undertaken by the Contractor(s), as-built records showing the locations, details of the work carried out and schedule of defects, approved corrections undertaken, and a summary of the execution of the Works Supervision and Monitoring Plan. Recommendations will also be made regarding any additional requirements for works or technical assistance that may have been identified by the Consulting Firm that is considered necessary for the proper future protection.

*The Consulting Firm will submit digital and hard copies of all reports in English. The Consulting Firm will provide electronic copies of all working notes and technical materials developed during the project.*

#### 4.4. Project standards

- UNICEF promotes accessibility and universal design with Governments and other partners. UNICEF also recognizes the impact construction can have on the environment and promotes the application of sustainable and environmental-friendly construction practices. UNICEF is committed to meeting the requirements of the United Nations Disability Inclusion Strategy, in particular the indicators 6 and 8 of the Entity Accountability Framework which relate to the accessibility of the built environment.
- All designs comply with government norms and standards and local infrastructure regulations and take into account local climatic conditions and the risk of natural disasters and risks for child safety.
- All programmatic construction and rehabilitation works implemented directly or indirectly by UNICEF adhere to UNICEF's commitments towards accessible buildings as per the Executive Directive on Accessibility in UNICEF's Programme-Related Construction Activities (CF/EXD/2017-004), which is embodied in UNICEF's Accessibility Technical Cards (Annex F).
- All construction and rehabilitation works for UNICEF premises and operations need to adhere to UNICEF's commitment to making its premises accessible and inclusive for all and to improving the eco-efficiency of its operations as per the UNICEF Procedure on Eco-Efficiency and Inclusive Access in UNICEF Premises and Operations (PROCEDURE/DFAM/2020/001) and Decision Memo from May 20, 2015: UNICEF Climate Neutral Strategy, 2015. All UNICEF offices are expected to attain at least "level 1" accessibility (see Accessibility Levels of UNICEF Facilities document).
- The design should also comply with UNICEF and MOE WASH standards (Annex E).

#### 4.5. Performance Indicators for Evaluation of Results

The indicators below will be considered when assessing the Consulting Firm's performance:

- The proposed project team composition, expertise, and competencies will be responsible for the delivery of the scope throughout the project life cycle and will perform to the best of their ability.
- Site accessibility, challenges, and risks should be assessed, and appropriate solutions addressed and incorporated into the Design.
- The proposed project team shall facilitate the flow of information between other entities involved in the process to avoid delays and misunderstandings. During the site supervision, this may also include bringing a general contractor on board and incorporating them into design discussion/revisions.
- The design phase occupies a significant portion of the preconstruction phase. Design considerations can impact on the project timeline and budget and may require revising the project's strategic plan. The proposed project team shall promptly inform UNICEF of any decision that can impact on the estimated construction costs and timeframes agreed.

- Pre-tender cost estimate must be accurate and considers the local market condition. UNICEF may decide not to extend the collaboration with the Engineering Consulting Firm to the construction stage, in case of a high discrepancy between a pre-tender cost estimate and tender offers.
- The proposed project team shall ensure regular reporting.
- The proposed project team shall ensure a sound collaboration and information sharing with the project stakeholders, such as the UNICEF team, the Ministry of Education, and any other project entity recommended by UNICEF.

## 5. Deliverables, Schedule of Completion & Schedule of Payments

### 5.1. Expected deliverables and duration of the services:

- 1) The Sites assessment phase should be completed within 15 calendar days from the contract signature.
- 2) The detailed design and preparation of the tender documents should be completed within 45 calendar days from the contract signature. This period may not include the Consulting Firm Company's support during the tender process.
- 3) The Site Supervision and QA services shall be ensured during the construction period of about 180 calendar days- to be confirmed after signing the contract for the works, and as well during 12 months of DLP with limited activities. During this period, the Consulting Firm should inspect each site at least twice.

Type of Services	Deliverables	Time frame
Phase 1: Site Assessment and Design Services	Submission of the Assessment Report reviewed and approved by UNICEF.	within 15 calendar days after the contract signature
	Submission of a full set of technical tender documents - drawings, BBQs, technical specifications, etc. - reviewed and approved by UNICEF	within a maximum of 45 calendar days after the contract signature
Phase 2: Site Supervision and Quality Assurance (during the works and the DLP)	Assist UNICEF with the administration of the contract, including: <ul style="list-style-type: none"> <li>– (Bi-)weekly progress reports.</li> <li>– Monthly/Interim payment reports.</li> <li>– Substantial Completion Certification.</li> <li>– Final Report.</li> </ul> All reports must be reviewed and approved by UNICEF.	About 180 calendar days
	Submission of the DLP inspection report (min 2 inspections per site).	At the end of 12 months DLP
	Submission of Final Completion and Certification of Making Good Defects reviewed and approved by UNICEF	

### 5.2. Expected starting date

The expected starting date of this consultancy is November 15, 2022.

