

**Terms of Reference (ToR)**  
**Long Term Agreements (LTAs) for Desludging for Informal Settlements**

Section – WASH	Content
<b>Background</b>	<p>More than 300,000 Syrian refugees are currently living in Informal settlements, mostly located in Baalbeck-Hermel, Bekaa, Akkar and Northern governorates. To support those refugees to access safe water and sanitation, UNICEF is currently supporting the delivery of Water via trucks and the removal of sludge.</p>
<b>Objective, Purpose and Expected Result</b>	<p><b>Objective</b></p> <p>After more than 11 years on the Syrian crisis, donor interests to support WASH temporary non-sustainable non-cost-effective activities had lessened especially after other new emergencies are now prioritized i.e Ukraine Crisis and the Drought in the Horn of Africa.</p> <p>Due to this unpredictable and reduced funding environment, and following the strategic shift, UNICEF is trying to find alternative ways to provide more cost-effective wastewater management to Syrian Refugees in Informal Settlements all over Lebanon</p> <p><b>Expected Result</b></p> <p>Poor and marginalized communities have increased capacity to access cost-effective gender- responsive and disability-inclusive WASH services and practice appropriate behaviours</p>
<b>Start Date</b>	<p>Estimated start date 1<sup>st</sup> of June 2023</p>
<b>Estimated Cost of LTAs</b>	<p>Note: The nominal cost projection is based on the delivery sheet attached in the annexe. In the annexe, the annual quantities mentioned at site level are estimated, and the LTA service providers will be planning the desludging activities based on the frequency mentioned.</p> <p>In addition, the LTA service provider will have to respond in 24h to any referral for desludging from UNICEF and any of its implementing partners.</p> <p>The LTA service providers will provide a unit cost of \$/m3 per cadaster or per site based on the distance from the site to the agreed-upon discharge locations.</p>

