

Annex B

TOR

Terms of reference

TERMS OF REFERENCE

Background/Justification

Renewed violence in the border areas of West Guji Zone (Oromia) and Gedeo Zone (SNNP) since early June 2018 has led to the displacement of over 822,187 IDPs in Gedeo and 176,098 IDPs in West Guji. This is the second wave of mass violence that has hit the area since April 2018, when over 350,000 people were displaced.

IDPs are predominantly staying in 37 collective centres, with very significant numbers in Gedeb Woreda (SNNP) and Yirgachefe Woreda (SNNP). There is very little sanitation in these areas, which is a major risk for the outbreak and spread of disease. UNICEF are therefore prioritising the rapid construction of emergency trench latrines to meet the significant unmet demand in the region.

General

UNICEF Ethiopia seeks a qualified contractor to construct 500 blocks of emergency trench latrines, according to the attached specifications with attached handwashing facilities.

These latrines will be divided between the following Woredas:

- SNNP : Bule, Gedeb, Wonago, Yirgachefe, Dilla Town (Gedeo Zone)
- Oromia : Abaya, Birbirsa Kojowa, Bule Hora, Gelana, Hambela Wamena, Kercha (West Guji Zone).

The exact distribution of latrines by Woreda is yet to be determined, but the majority of them are expected to be built in collective centres in Gedeo, where 307,741 people is currently settled. Latrines should be sited in discussion with the Government, IDP communities and relevant partners. No construction should commence until UNICEF have approved the precise location of the latrines.

Scope of Works to be provided

The following description of the scope of works intends to convey a general understanding of the work required. The scope of works to be executed by the contractors shall include the following components:

- 500 blocks of emergency trench latrines. Each block will consist of seven latrine cubicles as per UNHCR design standards.
- Segregated and separate blocks for male and female. Female toilet blocks should include a privacy wall.
- Handwashing facilities for all latrine blocks as described in the design specification. There should be at least one handwashing facility for each latrine block.
- All toilet cubicles should be fitted with hooks or shelves to enable users to hang additional clothes or possessions while using the facilities.
- All toilet cubicles should be lockable from the inside in a child-friendly way, such as metal bolt on the door.

The detailed Bill of Quantities and design specifications can be found here:
<http://wash.unhcr.org/download/emergency-trench-latrines-design-poles-and-plastic/>¹

Note that the contractor should make necessary adjustments for the conditions found on site, such as raised designs for sites vulnerable to flooding. Please note that if necessary, these toilets will be upgraded to become more permanent fixtures in the IDP settings. Therefore considerable care to ensure proper initial construction is paramount. Amendments to the design should be stated in the proposal and/or agreed beforehand with the supervising officer.

Time Frame

The works shall be completed in a **maximum period of four (04) months, plus 6 months defect liability period.**

The Selected Contractor will be expected to mobilize within one (01) week following the contract award notification.

Bidders' proposed implementing schedules/timelines will be considered as a main criteria for evaluating the technical proposals.

Qualification requirements

Bidders shall:

- Be registered as construction contractors towards the competent Ethiopian authorities (categories 1, 2, 3, or 4).
- Have demonstrated experience of minimum five (05) years in the domain.
- Have minimum one similar project implemented (proof of satisfactory implementation to be provided).
- Have sufficient demonstrated financial capacity to pre-finance the works required.
- Have demonstrated qualified key personnel including at least:
 - **Project Manager** (Civil Engineer with minimum 5 years' experience with project management skills).
 - **Project Supervisor** (Civil Engineer with minimum 5 years' experience)
 - **Site Foremen** (technicians for each site with minimum 3 years' experience in building construction).

Education degrees and CVs of the proposed key personnel shall be attached to the technical proposal.

Previous past experience of satisfactory services with UNICEF and/or other UN Agencies will be considered as an asset (contact details of referees to be provided).

¹ Please note that there are some minor inconsistencies within the tabular bill of quantities and the visual bill of quantities. The contractor should ensure that sufficient materials are procured to meet the stipulated design.

Security

The selected Contractor is responsible for carrying out a security check on all staff to be employed for this Construction.

Tools and Equipment

The selected Contractor shall provide all necessary tools, instruments and equipment to execute the works. These must be available for the contractor's use during the execution of works.

Mobilization to Site

The bidders shall indicate, as part of their technical proposal, the mobilization period or preparation lead-time required. The mobilization time should include all activities required to be fulfilled for the works to effectively start on site.

Quality Control on Site

The bidders must provide an overview of their quality control policy, materials handling, records keeping, implementation and monitoring procedures and processes. This quality control plan will be carefully evaluated in the bid and closely monitored during execution. UNICEF may request the successful bidder to submit an updated quality control plan before the commencement of works if deemed necessary.

Reporting

The Selected Contractor will report to the UNICEF Emergency Specialist in Dilla. Progress reports are expected on a bi-weekly basis.

Expected Deliverables

500 Blocks of Emergency Trench Latrines total based on UNHCR standard design provided by UNICEF to the contractor. 250 blocks will be for men and 250 for women. Sufficient handwashing facilities to ensure a maximum ratio of one handwashing facility per latrine block in all locations.

Evaluation criteria

The technical proposals received will be rated 70 points, based on the following criteria:

Technical criteria	Established sub criteria	Points Max.
1. Overall Response	Understanding of, and responsiveness to, UNICEF requirements.	5
1 - Maximum Points		5
2. Proposed implementation strategy/ Methodology	Quality of proposed approach/methodology and proposed project management mechanism	8
	Proposed work plan and schedule of activities (Bidders are required to submit a detailed realistic work schedule and a mobilization/management plan)	8
	Quality Assurance Plan, Security	4
2 - Maximum Points		20
3. Personnel	Qualifications of key personnel proposed (CV and profiles to be provided – refer to required qualifications)	10
	Quality, relevance and coherence of proposed technical implementation teams (incl. composition and number of technical teams proposed to be deployed versus time schedule)	5
3. Maximum Points		15
4. Technical and financial capacity	Demonstrated previous experience in the domain.	7
	Demonstrated past experience in implementing similar projects.	7
	Materials and equipment proposed to be used for implementing the project	6
	Demonstrated financial capacity.	10
4. Maximum Points		30
Total Maximum Points		70

Payment schedule

Payments will be based on deliverables, according to the payment schedule below:

Instalment #	Amount (in % of contract)	Milestone ¹
1	30% (- 10% retention)	Upon completion and technical receipt of first batch of 150 latrine blocks.
2	30% (-10% retention)	Upon completion and technical receipt of second batch of 150 latrine blocks.
3	40% (- 10% retention)	Upon completion and technical receipt of third batch of 200 latrine blocks.
4	10%	Upon final receipt of the works (after 6 month-liability period)

¹Note: Only completed and fully functional latrines will be paid.