### 5.3. The Defects Liability Period (DLP)

The DLP is twelve (12) months counted from the date of the Certificate of Substantial Completion. Upon UNICEF's acceptance of Works, the Certificate of Final Completion will be issued, and the Contract will be closed upon issuing of final payment.



#### 5.4. Schedule of Payments

UNICEF will issue interim payments upon satisfactory completion of the services.

Potential Bidders should suggest a Payment Schedule that will be subject to UNICEF evaluation and approval.

*No advance payment is foreseen for Services.*

Phase 1: The Design Review Services will be paid upon submission of: (i) the Assessment Report and (ii) the full set of tender packages.

Phase 2: Site Supervision and QA will be paid monthly. 5% will be retained on each interim payment up to the Substantial Completion Certificate. The money retained will be released after the submission of the Final Completion and Certification of Making Good Defects reviewed and approved by UNICEF.

### 6. Solicitation Requirements

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6.1. This RFPS document is comprised of the following:

- Annex A: UNICEF Standard Contract for Engineering Services.
- Annex B: Preliminary Assessment and description of the Scope of Works.
- Annex C: Technical Bid Forms.
- Annex D: Financial Bid Forms.
- Annex E: WASH standards.
- Annex F: UNICEF's Accessibility Technical Cards.

6.2. **Pre-bid (optional) site visit:** It is recommended that Potential Bidders visit the sites prior to submitting their offers to get familiar with site conditions that may affect their Proposals. Potential Bidders are expected to make their own arrangements to visit the site and on their own expenses.

6.3. **Rights of inspecting Potential Bidders' premises, warehouses, and projects.** Potential Bidders will allow UNICEF, either itself or through a designated representative entity, to have access to the company premises, projects, and workshops, at all reasonable times. The Potential Bidder will provide reasonable assistance to UNICEF for such appraisal, including copies of any documentation (including, but not limited to, test results or quality control reports) as may be necessary. The inspection may be carried out in conjunction with the appropriate national authority. Failure to do so may result in the rejection of the Proposal.

### 7. Eligibility & Qualification

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7.1. The Potential Bidder must be registered as an Consulting Firm in the State of Palestine. Technical Proposals shall include copies of original documents defining the constitution or legal status of the company, place of registration, and principal place of business; written power of attorney of the signatory of the nominated person to commit the contract.

7.2. The Potential Bidder must hold *Professional Indemnity Insurance*.

**Failure to provide the required information will disqualify Bidders.**



## 8. Key Personnel

- 8.1. The key staff is an indication of the minimum requirement. It is the responsibility of the Consulting Firm to propose the expertise deemed necessary to carry out the service efficiently, comprehensively, and timely. Bidders shall ensure that the team is complete in all respect including all the required support.
- 8.2. The proposed staff (as indicated in the table here below) must have adequate computer experience in the use of standard office applications and professional software in the respective field.

Position	Required Qualification	(Staff-days)	
		Assessment & Design	Site Supervision & QA
Project Manager	Hold a minimum master's degree in civil engineering or M.Sc. Construction Management and at least 15 years of work experience as a PM in similar services. Chartered Professional and registered with a recognized trade body. Working with Government agencies, UN agencies, and INGOs is considered an asset.	11 days ( <i>about 25% time out of 45 days</i> )	45 days ( <i>about 25% time out of 180 days</i> )
Structural/Civil Engineer	Hold a minimum BSc in Structural or Civil Engineering and at least 10 years of work experience. Chartered Professional and registered with a recognized trade body.	11 days ( <i>about 25% time out of 45 days</i> )	45 days ( <i>about 25% time out of 180 days</i> )
Architect	Degree qualified (Architecture), min 8 years relevant experience, and chartered Professional and registered with recognized trade body.	35 days ( <i>about 80% time out of 45 days</i> )	18 days ( <i>about 10% time out of 180 days</i> )
Electro-Mechanical Engineer	Hold a minimum Bachelor of Engineering in M&E with at least 5 years of professional experience.	11 days ( <i>about 25% time out of 45 days</i> )	18 days ( <i>about 10% time out of 180 days</i> )
Quantity Surveying Officer/Estimator	Hold a minimum diploma in quantity surveying and at least 5 years of work experience including a minimum of 3 years' experience in preparation of payment claims and material estimation.	11 days ( <i>about 25% time out of 45 days</i> )	18 days ( <i>about 10% time out of 180 days</i> )
Site Engineer (min 3)	Degree qualified (Engineering), min 8 years' experience of site supervision of construction projects. Chartered Professional and registered with a recognized trade body.	n/a	180 days per site engineer (+ DLP inspections)
Administration / Document manager	Minimum 5 years' experience in a similar role	11 days ( <i>about 25% time out of 45 days</i> )	45 days ( <i>about 25% time out of 180 days</i> )
Quality & Safety Manager	Degree qualified (Civil or Structural), min 10 years' relevant experience and QA/QC Certificated.	<i>Same as the structural engineer</i>	<i>Same as the structural engineer</i>