<p><b>Description of Assignment</b></p>	<ol style="list-style-type: none"> <li>1. The LTA service providers will provide monthly and weekly, the desludging schedule to UNICEF for its validation.</li> <li>2. The LTA service providers will have to secure the needed clearance and agreement with the wastewater plant to ensure black water disposal is being done as per the proper standards, rules, and regulations.</li> <li>3. The LTA service providers should secure the needed skilled drivers and trucks to execute the needed job in different ISs with different sizes and natures of land.</li> <li>4. The LTA service providers should secure zero incidents while executing the job and is accountable for any hazard or incident taking place.</li> <li>5. The LTA service providers should seek approval prior to any change of wastewater disposal location. Location will be monitored and agreed on with the UNICEF team focal person. Only after this approval, the LTA service provider will be providing the needed document securing disposal is being done within agreed standards.</li> <li>6. The LTA service providers will put in place the desludging services and operational support requirements for the provision of desludging services at the locations identified by UNICEF WASH. <ul style="list-style-type: none"> <li>• Establish a detailed list of trucks available in the selected area, as well as drivers detailed information (truck plate number, re-calibrated volume of the tank, truck's driver name and contacts);</li> <li>• Ensure and facilitate that all truck drivers get the necessary permits to access the required locations. The service provider will also be responsible to get the needed security permits from local authorities;</li> <li>• Ensure that all Trucks, pumps, tanks and used equipment are well maintained and in good condition. This is essential to avoid wastewater ponds in ISs and avoid putting community members at potential risks. UNICEF focal person will be monitoring the process and report any breach in agreement causing contract termination.</li> <li>• Ensure that all trucks have a clearly visible tank content signal (non-removable), identification number, marked on the windshield, to facilitate trucks monitoring and reporting of incidents, lack of performance;</li> <li>• Ensure that truck drivers desludging wastewater from Informal Settlements pits in a safe and adequate manner, as per UNICEF Staff recommendations;</li> <li>• Ensure that truck drivers coordinate the desludging process with the community WASH committee focal person</li> </ul> </li> </ol>
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	<p>and/or WASH sector partner in the area, to avoid any incidents on site;</p> <ul style="list-style-type: none"> <li>• Ensure that truck drivers strictly comply with all Lebanese road safety rules and regulations;</li> <li>• The drivers are responsible for opening and closing the pits access points.</li> </ul> <p>7. The LTA service providers will adapt their modus operandi in the event of any outbreak following UNICEF protocols. (Any additional consumable (Chlorine or lime for example) will be provided to the service provider by UNICEF. But the service provider will ensure proper using it without any additional costs.</p> <p>8. The LTA service providers will Rigorously monitor, control and report the daily quantity of wastewater desludged from the Informal Settlements. This implies as a minimum the following:</p> <ul style="list-style-type: none"> <li>• Dedicate one staff to coordinate the process of implementing the agreed-on schedule and emergency intervention.</li> <li>• The drivers shall monitor and record that wastewater was desludged from all pits of assigned Informal settlements ISs.</li> <li>• The service provider staff shall be responsible to monitor the desludging process and will be responsible to ensure a safe and adequate implementation including the disposal at waste treatment plant location.</li> <li>• The desludging hose shall be of minimum 50 Meter Length and up to 100 Meter with a suitable Truck Pumping system. The service provider staff will have to guarantee adequate desludging (with no leakage from trucks, pump's hoses) and will have to ensure that desludging trucks are managed in a patient and ardently manner, waiting their turn to desludge;</li> <li>• Collaborate with UNICEF Staff, Partner, Community WASH Committee focal person that will be in charge of monitoring wastewater removal from ISs pits;</li> <li>• Compile and submit to UNICEF a daily, weekly and monthly report of total volumes of wastewater desludged.</li> </ul> <p>9. The contractor shall record daily data of wastewater desludging operations:</p> <ul style="list-style-type: none"> <li>• Beneficiaries list signed per ITS (paper-based or over the tablet/if tablet reporting system is to be used)</li> <li>• Delivery notes Form A of the quantity desludged per ITS signed by: Truck driver and Community committee WASH focal person (paper-based or over the tablet/if tablet reporting system is to be used)</li> <li>• Delivery notes Form B of the quantity disposed at the wastewater treatment plant, Form must be signed by: Truck driver and Wastewater plant focal person (paper-based or over the tablet/if a tablet reporting system is to be used)</li> </ul>
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	<ul style="list-style-type: none"> <li>• At least Four pictures of the desludging process (using the tablet)</li> </ul> <p>10. The LTA service providers will maintain ground liaison and coordination with the beneficiaries and with the local authorities for the purpose of ensuring the smooth implementation of activities required by UNICEF WASH.</p> <p>11. Sites with decentralized wastewater treatment plants will be desludged under the presence of the UNICEF WASH officer to ensure minimal disturbance of the biological treatment processes.</p> <p>12. Where required, with the regular guidance and support of UNICEF WASH, the LTA service providers will be updated with new sites in need of desludging, or any sites for stopping or reducing desludging activities.</p> <p>13. The LTA service providers will maintain UNICEF and/or donor visibility related to the desludging activities in accordance with existing guidelines.</p> <p>14. The LTA service providers should communicate to UNICEF WASH at least 48 hours in advance in case of a major challenge of truck breakdown or any situation likely to lead to the inability to deliver the required water services so as to make alternative arrangements.</p>
<b>Deliverables</b>	<p>1. Before starting the distribution of water to the different locations, the LTA service provider will provide the delivery schedule to the different locations based on the associated quantities in annexes.</p> <p>2. The LTA service providers will provide desludging activities according to the quantity per sites specified by UNICEF for each of the response components to be undertaken from time to time and as per the technical guidelines on desludging.</p> <p>3. The LTA service providers will work with the Refugees and communities in the day-to-day ground organization and handling of water trucking tasks.</p>
<b>Reporting Requirements</b>	<p>For each location identified by UNICEF WASH where desludging activities are implemented, the LTA service providers will fulfil the below reporting requirements.</p> <ol style="list-style-type: none"> <li>1. service notes forms (hard or soft copy) of the quantity desludged per ITS signed by: Truck driver and Community</li> </ol>