Annex C

Design, Drawing and BOQ

UNHCR Emergency Trench Latrine Poles+Plastic

D400-2015a

**Tools and Guidance for
Refugee Settings**



UNHCR
The UN Refugee Agency

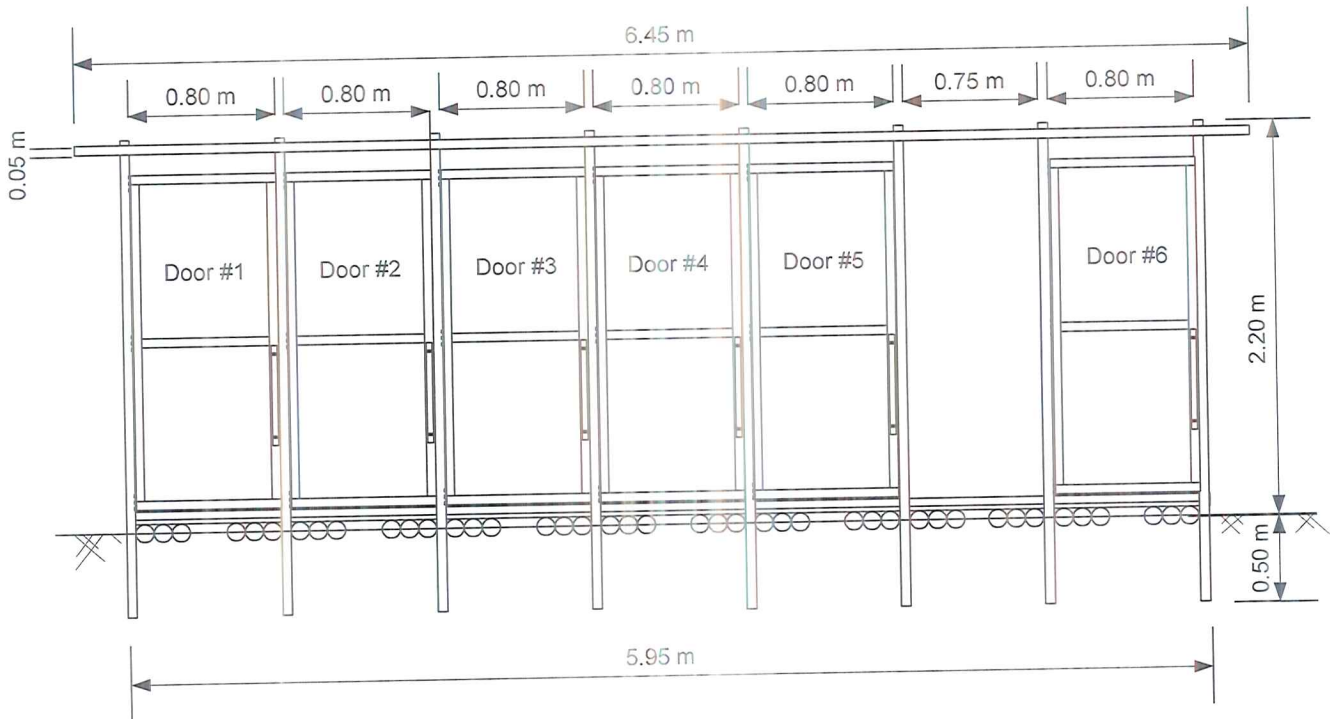
UNHCR Standardized WASH Designs Emergency Communal Trench Latrine (Poles + Plastic)

FOREWORD

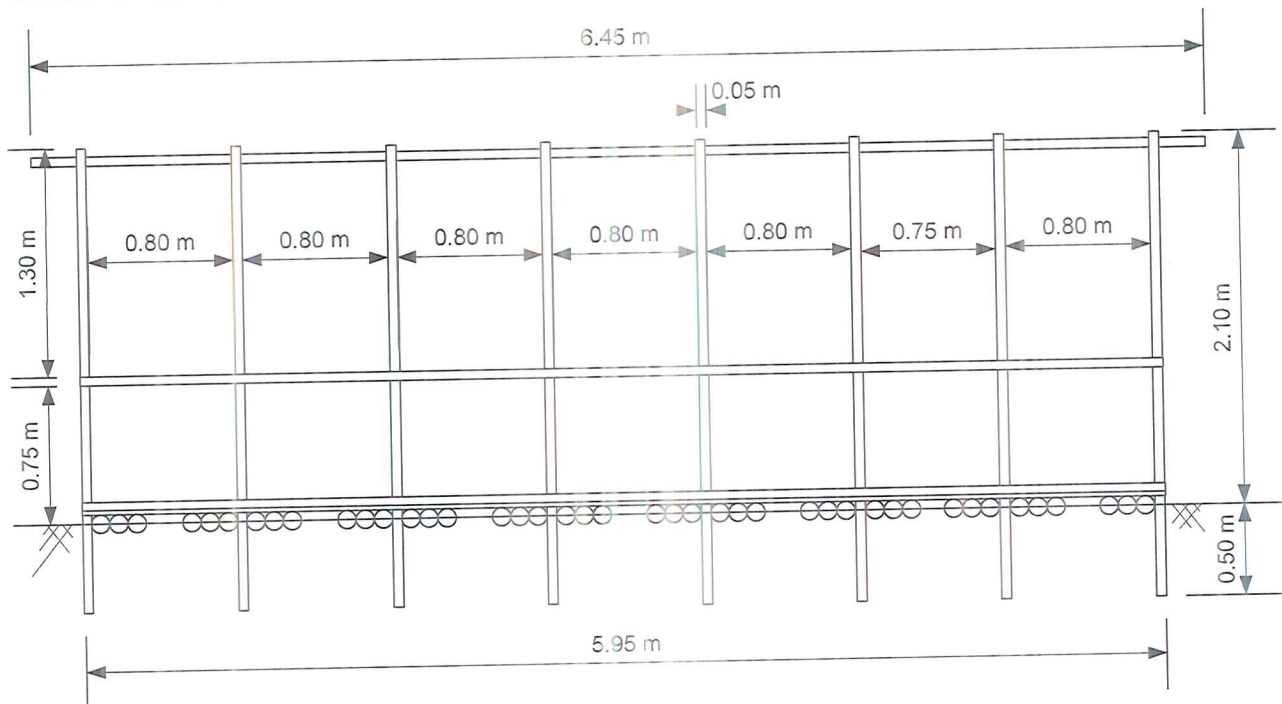
These emergency communal trench latrine designs form part of UNHCR’s series of Standardized WASH Design Guidelines for Refugee Settings which are the result of an extensive review process with WASH actors active in refugee settings. It is recognized that the Standardized WASH Designs will require continuous review and amendment in response to changes in engineering best-practice and feedback from the field. Therefore further review will be managed by a Technical Review Committee which will meet regularly to discuss issues related to the use of the design and an annual review will be reported back to the WASH community. More urgent amendments will be reported as, and when, required. Note that this latrine is based on a design shared by OXFAM GB.

FOREWORD	1
ENGINEERING DRAWINGS	2
STEP-BY-STEP ASSEMBLY DRAWINGS	8
BILL OF QUANTITIES	17
VISUAL BILL OF QUANTITIES	18
SPECIFICATIONS FOR TOILET CONSTRUCTION IN REFUGEE SETTINGS	19
400SCOPE.....	19
401SITE SELECTION	19
402PREVENTION OF SURFACE OR GROUND WATER CONTAMINATION	19
403GUIDELINES FOR PIT REINFORCEMENT	19
404GUIDELINES FOR TOILET SLAB STRENGTH	20
405GUIDELINES FOR TOILET SLAB ANCHORAGE	20
406GUIDELINES FOR SANITARY SEALING.....	20
407GUIDELINES FOR THE USE OF PLASTIC SHEETING	20
408GUIDELINES FOR TOILET DOORS	21
409GUIDELINES FOR COMMUNAL TOILET PRIVACY WALLS	21
410GUIDELINES FOR LIGHTING	21
411GUIDELINES FOR VECTOR CONTROL MEASURES	22
412GUIDELINES FOR RAIN AND STORMWATER PROTECTION	22
413GUIDELINES FOR ADDITIONAL WASH BLOCK ACCESSORIES	22
414COLLECTION OF ANAL CLEANSING AND SANITARY MATERIALS	22
415MATERIAL SPECIFICATIONS OF COMMON CONSTRUCTION MATERIALS	23
416HANDWASHING STATIONS DESIGN CONSIDERATIONS	24
417ENVIRONMENTAL CONSIDERATIONS FOR SOURCING WOOD.....	24
418DECOMMISSIONING.....	24
419UNHCR STANDARD TOILET DESIGNS FOR REFUGEE SETTINGS	24
USEFUL REFERENCES.....	26

Front Panel



Rear Panel



NOTES

1. All toilet structures to be located at least 30m from water sources and households. Distances to be increased in fissured rock.
2. Site to be adequately cleared and levelled before starting construction.
3. Horizontal wooden slab supporting logs at least 10cm diameter, free from defects.
4. Vertical wooden poles at least 8cm in diameter, inserted into the ground at least 0.5m.
5. All wood structures in contact with ground to be treated with used engine oil.