- 8.3. Other supporting staff shall have qualifications and experience relevant to the project.
- 8.4. The time allocated for the Consulting Firm's staff in the project is to be spread as needed over the contract period including the 12 months of the defect liability period.
- 8.5. The selected Consulting Firm is expected to assign or deploy adequate qualified staff to undertake the specific engineering services requested.

## 9. Evaluation Process and Method

### 9.1. Submission of offers

The Bidder will be awarded according to assessed and proven capacity and in accordance with the RFP requirements.

Bidders shall submit a Technical Proposal including the bid forms duly completed and signed as specified in Annex C: *“01\_Technical Bid Forms”*.

Bidders shall also submit a Financial Proposal including the bid forms duly completed and signed as specified in Annex D: *“02\_Financial Bid Forms”*.

Proposals that fail to comply with the above will be disqualified and will not be given further consideration.

### 9.2. Evaluation of Technical Proposals:

Bidders will be evaluated for both technical and financial proposals, evaluation will be based on 70% technical and 30% financial criteria. A proposal is selected based on cumulative analysis, the total score is obtained by combining technical and financial attributes.

- a) Following the closure of the RFPS, Technical Proposals will be evaluated by the evaluation team. The evaluation will be restricted to the contents of the Technical Proposals and the reference checks.
- b) UNICEF will first evaluate the completeness and responsiveness of proposals in relation to:
  - The sealed double envelope system is followed (Technical Proposal and Price Proposal are submitted in separate sealed envelopes each)
  - Submission of all documents requested in Annex C
  - The Technical Proposal letter is duly signed (Form 2)
- c) Proposals that fail to comply with the above will be disqualified and will not be given further consideration.
- d) UNICEF will then evaluate the technical merits of each Technical Proposal using the rating system in Table 3 below. A maximum of **70 points** will be assigned to the Technical Proposals. Technical Proposals receiving **50 points or higher** will be considered technically responsive. Non-technically compliant and non-responsive Proposals will not be given further consideration.

**Table 3 Evaluation Criteria**

Technical Evaluation Criteria		Max. Points 70
<b>1. Pass and Fail (mandatory criteria to proceed with the assessment)</b>		
	a) Valid certificate of Incorporation/ Business Registration for the required services. The company shall have a legal address in Palestinian Territories. b) Professional Indemnity Insurance. c) Tax Registration/Payment Certificate issued by the Palestinian Ministry of Finance evidencing that the Contractor is updated with its tax payment obligations, or Certificate of Tax exemption if any such privilege is enjoyed by the Bidder.	<i>The Consulting Firm that provides the requested docs will be considered for further evaluation.</i>
<b>2. Capability of the Potential Bidders and Key personnel</b>		
	a) Company experience: (i) experience in similar contracts (design, site supervision & quality assurance for WASH facilities) and in the country; (ii) overall experience in	<b>30</b>

	the relevant sector; (iii) size and structure of the firm, qualifications, and experience of the key company's staff; (iv) ISO certifications; (v) type of clients. b) As per ongoing workload and contractual commitments, demonstrated capacity to manage additional services.	
<b>3. Resources (key personnel and equipment)</b>		
	c) Proposed project key personnel for the design phase including CVs, years of experience in similar services (proof required), education degree certificate. d) Proposed project key personnel for the site supervision and QA including CVs, years of experience in similar services (proof required), education degree certificate. e) List of essential support staff. f) List of office equipment, engineering instruments, and design software owned by the firm.	<b>20</b>
<b>4. Financial and economic standing of the Company</b>		
	Demonstrated financial resources in relation to the volume of services required (turnover of the past 3 years, Provision of Audited Financial Reports for the past three (3) years, and current workload).	<b>5</b>
<b>4. Proposed Methodology and Approach</b>		
	a) understanding of scope and challenges and responsiveness to UNICEF requirements, social and environmental responsibility b) Workplan. c) Detailed quality control plan to be used in the design review and site supervision, addressing anticipated risks.	<b>15</b>
<b>TOTAL TECHNICAL SCORE</b>		<b>70</b>
Minimum technical required score		50

