

Terms of Reference for Desludging of toilet pits

TERMS OF REFERENCE

Assignment:	Provision of services for faecal desludging of toilet pits in the targeted North East States of Nigeria.
Purpose	The purpose of this Terms of Reference is to identify and select experienced and technically qualified and approved service providers for desludging /removing of waste/excreta from toilet pits and safe disposal in all three states in Borno, Yobe, and Adamawa states of Nigeria for the creation of a Long-Term Agreement (LTA) .
Location:	
Start date:	1 June 2024
End date:	30 April 2026
Reporting to:	Water, Sanitation & Hygiene (WASH) – UNICEF Nigeria

1. **Background:**

The thirteen-year violent conflict across Nigeria's north-east region which mainly affected Adamawa, Borno and Yobe states has resulted in a deepening humanitarian crisis, the enormity of which grew during 2016 as the Nigerian Armed Forces took back areas previously held by Armed Groups revealing broken and dysfunctional WASH facilities littered across over run communities. Consequently, the crisis exacerbated an already worsening situation in the region that is adjudged to have the worse socio-economic development and poverty indices among all the 36 states of Nigeria. The conflict which erupted in 2009 spread widely ensuing violence into neighbouring states and countries in the Lake Chad Basin causing a regional crisis with mass population displacement, as residents fled for their lives.

According to the HNO 2023 humanitarian partners estimate that there are 8.3 million people in need of humanitarian assistance in the 3 conflict affected states in Northeast Nigeria. While 6 million people were targeted with urgent life-saving humanitarian support. Therefore, in the IDPs in camps across the three states where they are provided with the services of pit latrines that are used on a daily basis they get filled up with use, over time, therefore these require to dislodge waste/excreta from the toilet pits and safe disposal.

UNICEF is committed to saving the lives of children, women and men in the most affected states - Borno, Yobe and Adamawa through provision of sanitation facilities as safe disposal of excreta save the children from water borne diseases including polio virus. To assist in desludging and safe disposal of waste/excreta from the toilet pits, UNICEF is issuing a RFP to solicit interest from qualified contractors, who have the capacity and are willing to work in all local government areas including high risk security areas in the states of Borno, Yobe and Adamawa.

2. **Purpose of the RFP:**

The purpose of this RFP is to establish Long Term Arrangements (LTAs) for desludging of toilet pits in the targeted North East states, valid for two years with possible extension to another six months based on satisfactory performance of the contractor, need of the work and agreement of both parties (UNICEF & contractor).

3. **Objective:**

The objective of LTA is to protect IDPs and host communities from water borne diseases through provision of safe sanitation facilities by timely desludging toilet pits in the above-mentioned states.

4. **Scope of work:**

UNICEF intends to desludge the toilet pits in most of the camps and concentrated IDPs populations in the three most affected states including Borno, Yobe and Adamawa in 2024. The number of desludging will depend upon the rate at which toilets get filled up during the year, which generally vary by population size and use. Selected contractors are to readily mobilize trucks/team to dislodge the toilet pits and safe/proper disposal of sludge/excreta in the defined disposal sites/locations. In case, disposal sites are not defined, contractor should consult and agree with concerned agencies such as Borno State Environmental Protection Agency (BOSEPA), Adamawa State Environmental Protection Agency (ASEPA) and Yobe State Environmental Protection Agency (YSEPA) for disposal site in any location within the 3 states (security permitting) based on emerging needs identified by UNICEF. The Contractor shall comply with the norms and technical standards applicable to the relevant desludging of waste/excreta and disposal as defined by the Government of Nigeria (BOSEPA, ASEPA and YSEPA) and the provinces of Borno, Adamawa and Yobe.

The Scope of Works shall also include, but not be limited to, the following:

- i. Mobilisation and demobilisation of all equipment, materials and man power required to complete the Works.
- ii. Desludging of waste/excreta from the toilet pits and safe disposal on the defined location of relevant state agencies, including treatment of the disposed waste, as instructed by the State agencies or as per defined State protocols.
- iii. Disposal of waste/excreta should be carried out in consultation of concerned state agencies and UNICEF.

5. Monitoring:

UNICEF and its third party will monitor the overall work closely during the desludging and safe disposal of waste/excreta. On the satisfactory work, monitoring team will verify and certify the amount of work carried out as per agreed standards. If required work carried out without presence of UNICEF monitoring team (consultant or third party), payment will not be processed.

6. Contractor Obligations:

A selected contractors to carry out the desludging and safe disposal of waste/excreta as per agreed standards and defined disposal sites as in accordance with the Government regulation. Contractor has to carry out the required work within the 24-48 hours after receiving the work order. In case of failure, another contractor will be hired, any difference of the hired price to be paid by LTA holder. **The Contractor is responsible to carry out a security check on all staff to be employed for these works.** The contractor should employ competent personnel/professionals such as a for successful execution of the job.

