

TERMS OF REFERENCE

Subject: Consultancy for conducting a water audit at UNICEF offices

Type of contract: Individual/Institutional

National / International: National

Proposed level: Mid-level consultancy

Duration: up to 22 days

1. Purpose of Assignment:

To conduct a comprehensive water audit at the UNICEF Morocco Country Office (13 bis, Rue Jaafar Essadek, Agdal, Rabat-Maroc).

2. Background

Water scarcity is a recognized global problem, with demand for water projected to exceed supply by 40% by 2030¹. By the same year, half the world's population will be living in areas of high water stress. Most water (97%) is in the oceans, which cover 71% of the Earth's surface. 3% is freshwater, two-thirds of which is tied up as ice in glaciers and at the poles. This leaves approximately 1% as freshwater in rivers, lakes and the atmosphere and in groundwater. However, with demand rising rapidly due to a growing global population with expectations of higher living standards and resource-intensive farming, that 1% is under threat. Climate change is adding to the problem because our weather patterns have become less predictable and more pronounced.

Water use at the UNICEF Morocco country office is significantly high. The Environmental Footprint Assessment (EFA) for 2015 indicated this as a cause for concern. Therefore, there is a need to conduct a rigorous analysis of this water usage and to install water monitoring devices as well as introduce water saving behaviour and technologies which shall result in more conservative water use for the future.

It is against this background that UNICEF Morocco country office is seeking to engage an individual consultant/company to conduct a comprehensive water audit that will inform its decision going forward in establishing a Water Use Efficiency Improvement Program at its offices.

3. Scope of Work

The assignment is **from 02 January 2018 to 12 March 2018** and the consultant/company will work only during the week days on the following:

- 1) Review UNICEF's historical water usage from institutional records available
- 2) Examining utility bills and estimating daily water use per property/site and per each staff member

¹ Fry, Carolyn The Impact of Climate Change: The World's Greatest Challenge in the Twenty-first Century 2008, New Holland Publishers Ltd

- 3) Measure/Estimation of specific water quantities used in the Garden, Toilets, Bath rooms, canteen/kitchen, etc
- 4) Identify water leaks, areas of excessive consumption
- 5) Assessment of all meters condition and recommend for calibration if needed. Also recommend possible locations, quantities , sizes/types and prices of new metering devices required
- 6) Provide a benchmark for measuring water efficiency based on the findings
- 7) Identifying On-Site Alternative Water Sources
- 8) Identify and Recommend potential water savings and efficiency improvements that can be implemented

4. Key expected deliverables

No.	Task	Deliverable	Date of Deliverable
1.	Inception work plan	A work plan outlining a schedule of activities and deliverables submitted to UNICEF	2 days
2.	Conducting a water audit at UNICEF Office(s)	A draft Audit Report on the water use status at UNICEF with analysis of water equipment, recommendation on what equipment is required and possible ways to enhance water efficiency at the UNICEF country office.	5 days
3.	Compile a bill of quantities for the devices, equipment and other requirements for installation at the sites to enhance water efficiency. Quotations of the equipment should be attached to the bill of quantities	Bill of quantities and quotations produced and submitted to UNICEF	5 days
4.	Submit a final Findings report with recommendations	A Final Audit Report on the water use status at UNICEF with analysis of water equipment, recommendation on what equipment is required and possible ways to enhance water efficiency at the UNICEF country office.	10 days

5. Payment Schedule

Payment will be made after submission of a deliverable, subject to certification of satisfactory completion by the supervisor.

Deliverables	Date of delivery	Payment
A work plan outlining a schedule of activities and deliverables submitted to UNICEF		25%

A draft Audit Report on the water use status at UNICEF with analysis of water equipment, recommendation on what equipment is required and possible ways to enhance water efficiency at the UNICEF country office.		25%
Bill of quantities and quotations produced and submitted to UNICEF		25%
A Final Audit Report on the water use status at UNICEF with analysis of water equipment, recommendation on what equipment is required and possible ways to enhance water efficiency at the UNICEF country office.		25%

6. Type of Supervision that will be Provided:

The Chief of Operations and the Climate Change Office will provide overall operational and administrative supervision on a day-to-day basis.

7. Consultancy work plan and Official Travel Involved:

The work plan is in line with the work schedule above.

8. Desired competencies, technical background and experience

- Advanced technical university degree in Civil Engineering, Water Resources Management, Water and Sanitation or Environmental Engineering or a closely related discipline from a Recognized University
- Minimum of 5 years of professional work experience in Water Audits, Water Resources Management/Conservation, Water and Sanitation Programmes or Integrated Water Resources Management.
- Knowledge of Institutional Water conservation programs
- Experience in working with an International organization or the UN System
- Fluency in English, verbal and written.
- Excellent report writing skills.

9. Competencies of Successful Candidate

- Ability to exercise sound technical judgment.
- Able to work effectively in a multi-cultural environment and a high sense of integrity.

10. Administrative issues

- The consultant/company will be provided administrative support to perform the tasks as per the TORs.
- No computer may be provided by UNICEF
- Office space will be provided at the UNICEF Morocco office upon availability.

- UNICEF will provide support to the consultant/company to arrange travels if necessary.
- Regular meetings with the supervisor of the consultancy.

11. Conditions

- The consultant/company is expected to work in 13 bis, Rue Jaafar Essadek, Agdal, Rabat-Maroc, during the consultancy period.
- As per UNICEF policy, payment is made against approved deliverables. No advance payment will be paid.
- The candidate/company selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.

12. CONSULTANCY CLASSIFICATION

Classified as a Mid-level consultancy payable at market rates and the consultant should submit an **all-inclusive fee (lump sum)** in his/her proposal.

13. PERIOD OF CONSULTANCY

22 days – to start in January 2018

How to Apply

Qualified consultants/companies with the above qualifications and experience are encouraged to submit their Application together with their Expression of Interest and CV/s no later than **6th November 2017** to rabat@unicef.org

In the subject line of the email, please write: *Water Audit Consultancy Application*

Any questions regarding this consultation, (only for information and not for submissions) should be addressed to Mr. Benyounes Moh at:

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UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our Organisation.