- a) UNICEF will evaluate the Financial Proposals of those RFPs and the bids that pass the technical evaluation. The total number of points allocated for the Financial Proposal is **30 points**. The maximum number of points will be allocated to the Proposal with the lowest price. All other Price Proposals shall receive points in inverse proportion to the lowest price.
- b) The recommendation for the award will be based on the best value for money principle. The Proposal obtaining the highest cumulative score (Technical + Financial) will be recommended for the award.

## 10. RECOURSE

UNICEF reserves the right to terminate the contract and/or withhold all or a portion of payment if performance is unsatisfactory, if work is incomplete, not delivered, or for failure to meet deadlines if the rules and the regulations regarding confidentiality, ethics, and procedures of UNICEF and the partners are not followed.

## ANNEX B: List of Schools

#	School Name	Location	Governorate	Number of Students	Info	Scope of Work
1	Yasser Arafat Boys' school	Jericho Area A	Jericho	246	Boys 1 <sup>st</sup> - 4 <sup>th</sup> Grade	<b>WASH</b> <ul style="list-style-type: none"> <li>Assess and design (MOE WASH standards) a new WASH facility consisting of 8 toilets and 4 sinks</li> <li>UNICEF standard of accessibility</li> <li>Minimum number of handwashing (1 for every 2 toilets) facilities and toilets (1 for every 30 students).</li> </ul> <b>Infrastructure:</b> <ul style="list-style-type: none"> <li>Awning for the playground and water fountain</li> <li>Rain drainage pipes.</li> <li>Concrete wall around the school.</li> <li>Need a shading covering the children's water fountain</li> <li>Provide a screen and LCD for presentations.</li> </ul>
2	Hisham Abdul Malek	Jericho Area A	Jericho	225	Boys 5 <sup>th</sup> – 12 <sup>th</sup> Grade	<b>WASH</b> <ul style="list-style-type: none"> <li>Assess and design the existing WASH facility consists of 7 toilets               <ul style="list-style-type: none"> <li>Assess quality of toilet, accessories, sinks and taps</li> <li>Assess internal and external plumbing</li> <li>Paint (Internal and external)</li> <li>Tiling</li> </ul> </li> <li>Design a new Handicapped toilet for students with disabilities (new build based on MOE WASH standards)</li> <li>Assess the location and design a new Water fountain.</li> </ul> <b>Infrastructure:</b> <ul style="list-style-type: none"> <li>Awning for the playground and addition of extra seats.</li> </ul>
3	Shibteen School	Shibteen Area B	Birzeit	395 (184 Females and 211 Males) +20 nursery	Boys + Girls KG – 12 <sup>th</sup> Grade	<b>WASH:</b> <ul style="list-style-type: none"> <li>Assess and Design the existing nursery WASH facility (3 toilets, 1 sink, no ventilation in the stalls.)</li> <li>Assess and Design the addition of more toilets to the existing male WASH facility (5 toilets and 2 sinks, for 211 boys is not enough)               <ul style="list-style-type: none"> <li>Change male toilet type from squatting to sitting.</li> </ul> </li> </ul>