D-400

TITLE
Emergency Trench Latrine
 General Layout

PROJECT
 Project Name, Country

DRAWN BY
 B. Harvey - 11/10/15

APPROVED BY
 M. Burt - 15/11/15

SCALE
 1:40

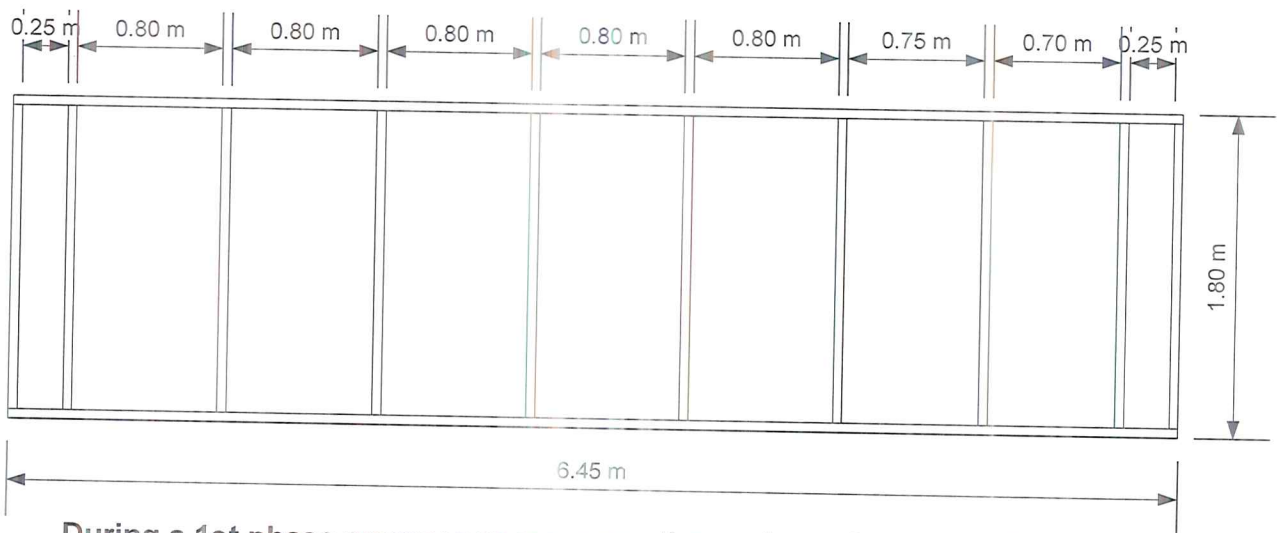
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 metres

SHEET
 1 of 5

DATE PUBLISHED
 15/11/15

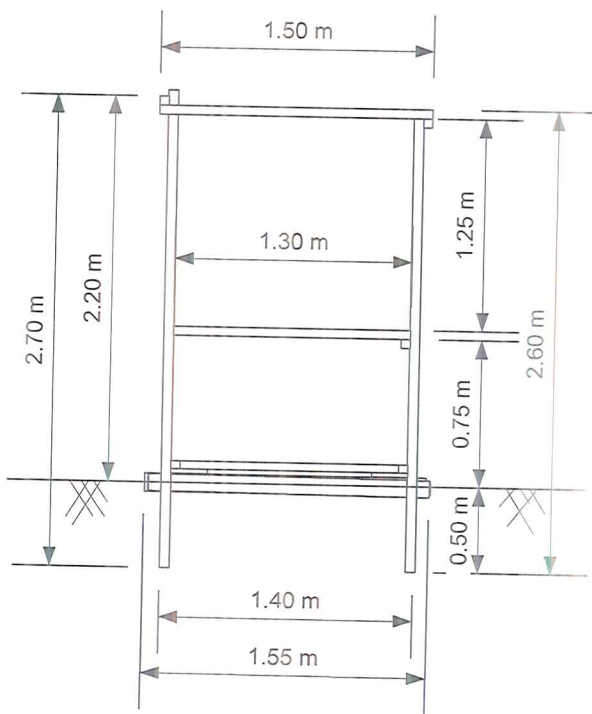


Roof Panel

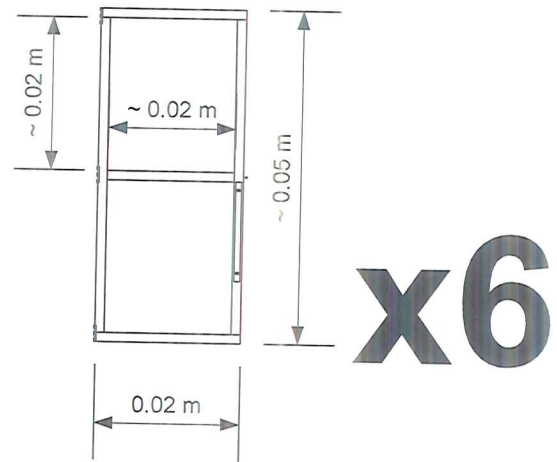


During a 1st phase emergency response the roof panel may be left off the design provided that it is added within 3 months.

Side Panels



Doors Detail



During a 1st phase response weighted plastic flaps may be used in conjunction with a privacy screen instead of doors provided they are upgraded within 3 months.

NOTES

1. All doors hung straight and level.
2. All doors equipped with three (3) hinges at least 50cm long. All screw holes filled with screws. Nails not permitted.
3. Maximum gap between door and frame 3mm. Maximum gap between door and floor 10mm.
4. All doors to be equipped with a long child friendly handle of at least 50cm length on both the inside and outside door faces.
5. All doors to be equipped with a child friendly and secure locking mechanism.

D-400

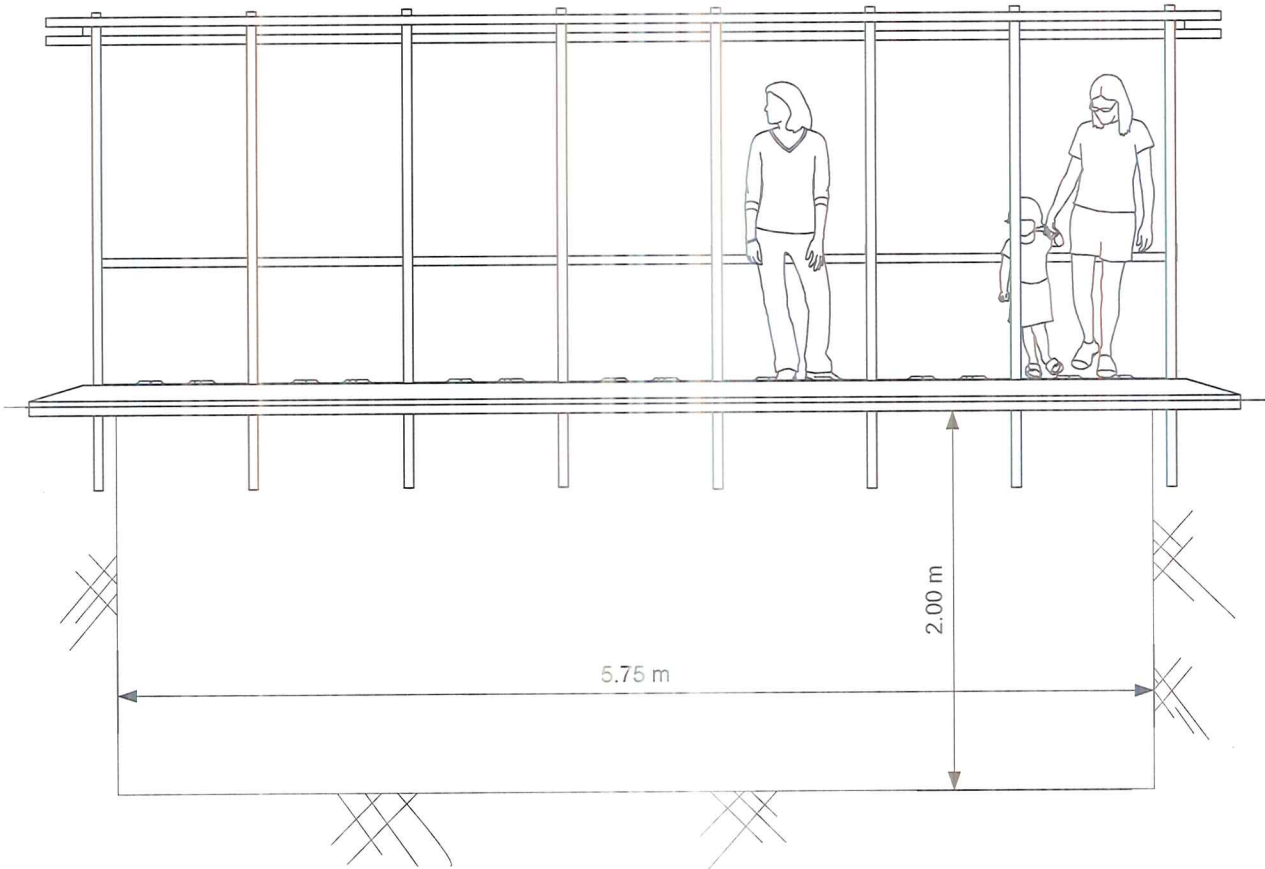
TITLE
Emergency Trench Latrine
 General Layout
 PROJECT
 Project Name, Country