All personnel working directly or indirectly on this construction must adhere to **Child safeguarding policy** and Protection from Sexual Exploitation and Abuse policies which states that:

- a) Personnel are Prohibited from engaging a child as a household servant: CF/EXD/2016-006 (Child Safeguarding Policy). Personnel are prohibited from economically exploiting children or engaging them in work that is likely to interfere with their education or otherwise negatively affect their development.
- b) Personnel are Prohibited from sexually exploiting a child, such as by procuring sexual favours from him/her or engaging in acts associated with child sexual abuse.
- c) Personnel are prohibited from deliberately exposing a child to a sexual activity or material, for purposes related to sexual gratification of an adult.

The above policies shall further be explained to the contractors and both the Child safeguarding policy and Protection from Sexual Exploitation and Abuse policies must be signed before commencing the contract and it is compulsory for successful vendor to conduct a dedicated toolbox biweekly meeting on UNICEF's Child safeguarding policy and Protection from Sexual Exploitation and Abuse policies.

7. Payment mode:

7.1 The Price for the Works shall become payable to the contractor after verification and certification of job completion by relevant State BOSEPA/ASEPA/YSEPA/RUWASSA supervisor and UNICEF. The Works shall be deemed substantially completed when they are completed in accordance with the defined standards and norms.

7.2 UNICEF shall make payment well within thirty (30) days of receipt of the Contractor's invoice.

7.3 The prices shown in the contract cannot be increased except by express written agreement by UNICEF.

8 Locations:

Various LGAs in Borno, Yobe and Adamawa States – Nigeria

9. Reporting:

The contractor will be expected to compile and submit the following reports related to the contract:

- Daily verified and certified records including details of the truck/gully emptier used, number of trips undertaken, locations visited, and volume of sludge evacuated (in cubic metres). The reporting format will be shared with the supplier upon approval of the agreement.
- Monthly reports detailing: the major tasks undertaken (as per the scope of contract) and total number of trips and volume (in cubic meter) disposed at the dumping sites.

10. Technical Evaluation:

First, the technical proposals will be evaluated, and technical proposal was allocated a total possible value of 70 points. Technical proposals receiving 49 points or higher, will be considered technically responsive and price proposals will be opened. Proposals which are not considered technically compliant and non-responsive, will not be given further consideration. The contracting Firm will be selected upon the following criteria. All bidders are required to submit enough evidence of skills/expertise and their capacity and capability to execute the assignment.

TECHNICAL EVALUATION CRITERIA

Criteria	Marks
Submission of detailed company profile reflecting physical contact address, email address & Phone numbers.	5
Submission of government valid statutory valid documents; CAC certificate including form C02 & C07 and evidence of registration with relevant government agencies in charge of desludging services.	10
Evidence of tax remittance to government for last three years (2022, 2021 & 2020).	10
Evidence of previous work experience with UN, INGO, government or corporate organizations and reference letter from previous organization attesting to successful completion/execution of award in the last 5 years.	10
Evidence of execution of similar project in the North-East of Nigeria covering Borno, Adamawa and Yobe states in the last 5 years.	10
Curriculum vitae of key staff to be deployed by the bidder.	10
Submission of last 3 years audited accounts.	10
Evidence of ownership or rentage of desludging machinery and equipment such as truck, desludging gulley emptier (at least 2), stand by generators etc.	5
Total	70

11. Financial Evaluation:

Second, the Financial Proposal will be evaluated. The decision on financial offers would be based on the proposals that offer the lowest cost per cubic meter for each of the LGA locations.

However, only the financial offers of bidders that met the minimum pass mark (49 points) of the technical evaluation would be opened.

13. Quality Control

The Contractor shall institute an appropriate inspection system including control tables of duties to ensure the predetermined duties are carried out by the staff. Any shortcomings and/or substandard conditions noted in such inspections shall be promptly corrected and improved; any conditions beyond the responsibility of the Contractor shall be brought to the attention of UNICEF's representative on site for disposition. It is Mandatory that the management of the works conforms to the specifications / standards and in line with the government regulations on faecal handling and disposal.

14. CONDITIONS

- The contractor will work on its own equipment including dislodging trucks, any other requires tools and equipment including own computer(s) and use its own office resources and materials in the execution of this assignment. - **The contractor's fee shall be inclusive of all office administrative costs**
- The contractor's fee should be **inclusive of all travel cost** and Covid-19 related expenses if any.
- Please also see UNICEF's Standard Contractual Terms and Conditions attached.