						<ul style="list-style-type: none"> <li>▪ Provide proper access to the already existing handicapped WASH facility</li> <li>– Assess the structure and stability of the Water fountain.</li> </ul> <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>– Design external concrete seats</li> <li>– Awning for the playground</li> </ul>
4	Qasem Rimawi School for Girls	Beit Rima Area A	Birzeit	485	Girls 5 <sup>th</sup> – 12 <sup>th</sup> Grade	<p><b>WASH:</b></p> <ul style="list-style-type: none"> <li>– Assess the water network in the upper floor WASH facility (consists of 9 toilets and 6 sinks)</li> <li>– Assess and design the existing ground floor WASH facility (9 toilets, 6 sinks)               <ul style="list-style-type: none"> <li>▪ Assess quality of all toilets, accessories, sinks and taps</li> <li>▪ Water damage from the upper floor unit,</li> <li>▪ Paint (Internal and external)</li> <li>▪ Electrical works,</li> <li>▪ Tiling,</li> <li>▪ New doors and door frames.</li> </ul> </li> </ul> <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>– In need of a new cafeteria</li> <li>– Waterproofing the entire school roof</li> </ul>
5	Basheer Barghouti School for boys	Deir Ghassaneh Area A	Birzeit	246	Boys 7 <sup>th</sup> – 12 <sup>th</sup> Grade	<p><b>WASH:</b></p> <ul style="list-style-type: none"> <li>– Assess and design the existing WASH facility (consists of 8 toilets and 5 sinks (               <ul style="list-style-type: none"> <li>▪ Assess quality of all toilets, accessories, sinks and taps</li> <li>▪ Waterproofing,</li> <li>▪ Change doors and door frames,</li> <li>▪ Remove Urinals,</li> </ul> </li> <li>– Design a new Handicapped unit for students with disabilities</li> <li>– Rehabilitate Water fountain (6 openings) and add cover.</li> </ul> <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>– Assess the moisture and waterproofing the science lab</li> <li>– Provide railing for the main steps</li> <li>– Waterproofing the old school building</li> </ul>
6	Um Safa secondary	Um Safa Area B	Birzeit	178 95 Boys 83 Girls	Boys & Girls 1 <sup>st</sup> – 12 <sup>th</sup> Grade	<p><b>WASH:</b></p> <ul style="list-style-type: none"> <li>– Assess and design the existing male WASH facility (3 toilets, 3 sinks) (               <ul style="list-style-type: none"> <li>▪ Assess quality of all toilets, accessories, sinks and taps,</li> </ul> </li> </ul>

	schools for boys and girls.					<ul style="list-style-type: none"> <li>Assess water and wastewater network,</li> <li>Wall and floor tiling</li> <li>Change door and door frames</li> </ul> <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>Rehabilitate the playground (addition of seats and awning)</li> <li>Assess turning an extra room into a library</li> </ul>
7	Sinjel Boys school	Sinjel Area B	Birzeit	430	Boys 1 <sup>st</sup> – 9 <sup>th</sup> Grade	<p><b>WASH</b></p> <ul style="list-style-type: none"> <li>Assess and design the existing male WASH facility (3 toilets, 1 sink)               <ul style="list-style-type: none"> <li>Assess quality of all toilets, accessories, sink and tap</li> <li>Assess the fault in the walls</li> <li>Assess the possibility of adding another stall in the unit</li> <li>Tiling</li> <li>Paint (Internal)</li> <li>Electrical works,</li> <li>Change doors and door frames,</li> <li>Remove Urinals</li> </ul> </li> </ul> <p><b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>Complete rehabilitation of building (internal and external): Paint, waterproofing, coping and adding water drainage pipes.</li> </ul>
8	Khirbet Musbah Girl's High school	Khirbet Mousbah Area B	Ramallah & AL Bireh	517	Girls 5 <sup>th</sup> – 12 <sup>th</sup> Grade	<p><b>WASH:</b></p> <ul style="list-style-type: none"> <li>Assess and design the existing WASH facility consists of 10 toilets and 6 sinks               <ul style="list-style-type: none"> <li>Assess quality of toilets, accessories, sinks and taps</li> <li>Paint (Internal and external, Metal work, Main door)</li> <li>Coping, Waterproofing,</li> <li>New doors and door frames</li> <li>Electrical works</li> <li>Change toilets from squatting to sitting,</li> <li>Add 2 water tanks.</li> </ul> </li> <li>Design a new Handicapped unit for students with disabilities</li> </ul> <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>Adding a ramp at the main entrance of the school</li> <li>Awning for the playground</li> </ul>