DRAWN BY
 B. Harvey - 11/10/15
 APPROVED BY
 M. Burt - 15/11/15
 SCALE
 1:40

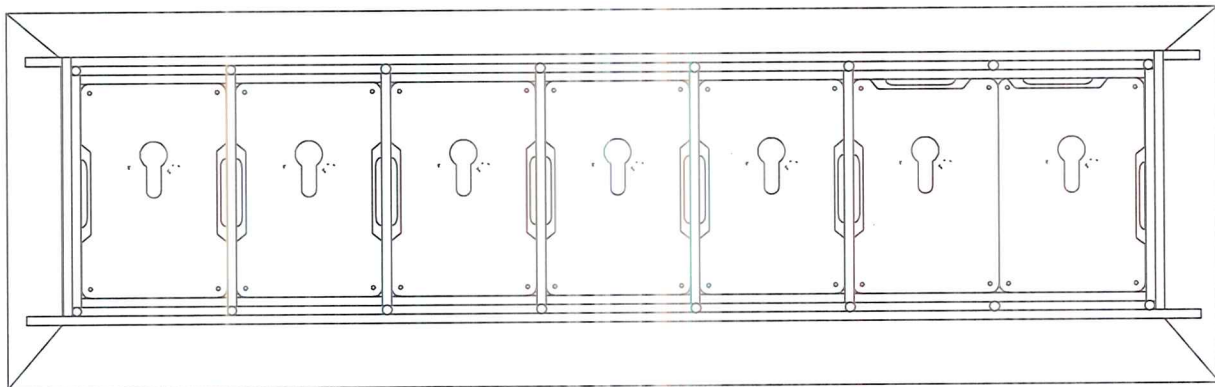
UNITS
 metres
 SHEET
 2 of 5
 DATE PUBLISHED
 15/11/15

 **UNHCR**
 The UN Refugee Agency

Front Section



Plan View



NOTES

1. Plastic interagency latrine slabs to be firmly fixed into place with either screws, nails, or wire.
2. All plastic sheeting to meet UN humanitarian standards (i.e. 200g/m² 700N tensile strength, UV stabilized laminated woven or braided mesh of black high density polyethylene between two white layers of low density polyethylene).
3. Panels timbers to be joined either using galvanized screws or at least two (2) galvanized skewed nails at each connection location.
4. Final slab surface to be at least 20cm - 30cm above ground level to prevent water ingress.
5. Outer surroundings of platform to be sealed from water ingress using tamped clay or 30cm of concrete sanitary seal (320Kg/m³)

D-400

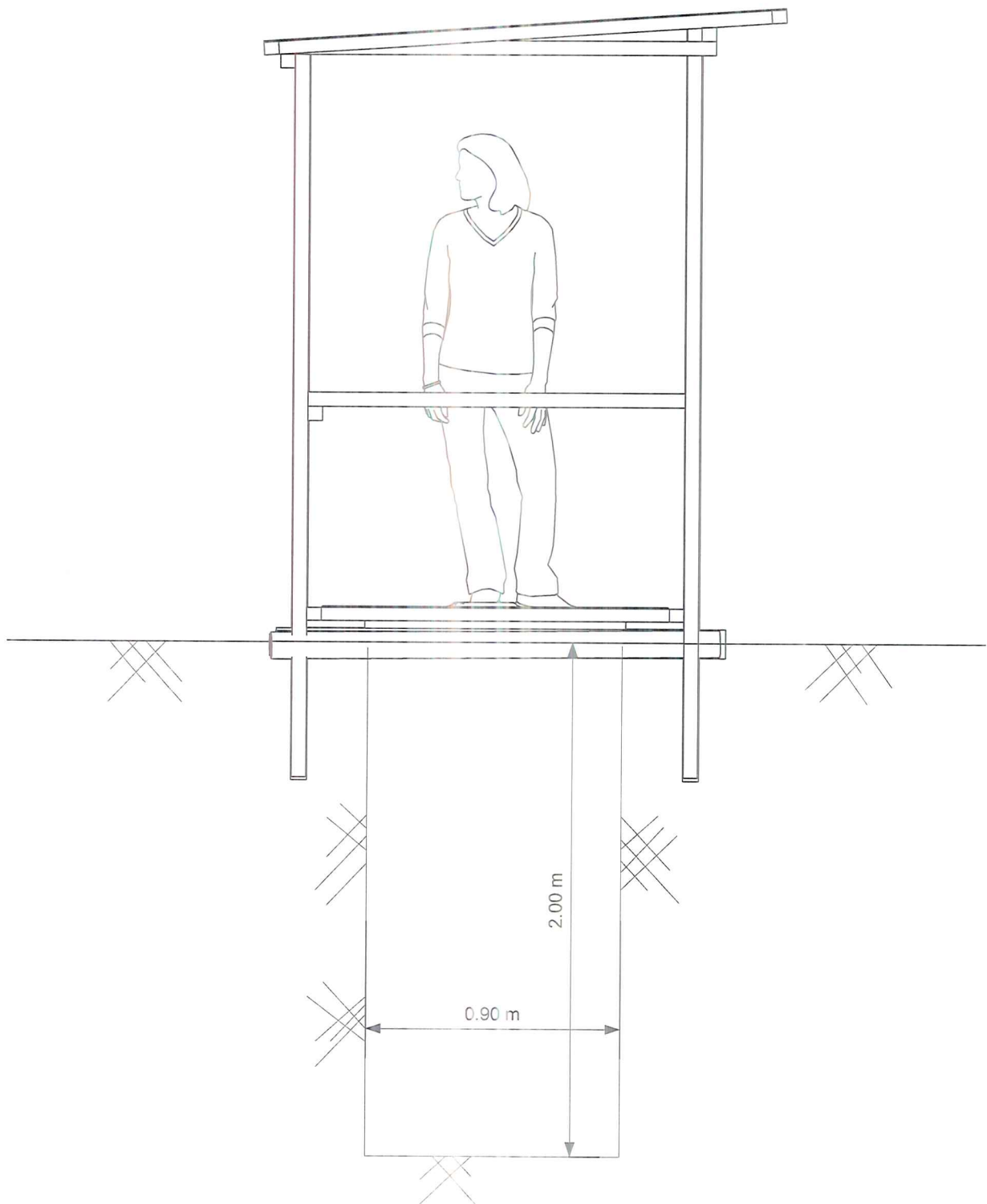
TITLE
Emergency Trench Latrine
 General Layout
PROJECT
 Project Name, Country

DRAWN BY
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APPROVED BY
 M. Burt - 15/11/15
SCALE
 1:40

UNITS
 metres
SHEET
 3 of 5
DATE PUBLISHED
 15/11/15



Section



NOTES

1. In soft soils, trenches to be lined with brick masonry to at least 1.0m depth or more if required.
2. The base of all pits must be at least 1.5m higher than average groundwater table.
3. Maximum depth of all pits to be no more than 2.0m (health and safety requirement).
4. All latrines to be equipped with a functional handwashing station with soap, running water and adequate drainage.

