

Terms of Reference (ToR)

Consultant to Conduct Technical Assessment of Water Hygiene and Sanitation (WASH) Facilities.

1. Introduction

CARE is a leading international humanitarian and development organization fighting global poverty and social injustice, with a particular focus on the empowerment of women and girls. Founded in 1945, CARE operates in over 100 countries, supporting more than 1,500 projects that reach millions of people through sustainable development and humanitarian response efforts.

CARE has been working in Cambodia since 1973 and has maintained a permanent presence in the country since 1991. CARE Cambodia is known for its long-standing commitment to improving the lives of marginalized and vulnerable communities, especially women and girls from ethnic minorities, garment factory workers, and those living in rural and disaster-prone regions.

In line with its mission, CARE Cambodia implements a diverse portfolio of programs in areas such as women and girls' equality, inclusive governance, climate resilience, disaster risk reduction (DRR), and water, sanitation and hygiene (WASH). CARE has led national efforts to strengthen local disaster preparedness systems, climate-adaptive agriculture, and community-based WASH improvements, particularly in remote and underserved provinces like Ratanakiri.

The current project – Community Action for Resilience and Risk Reduction in Cambodia (CARRC) – funded by the Czech Ministry of Foreign Affairs, aims to strengthen disaster resilience and improve climate-adaptive WASH services in 10 communes of Lumphat and Kounmom district where are the highest-risk locations in Ratanakiri due to their proximity to the Sre Pork River. The project integrates responsive to women and girls' specific needs approaches, participatory risk assessments, and institutional capacity development.

Improving the climate-resilient WASH infrastructure and practices in vulnerable communities resulting in increased usage of safe drinking water and sanitation facilities, and decreased rates of open defecation is one of the project output focuses on enhancing access to safe drinking water and improved sanitation facilities in disaster-prone communities, aiming to foster resilience to climate-related shocks. By improving WASH infrastructure and promoting better practices, the project seeks to increase the usage of safe drinking water and sanitation facilities while reducing the prevalence of open defecation.

In order to implement the project effectively, CARE Cambodia seeks an experienced consultant to conduct the technical assessment to identify and prioritize existing WASH facilities with cost – effective design concept of WASH infrastructure for construction or rehabilitation through participatory approaches, engaging marginalized groups to ensure inclusivity and sustainability by addressing critical gaps in WASH access and promoting resilience-focused infrastructure to improved public health outcomes, greater community preparedness, and long-term adaptation to climate challenges.

2. Objective:

The overall objective of this consultancy is to conduct a participatory responsive to women and girls' specific needs technical assessment to identify, prioritize, and design cost-effective rehabilitation or construction solutions for prioritize existing WASH facilities and in 10 communes of Lumphat and Kounmom district, Ratanakiri province The assessment must consider technical feasibility, climate resilience, cost-efficiency, and community needs, with particular attention to the inclusion of women, persons with disabilities, and indigenous groups, following Watercare's water network standards and CARE's CARRC project framework.

3. Scope of Work:

The consultant will be responsible for the following tasks:

- 3.1. Desk Review:** Review and analyze CARE's project proposal, existing WASH assessment Watercare standards (Watercare's, SPHERE),, and government policies and other documents or information related to the target communes.
- 3.2. Field Assessment:** Conduct participatory community consultations ensuring inclusion of women, PwDs, and indigenous groups. Assessment is based on Watercare's standards: functionality, resilience to flooding/drought, technical lifespan, safety standards. Collect disaggregated beneficiary feedback on WASH access challenges.
- 3.3. Technical Evaluation:** Evaluate technical condition, functionality, causes of non - functionality, (technical, maintenance, environmental). Recommend tailored solutions emphasizing local material use and ease of maintenance.
- 3.4. Cost-Effectiveness Analysis:** Provide unit cost estimates per facility type (pond, well, latrine) aligned with climate-resilient standards. Prioritize facilities using a transparent scoring system (to be reviewed with CARE team).
- 3.5. Reporting :** present findings in clear and actionable formats: narrative report, tables, maps, annexes.

4. Stakeholder Consultation:

Engage with community members, local authorities, and other stakeholders' inclusive participation of women, Person with disabilities, and indigenous groups in the assessment process to provide the information.

5. Deliverables:

The consultant will provide the following deliverables:

Deliverable	Deadline	remark
Inception report to review and approval before commencing the activity, the report includes: <ul style="list-style-type: none">• Methodology including responsive to women and girls' specific needs and inclusive consultation approach• Assessment tools/templates (checklists, interview guides)• Workplan and field schedule	25 Augst 2025	
Conduct the field assessment for data collection	01 – 15 September 2025	
Submit the draft report to CARE for review and comment. <ul style="list-style-type: none">• Mapping of existing WASH facilities in 10 communes• Prioritization list with clear ranking criteria (technical condition, community need, cost-efficiency)• Climate-resilient WASH design concept with at least 2 model designs for rehabilitation/new construction• Summary of stakeholder consultation feedback, disaggregated by responsive to women and girls' specific needs social group	30 September 2025	
Final assessment report . <ul style="list-style-type: none">• Revised version incorporating CARE Cambodia feedback• Final prioritized list and cost-effective design concepts• Annexes: photos, consultation notes, technical drawings where applicable	15 October 2025	

8. Timeline:

- Timeline: 25 August – 15 October 2025 (35 working days).
- Logistics: The consultant will be responsible for own travel and accommodation arrangement.

9. Qualifications and expertise:

The consultant or consulting team should possess the following qualifications and expertise:

- **Education:** Advanced degree in Civil Engineering, DRR, WASH, Water Resources Management or related field.
- **Experience:**
 - Demonstrated experience in conducting similar assessment projects, preferably in the field of cost-effectiveness of WASH infrastructure
 - At least 5 years of experience in rural WASH infrastructure assessment and rehabilitation
 - Familiarity with Cambodia's rural WASH context, preferably in Ratanakiri Province
 - Fluency in English; knowledge of Khmer or local dialects is an asset
 - Strong research, analytical, reporting writing, and communication skills

10. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

Criteria	Weight	remark
Relevant experience and expertise	40%	
Technical proposal quality	30%	
Cost-effectiveness	20%	
Language/communication skills	10%	

Note: CARE reserves the right to amend the ToR if necessary. Women and minority candidates are strongly encouraged to apply.

6. Reporting Line and Coordination

The consultant will report to the Project Manager and coordinate with the Senior Project Officer for DRR/WASH who will serve as the main point of contact throughout the consultancy.

7. Payment Schedule

Payment will be made upon completion of key deliverables:

- 20% upon submission and approval of the Inception Report
- 50% upon submission of the Draft Assessment Report
- 30% upon submission and approval of the Final Report

8. Submission of Proposals:

Interested agencies should submit their proposals to email provided in the contact details.

The consultancy application should be included:

- CV highlighting relevant experience.
- Cover letter (1 page) addressing the ToR.
- Proposed budget (USD).

9. Selection Process:

The selection process will include a review of all submitted applications, interviews with shortlisted agencies, and reference checks. The agency that best demonstrates its ability to meet the primary objective of this consultancy (within the proposed timeframe) with the most relevant qualification and experience will be selected.