9	Ein Qinya Secondary School	Ein Qinya Area B	Ramallah & Al Bireh	194 94 Boys 100 Girls	Boys & Girls 1 <sup>st</sup> – 9 <sup>th</sup> Grade	<b>WASH:</b> <ul style="list-style-type: none"> <li>Assess and design the existing Female (students and teachers) WASH facility: (5 toilets)               <ul style="list-style-type: none"> <li>Assess quality of toilets, accessories, sinks and taps</li> <li>Assess the fault in the ceiling.</li> <li>Waterproofing the unit</li> <li>Paint (internal and external)</li> <li>Rehabilitate doors</li> <li>Changing 2 toilets from squatting to sitting</li> <li>Assess and complete tiling</li> <li>Add more water tanks.</li> </ul> </li> <li>Assess and design the existing Male WASH facility: (2 toilets)               <ul style="list-style-type: none"> <li>Change 2 toilets from squatting to sitting</li> <li>Paint (internal)</li> </ul> </li> <li>Paint (internal) the existing Male teachers WASH facility (1 toilet)</li> </ul> <b>Infrastructure:</b> <ul style="list-style-type: none"> <li>Assess and complete works on the playground</li> <li>Assess and complete works on the surrounding school wall.</li> </ul>
10	Al Fatiheen Elementary School	Beit Awwa Area A	South Hebron	56 30 Boys 26 Girls	Boys and Girls 1 <sup>st</sup> – 4 <sup>th</sup> Grade	<b>WASH:</b> <ul style="list-style-type: none"> <li>Assess and Design the existing WASH facility (external and internal) consists of 3 toilets and 3 sinks.               <ul style="list-style-type: none"> <li>Assess quality of toilets, accessories, sinks and taps</li> <li>Paint (Internal and External and doors)</li> <li>New windows and wire mesh for the front side of the unit</li> <li>Assess the surrounding area and pave the way leading to the unit.</li> </ul> </li> <li>Assess the Water fountain and change the cover.</li> </ul> <b>Infrastructure:</b> <ul style="list-style-type: none"> <li>Assess and upgrade the recreational room</li> </ul>
11	Dirar Ibn AlAwzar Secondary School for Boys	Yatta Area A	Yatta	500	Boys 5 <sup>th</sup> – 12 <sup>th</sup> Grade	<b>WASH:</b> <p>Assess and Design the existing WASH facility consists of 12 toilets</p> <ul style="list-style-type: none"> <li>Assess quality of toilets, accessories, sinks and taps</li> <li>Assess the water and wastewater network for blockage.</li> <li>Rehabilitate existing doors (paint)</li> <li>Assess and design adding more toilets to the unit.</li> </ul>



						<b>Infrastructure:</b> <ul style="list-style-type: none"> <li>– Awning for the playground</li> <li>– Adding a new pre-school class</li> </ul>
12	Sabastia Secondary School	Sabastia Area B	Nablus	368 298 Boys 70 Girls (11 <sup>th</sup> and 12 <sup>th</sup> Grade)	Boys and Girls 5 <sup>th</sup> – 12 <sup>th</sup> Grade	<b>WASH:</b> <ul style="list-style-type: none"> <li>– Assess and Design the existing Female (student and Teachers) WASH facility consists of 3 toilets and 3 sinks               <ul style="list-style-type: none"> <li>▪ Assess quality of toilets, accessories, sinks and taps</li> <li>▪ Change squatting toilets into sitting</li> <li>▪ New doors and door frames</li> </ul> </li> <li>– Assess the location and design a new Water fountain.</li> </ul> <b>Infrastructure:</b> <ul style="list-style-type: none"> <li>– Assess the source of moisture in the school and the crack on the side of the school.</li> </ul>
13	Qusen Elemntary School	Nablus Area B	Nablus	186 100 Boys 86 Girls	Boys and Girls 1 <sup>st</sup> – 4 <sup>th</sup> Grade	<b>WASH:</b> <ul style="list-style-type: none"> <li>– Assess and Design the existing Male WASH facility (3 toilets and 2 sinks)               <ul style="list-style-type: none"> <li>▪ Assess quality of toilets, accessories, sinks and taps</li> <li>▪ Assess the wastewater network for blockage.</li> <li>▪ Assess and provide proper ventilation for unit</li> <li>▪ Electrical Works</li> <li>▪ Change doors and door frames</li> <li>▪ Paint (internal and External)</li> </ul> </li> <li>– Assess and Design the existing Female WASH facility (3 toilets and 2 sinks)               <ul style="list-style-type: none"> <li>▪ Assess quality of toilets, accessories, sinks and taps</li> <li>▪ Assess and provide proper ventilation for unit</li> <li>▪ Electrical Works</li> <li>▪ Change doors and door frames</li> <li>▪ Paint (internal and External)</li> </ul> </li> <li>– Assess and design the teacher's unit (1 toilet and 1 sink)               <ul style="list-style-type: none"> <li>▪ Provide proper ventilation</li> </ul> </li> <li>– Add water tanks</li> <li>– Assess and design the existing Water fountain and provide a cover.</li> <li>– Assess and design a new Handicapped toilet for students with disabilities</li> </ul> <b>Infrastructure:</b> <ul style="list-style-type: none"> <li>– Awning for the playground</li> </ul>