D-400

TITLE

Emergency Trench Latrine
General Layout

PROJECT

Project Name, Country

DRAWN BY

B. Harvey - 11/10/15

APPROVED BY

M. Burt - 15/11/15

SCALE

1:20

UNITS

metres

SHEET

4 of 5

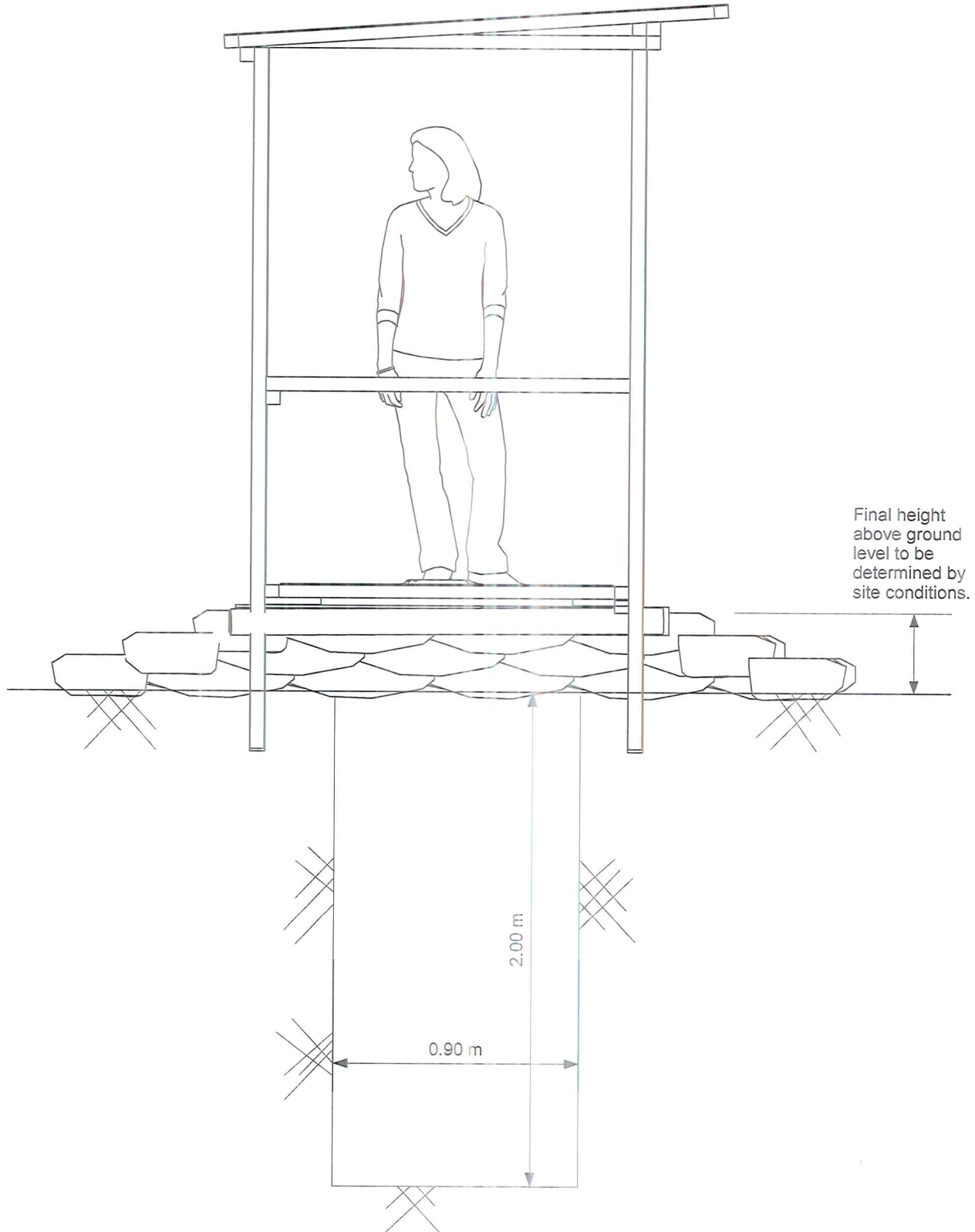
DATE PUBLISHED

15/11/15



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Raised Design for Sites Vulnerable to Flooding



NOTES

1. In sites partial to flooding with soft soils, trenches should be lined with brick masonry to at least 1.0m depth or more if required.
2. Sandbags should be made of rot proof and UV resistant material of 25kg approximate size.
3. Sandbags should be placed in an interlocking pattern.

D-400

TITLE
Emergency Trench Latrine
 General Layout
PROJECT
 Project Name, Country

DRAWN BY
 B. Harvey - 11/10/15
APPROVED BY
 M. Burt - 15/11/15
SCALE
 1:20

UNITS
 metres
SHEET
 5 of 5
DATE PUBLISHED
 15/11/15



Area of 8m x 3m to be cleared and perfectly leveled.

1.

In soft soils, trench to be lined with bricks to 1m depth or greater if required.

Important Note: If it is clear that the emergency will last longer than 6 months and there are cultural issues related to sharing communal facilities it is better not to use this design and move directly to construction of household shower/toilet cubicles shared initially between 4 families.

Pit Depth Max 2.0m

5.75m

0.90m

X16

2.

Front poles height: 2.20m
Rear poles height: 2.10m

Insert wooden poles into ground at least 0.50m. All poles to be treated with used engine oil.

Allow 0.20m gap for drophole.

Ensure structure is square and level.

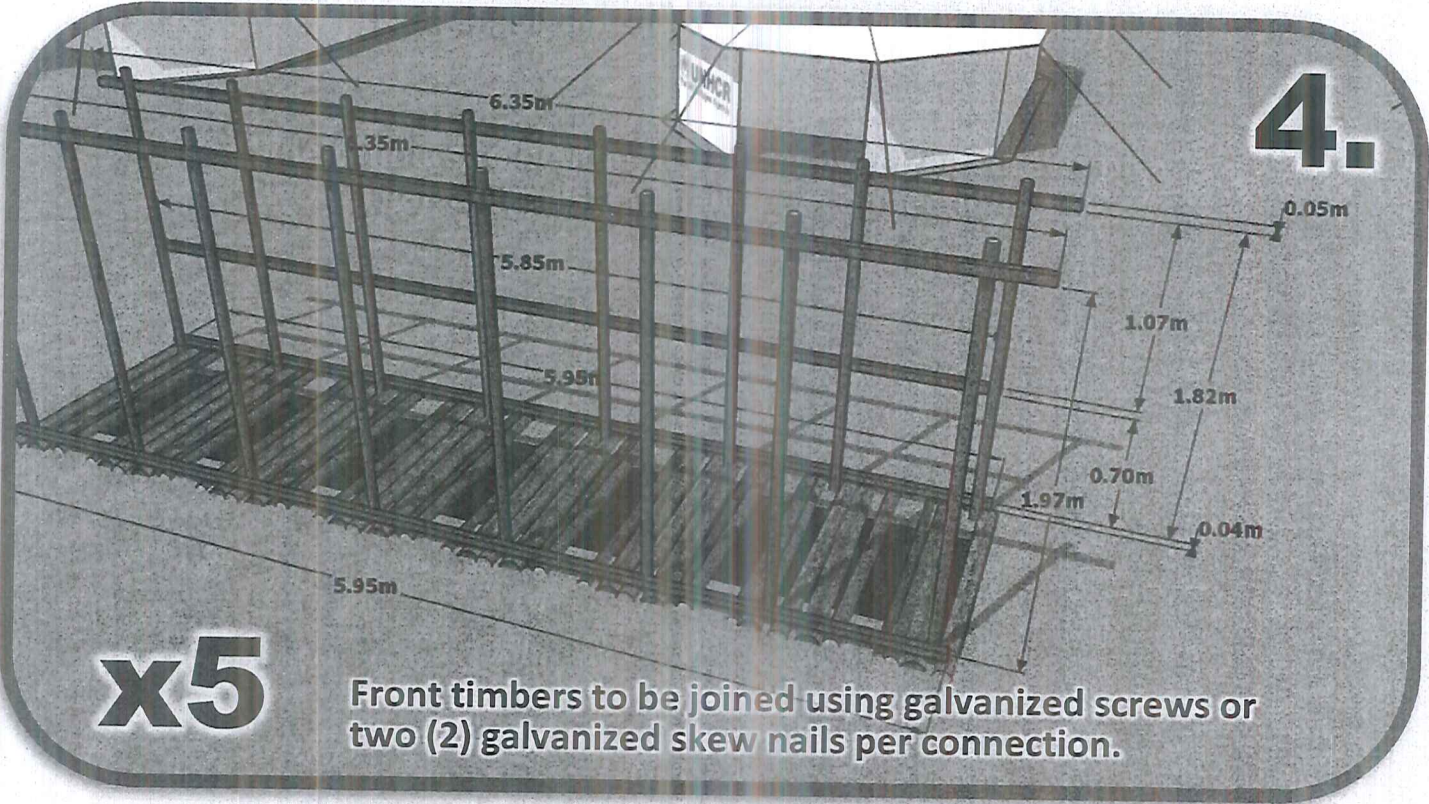
3.

Slab support timbers to be free from defects and capable of supporting 4 persons across a 0.90m span.



See raised design for sites vulnerable to flooding – step #15

4.



x5

Front timbers to be joined using galvanized screws or two (2) galvanized skew nails per connection.

5.