	<p>committee WASH focal person/ relevant partner representative.</p> <ol style="list-style-type: none"> <li>The contractor shall record daily, weekly, and monthly data of wastewater desludged and disposed <ul style="list-style-type: none"> <li>Quantity desludged per ITS</li> <li>Quantity disposed of per wastewater treatment plant</li> <li>Number of trucks used</li> <li>Number of trips done</li> </ul> </li> <li>Maintain and file daily desludging and distribution reports for ready reference and tracking.</li> <li>Provide monthly reports and daily logs documenting the progress of activities.</li> </ol>
<b>Location and Duration</b>	<p>The 10 LTAs will be covering the supply of Desludging activities to Syrian Refugees in Informal Settlements. The wastewater removed from the ISs will be disposed to the Wastewater treatment plants. The LTA will be valid for 365 days.</p>
<b>Technical Criteria</b>	<p><b>Overall Response</b></p> <p><b>Company Profile:</b> A detailed profile of the institutions providing services through the LTAs is a requirement. The institutions should be recognized, registered and possess valid legal documentation as required by Lebanese government.</p> <p><b>Institutional Experience:</b> The institutions should have proven records of experience related to water trucking activities. Experience with UN organizations and with the WASH sector partners will be an added advantage. (Reference Letters)</p> <p><b>Technical Capacity:</b> The institutions should provide evidence of sufficient technical capacity with staff having the necessary background, experience and sufficient capacity for water trucking, including the CVs of key staff and information on the number of water trucks and water tanks and capacities available.</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>Company registered to any relevant authorities</li> <li>3<sup>rd</sup> party insurance</li> <li>Certificate of Non-bankruptcy and preventive reconciliation</li> <li>Proof of current records (إفادة شاملة من المحكمة)</li> <li>Experience in previous water delivery using trucks</li> <li>Valid driving licenses for drivers.</li> <li>Vehicle to be licensed/registered.</li> </ul>

	<ul style="list-style-type: none"> <li>• Vehicle road worthiness.</li> <li>• Tanks should be safe for storing potable water (food grade Coating, no leakage, no corrosion)</li> <li>• Tanks should be equipped with pumps and accessories (minimum 50m long hose).</li> <li>• Capacity/size of the trucks/tanks to be used (as appropriate – the supplier will be selected on the size of the truck to reduce the distance of the trucking).</li> <li>• Compliance to safety measures</li> <li>• The LTA service provider will need to ensure that the chlorine used is effective and have at least 60% active Chlorine</li> <li>• Legal documents (mechanic certification or document proving truck is eligible for work/movement) with ownership document of the truck;</li> <li>• Paid mechanic fees.</li> </ul>
<b>Evaluation Process and Methods</b>	<p>Tender procedures and bid analysis will be done to select the most suitable institutions for each LTA according to the technical criteria. A tender review committee will be set up to select the most competitive institutions. UNICEF WASH will take the lead in the technical evaluations.</p> <p>LTAs will be awarded to the contractor who provide the lowest cost with technically compliant offers.</p>
<b>Administrative Issues</b>	<p>Every bidder should provide full information in the offer as well as factor in all information pertaining to the required services and assignments.</p>
<b>Project Management</b>	<p>UNICEF WASH section will be responsible for identifying the locations where desludging activities are to be undertaken. For each identified location, UNICEF WASH will compile and analyse information on emergency water needs among sites based on the WAP and IAMP updates.</p> <p>On the basis of the information on needs and gaps, UNICEF WASH will provide detailed information on locations and activities to be implemented by the LTA service providers. For each location, the information provided to the LTA service providers will include full details on the tasks to be undertaken and the quality of the services to be provided.</p> <p>UNICEF WASH partners on the ground will undertake additional water, sanitation and hygiene activities among the ISs resident covered by the LTAs.</p>

	<p>UNICEF WASH partners on the ground will also monitor the activities of the LTA service providers and will report to the relevant UNICEF WASH Officer.</p> <p>Nationwide UNICEF will provide to the LTA service provider the safe location to discharge. The LTA service provider has to secure by himself, without any support from UNICEF, the necessary approval and clearance as well as any fees incurring to the discharge of sludge in the designated location.</p> <p>The UNICEF WASH Officer for the different regions will oversee and monitor the implementation of activities under the LTAs. UNICEF WASH will undertake joint monitoring of implementation outputs and outcomes with its partners, and document lessons learned to address observed shortcomings and improve the quality of services delivered to the beneficiaries.</p>
<b>Payment Schedule</b>	<p>Payments will be made against services under the LTAs after the certification by the relevant Unicef partners and the emergency WaSH Officer. Monthly or quarterly payment schedules will be determined on the basis of the duration of services undertaken under the LTAs at various times during their lifespan.</p>
<b>Any Other Information</b>	<p>The below additional documents are attached to this ToR and form an integral part of the documentation.</p> <ol style="list-style-type: none"> <li>1. Cost quotation templates for desludging.</li> <li>2. Daily reporting templates or logs for desludging and transfer of sludge to the WWTP</li> <li>3. Technical Guidelines on desludging.</li> </ol>

March 17, 2023