						<ul style="list-style-type: none"> <li>– Assess and rehabilitate an empty room on the second floor and turn into a recreational room</li> </ul>
14	Bidia Elementary School for Girls	Bidia Area A	Salfeet	400	Girls 7 <sup>th</sup> – 9 <sup>th</sup> Grade	<p><b>WASH:</b></p> <ul style="list-style-type: none"> <li>– Assess and Design the existing WASH facility (6 toilets and 2 sinks)               <ul style="list-style-type: none"> <li>▪ Assess quality of toilets, accessories, sinks and taps</li> <li>▪ Assess Moisture and Waterproof the unit</li> <li>▪ Paint (internal and External and metal works)</li> <li>▪ Electrical Works</li> <li>▪ Change squatting toilets into sitting.</li> <li>▪ Change doors and door frames</li> <li>▪ New windows and frames.</li> </ul> </li> <li>– Assess and design the addition of extra stalls or rehabilitate the adjacent storage room and turn it into a new unit.</li> <li>– Assess and Design a new Handicapped toilet for students with disabilities</li> <li>– Assess a location and design a new Water Fountain</li> </ul> <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>– Adding tables for library</li> <li>– Adding computers in the computer lab</li> <li>– Assess and insulate the roof of the cafeteria</li> </ul>
15	Sarta Elementary School	Sarta Area A	Salfeet	373 179 Boys 194 Girls + 17 KG	Boys and Girls 1 <sup>st</sup> – 4 <sup>th</sup> Grade + KG	<p><b>WASH:</b></p> <ul style="list-style-type: none"> <li>– Assess and Design the existing Male WASH facility (6 toilets and 5 sinks)               <ul style="list-style-type: none"> <li>▪ Assess the quality of toilets, accessories, sinks and taps</li> <li>▪ Assess the water and wastewater network for blockage.</li> <li>▪ Waterproofing</li> <li>▪ Electrical Works</li> <li>▪ Paint (internal and External)</li> </ul> </li> <li>– Assess and Design the existing Nursery WASH facility (2 toilets and 1 sink)               <ul style="list-style-type: none"> <li>▪ Assess quality of toilets, accessories, sinks and taps</li> <li>▪ Assess and provide proper ventilation for unit</li> <li>▪ Electrical Works</li> <li>▪ Change doors and door frames</li> <li>▪ Tiling</li> </ul> </li> <li>– Assess and design a new handicapped WASH facility for students with disabilities.</li> </ul> <p><b>Infrastructure:</b></p>

						– Assess and rehabilitate an empty room and turn into a library
16	Al Mughayir Secondary School for Girls	Al Mughayir Area B	Jenin	322	Girls 5 <sup>th</sup> – 12 <sup>th</sup> Grade	<b>WASH:</b> <ul style="list-style-type: none"> <li>– Assess and Design the existing WASH facility (5 toilets and 4 sinks)               <ul style="list-style-type: none"> <li>▪ Assess quality of toilets, accessories, sinks and taps</li> <li>▪ Assess the water and wastewater network for blockage.</li> <li>▪ Waterproofing</li> <li>▪ Electrical Works</li> <li>▪ Paint (internal and External)</li> </ul> </li> <li>– Assess and Design a new WASH facility consisting of 6 toilets and 3 sinks.</li> <li>– Paint the cover of the Water fountain</li> </ul> <b>Infrastructure:</b> <ul style="list-style-type: none"> <li>– Awning for the playground</li> </ul>
17	Faqu’a Secondary School for Girls	Faqu’a Area B	Jenin	345	Girls 5 <sup>th</sup> – 12 <sup>th</sup> Grade	<b>WASH:</b> <ul style="list-style-type: none"> <li>– Assess and Design a new WASH facility consisting of 6 toilets and 3 sinks.</li> <li>– Assess and design a new handicapped WASH facility for students with disabilities.</li> </ul> <b>Infrastructure:</b> <ul style="list-style-type: none"> <li>– Provision of new computers for the computer lab</li> </ul>
18	Haifa Elementary School for Girls	Jenin Area A	Jenin	405	Girls 1 <sup>st</sup> – 6 <sup>th</sup> Grade	<b>WASH:</b> <ul style="list-style-type: none"> <li>– Assess and Design the existing WASH facility (6 toilets and 4 sinks)               <ul style="list-style-type: none"> <li>▪ Assess quality of toilets, accessories, sinks and taps</li> <li>▪ Waterproofing</li> <li>▪ Paint (internal and External)</li> <li>▪ Assess windows and mesh</li> </ul> </li> <li>– Assess and design innovative solution to cover the upper floor WASH facility (concrete not an option) which consists of 4 toilets and 3 sinks</li> <li>– Assess and design a new handicapped WASH facility for students with disabilities.</li> </ul> <b>Infrastructure:</b> <ul style="list-style-type: none"> <li>– Assess and find innovative way to seal the roof of the upper floor (knowing that concrete and permanent solutions is not an option)</li> </ul>
19	Al Fadiliya Secondary Boys School	Tulkarem Area A	Tulkarem	620	Boys 10 <sup>th</sup> – 12 <sup>th</sup> Grade	<b>WASH:</b> <ul style="list-style-type: none"> <li>– Assess and Design the existing WASH facility (7 toilets and 4 sinks)               <ul style="list-style-type: none"> <li>▪ Assess quality of toilets, accessories, sinks and taps</li> <li>▪ Assess Water and wastewater network.</li> </ul> </li> </ul>