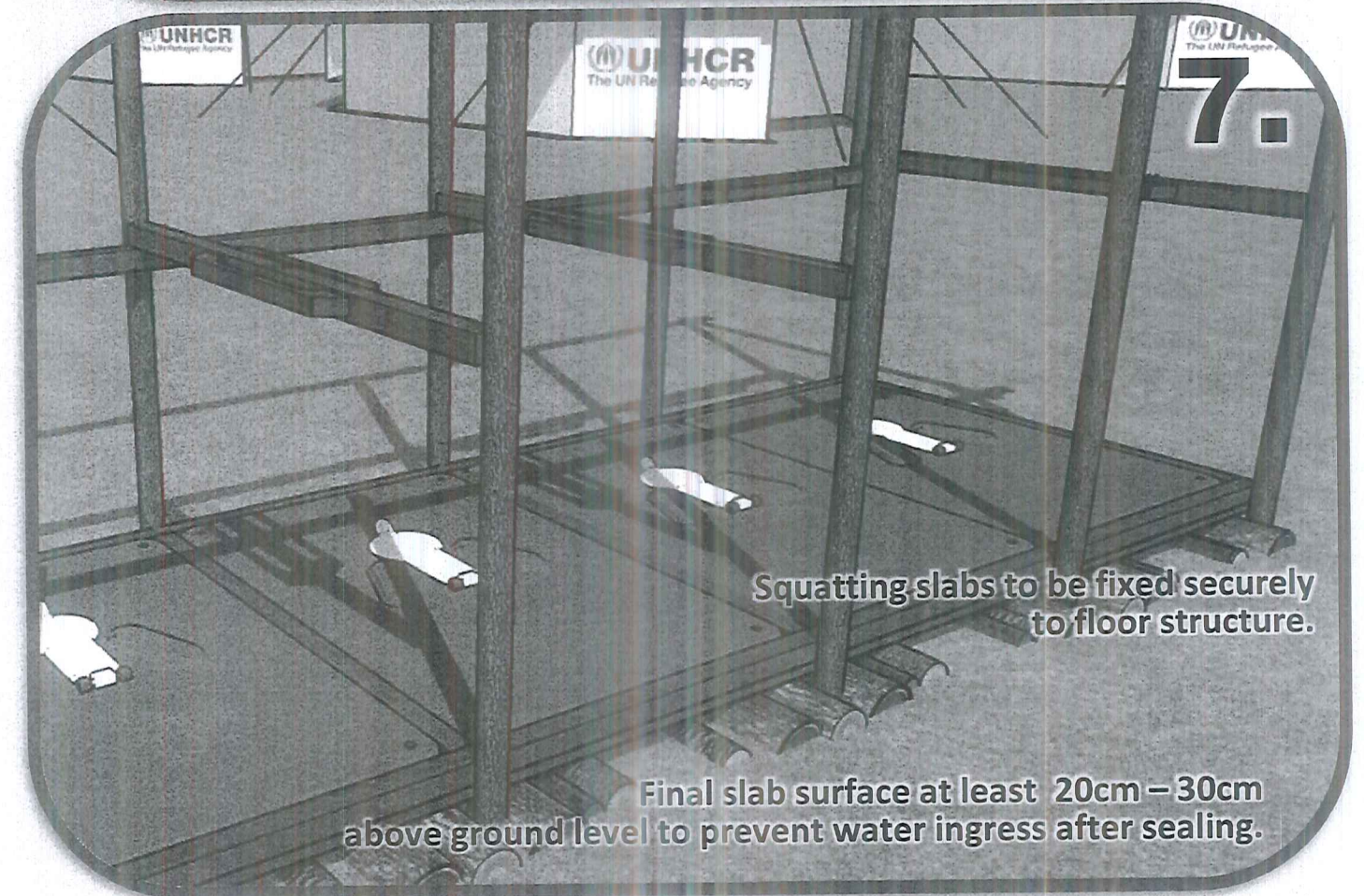


Side timbers to be joined using galvanized screws or two (2) galvanized skew nails per connection.

Ensure structure is square and level.



Grab Rails x14

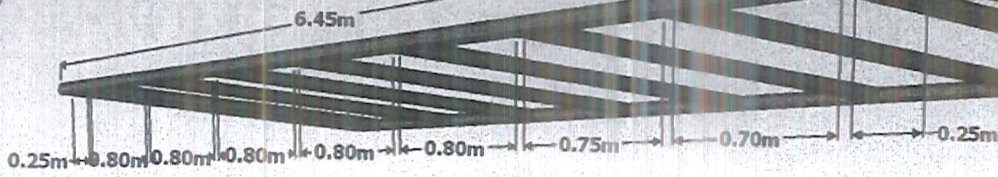


Squatting slabs to be fixed securely to floor structure.

Final slab surface at least 20cm – 30cm above ground level to prevent water ingress after sealing.

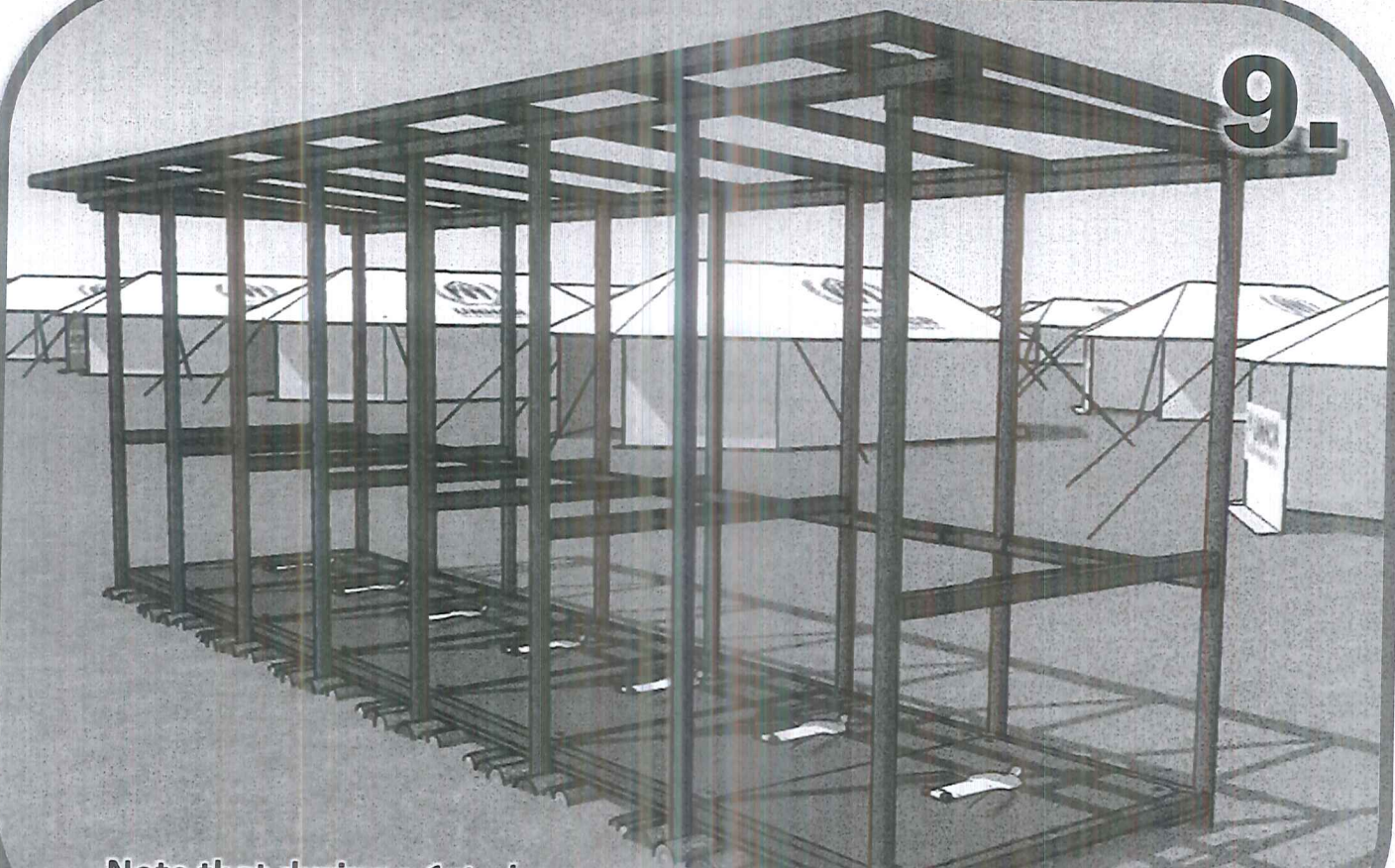
Roof may be built in situ or alternatively as single panel.