						<ul style="list-style-type: none"> <li>▪ Paint (internal and External and metal works)</li> <li>▪ Electrical Works</li> <li>▪ Change squatting toilets into sitting.</li> <li>▪ Change doors and door frames</li> <li>▪ New windows and frames.</li> <li>▪ Tiling</li> <li>▪ Remove Urinals</li> <li>▪ Assess and design adding extra stalls in the WASH facility</li> </ul> <p>– Assess and design the possibility of joining the 2 WASH facility (the second one has 5 toilets, 3 sinks and 1 handicapped unit). Taking into consideration to keep 3 units for teachers.</p> <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>– Rehabilitate exterior of external classroom building (paint and insulation)</li> <li>– Clean the old stone building</li> <li>– Awning for the playground</li> </ul>
20	Beit Sahour Secondary School for Girls	Beit Sahour Area A	Bethlehem	585	Girls 7 <sup>th</sup> – 12 <sup>th</sup> Grade	<p><b>WASH:</b></p> <ul style="list-style-type: none"> <li>– Assess and Design the 2 existing WASH facilities (upper floor: 6 toilet, 4 sinks, Ground floor: 5 toilets, 4 sinks)</li> </ul> <p>Assess quality of toilets, accessories, sinks and taps:</p> <ul style="list-style-type: none"> <li>▪ Assess Water and wastewater network.</li> <li>▪ Paint (internal and External and metal works)</li> <li>▪ Electrical Works</li> <li>▪ Change squatting toilets into sitting.</li> <li>▪ Change doors and door frames</li> <li>▪ New windows and frames.</li> <li>▪ Tiling</li> <li>▪ Add Steel cover to the Water fountain</li> </ul> <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>– Provision of new computers for the computer lab</li> </ul>
21	Al Farouq Omar Ibn AlKhatab Mixed School	Beit Ta'mar Area B	Bethlehem	226 (166 Boys & 60 Girls)	1 <sup>st</sup> – 10 <sup>th</sup> Grade	<p><b>WASH:</b></p> <ul style="list-style-type: none"> <li>– Assess and Design the existing Female WASH facilities (3 toilets, 3 sinks + 1 handicapped)</li> </ul> <ul style="list-style-type: none"> <li>▪ Assess quality of toilets, accessories, sinks and taps</li> <li>▪ Assess Water and wastewater network.</li> </ul>

						<ul style="list-style-type: none"> <li>▪ Change toilets from squatting to sitting</li> <li>▪ Rehabilitate ramp for access to handicapped unit</li> </ul> <p>– Assess and Design the existing Male WASH facilities (Unit 1: 3 toilets, 2 sinks unit 2: 4 toilets, 2 sinks)</p> <ul style="list-style-type: none"> <li>▪ Assess quality of toilets, accessories, sinks and taps</li> <li>▪ Assess Water and wastewater network.</li> <li>▪ Paint (internal and External and metal works)</li> <li>▪ Change doors and door frames</li> <li>▪ Tiling</li> <li>▪ Waterproofing</li> </ul> <p><b>Infrastructure:</b></p> <p>– Awning for the playground</p> <p>– Provision of new computers for the computer lab</p>
22	Thabra Secondary Mixed School	Thabra Area B	Bethlehem	107 (59 Boys & 60 Girls)	1 <sup>st</sup> – 10 <sup>th</sup> Grade	<p><b>WASH:</b></p> <p>– Girls Unit: Check network connection (blockage)</p> <p>– Assess and Design converting a storage room into a WASH facility for KG (2 toilets, 1 sink).</p> <p><b>Infrastructure:</b></p> <p>– Assess and provide new equipment for Science lab.</p>
23	Im Salmoneh Secondary Mixed School <i>(Extra School to have just in case)</i>	Bethlehem	Bethlehem	339 (210 Boys & 129 Girls)	7 <sup>th</sup> – 12 <sup>th</sup> Grade	<p>– Assess and Design a new water network for the whole unit</p> <p>– Remove Urinals from Male unit.</p> <p>– Change toilet type (girls to have 1 squatting and 3 sitting) (boys to have 3 squatting and 2 sitting)</p>