8.



Roof

9.

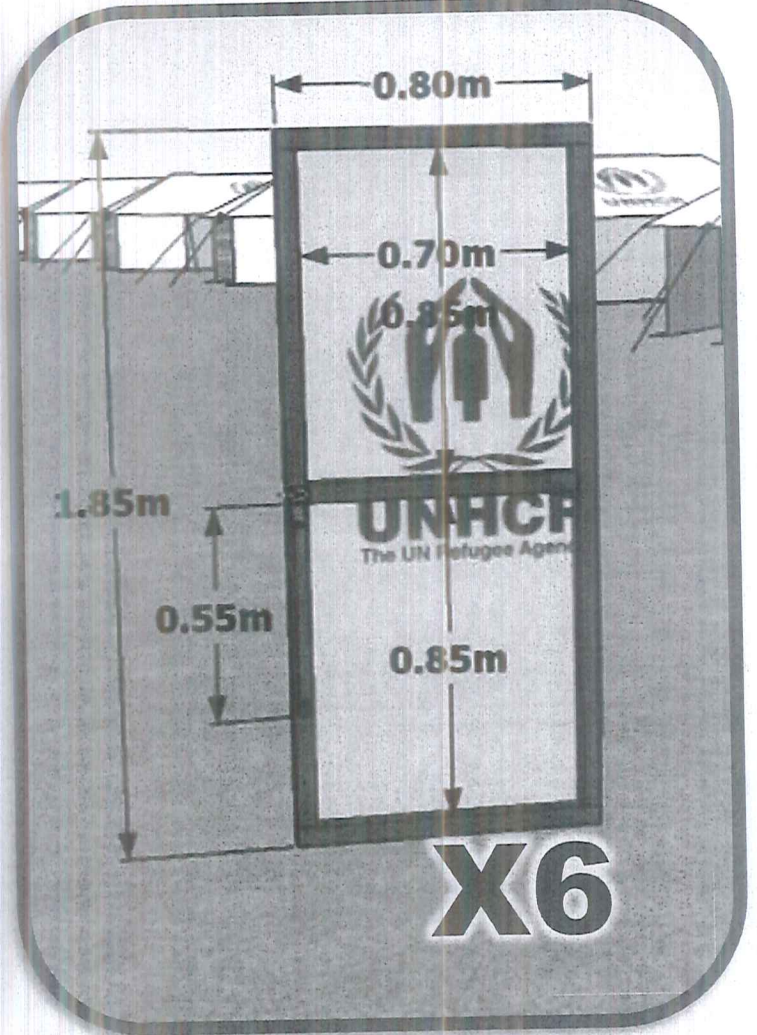


Note that during a 1st phase emergency response the roof panel may be left off the design provided it is added within 3 months.

10.

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Every hinge hole to be filled with a galvanized screw of at least 4 cm. Nails not to be used.



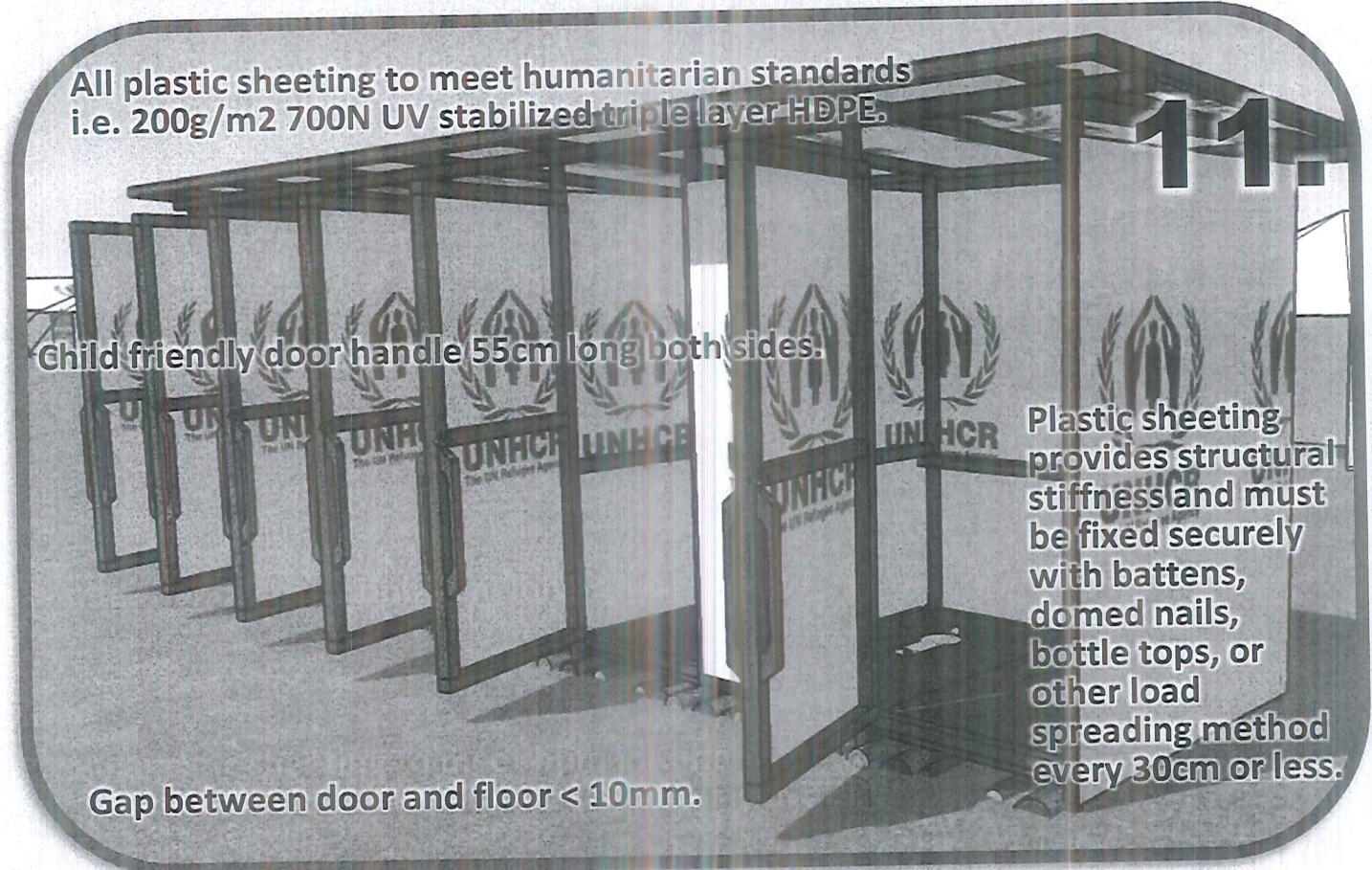
All plastic sheeting to meet humanitarian standards i.e. 200g/m² 700N UV stabilized triple layer HDPE.

11.

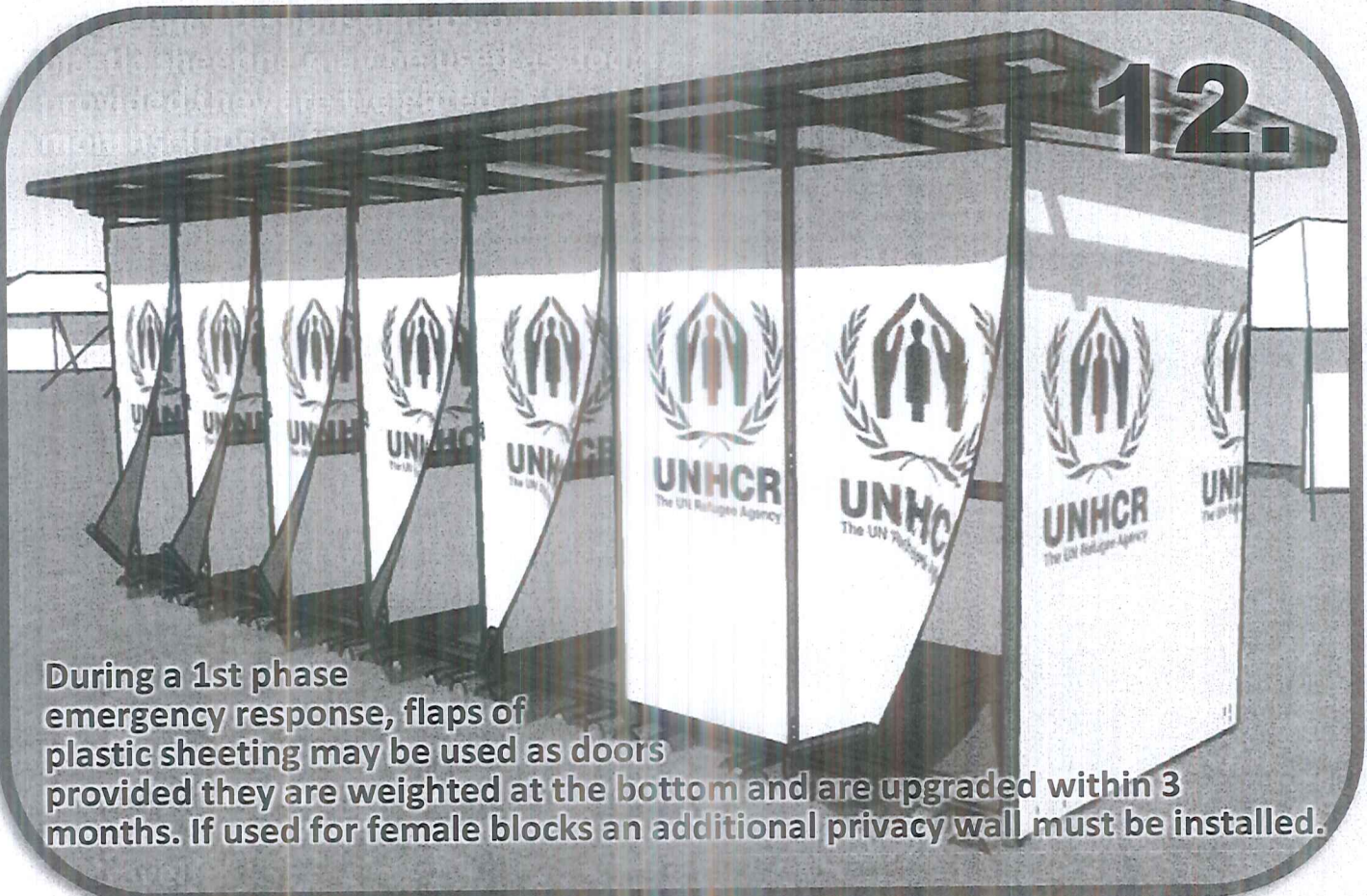
Child friendly door handle 55cm long both sides.

Plastic sheeting provides structural stiffness and must be fixed securely with battens, domed nails, bottle tops, or other load spreading method every 30cm or less.

Gap between door and floor < 10mm.



12.



During a 1st phase emergency response, flaps of plastic sheeting may be used as doors provided they are weighted at the bottom and are upgraded within 3 months. If used for female blocks an additional privacy wall must be installed.

13.

0.86m³ of 8cm thick outward-sloped concrete (dosage 320kg/m³) or tamped clay seal to prevent water ingress.



Concrete
1:Cement
2:Sand
4:Gravel

6.65m

2.10m

Sanitary Seal

13.

All female cubicles to be equipped with a 30 litre closed bin for collection and disposal of used sanitary materials. Daily collection should be established as part of cleaning arrangements.

All toilets must have a functional handwashing facility equipped with soap, water and adequate drainage at all times.

Security

14.

All female communal facilities to include a privacy wall.
All doors securely lockable with child-friendly mechanism.

Night time illumination to at least 50 lumens per m² (verified using any smartphone light meter app). Lighting should not be provided solely at toilet blocks as there is a risk men will congregate at these locations.

15.

Sandbags should be made of rot proof and UV resistant material of 25kg approximate size.

Raised Option

16.

Sandbags should be placed in an interlocking pattern.

BILL OF QUANTITIES

Description	QTY
Straight Wooden Poles (275cm x Ø8cm) e.g. Eucalyptus	16 pcs
Wooden Posts (4m x 5cm x 5cm)	22 pcs
Wooden Planks (4m x 20cm x 2.5cm)	3 pcs
Nails (10cm Galvanized)	5 kg
Domed Head Nails (4cm Galvanized)	4 kg
Self-Supporting Plastic InterAgency Latrine Slab (80cm x 12cm)	5 pcs
Plastic Sheeting (50m x 4m)	½ roll
Metallic Door Bolt (4cm Galvanized)	6 pcs
Metallic Door Hinge (4cm x 8cm x 2mm Galvanized)	18 pcs
Wooden Grab Rails and Door Handles (Minimum 50cm Length)	31 pcs
Coarse Sand	0.4 m ³
Coarse Gravel (6mm – 10mm)	0.8 m ³
Cement (50kg sacks)	6 sack
PVC Handwashing Reservoir (100 litres) and Tripod	1 pc
Sand Bags (25kg Capacity, UV and Rot Resistant)	132 bags

Bill of Quantities

1. Straight Poles (pc)
Ø8cm x 2.75m



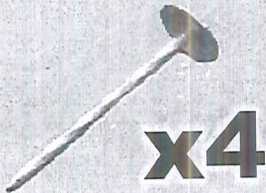
2. Wooden Logs (pc)
Ø10cm x 1.55m



3. Nails 10cm (kg)



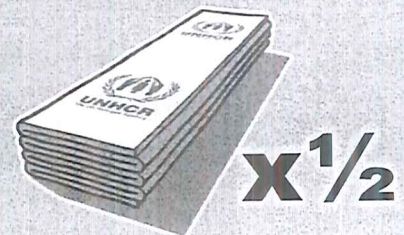
4. Domed Head Nails 4cm (kg)



5. Self-Supporting Slab
80cm x 120cm



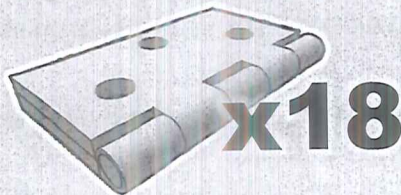
6. Plastic Sheetting
50m x 4m (roll)



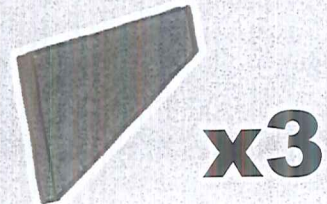
7. Wooden Posts (pc)
5cm x 5cm x 4m



8. Door Hinge (pc)
4cm x 8cm



9. Wooden Planks (pc)
5cm x 10cm x 4m



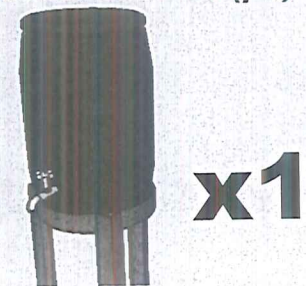
10. Grab Rails and Door
Handles 50cm (pc)



11. Sandbags 25kg size
UV resistant (pc)



12. Handwashing
Reservoir 100l (pc)



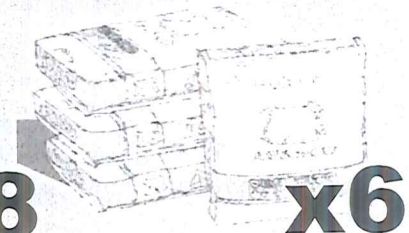
13. Sand (m3)



14. Gravel (m3)



15. Cement 50kg (sacks)



SPECIFICATIONS FOR TOILET CONSTRUCTION IN REFUGEE SETTINGS

400 SCOPE

400.1 These design guidelines specifically define the quality of materials and workmanship to be used when constructing toilets in refugee settings. A description of principles of excreta management programmes in addition to excreta management technical options and their advantages and disadvantages can be found in the UNHCR WASH Manual.

401 SITE SELECTION

401.1 A basic requirement is that the site selected for the toilet facility is free from the risk of high winds, flooding, subsidence, or erosion.

402 PREVENTION OF SURFACE OR GROUND WATER CONTAMINATION

402.1 UNHCR and WASH actors must ensure that all excreta containment systems including any pits, tanks, lagoons, sewerage or soakaway do not contaminate surface water or shallow groundwater sources.

402.2 All excreta management systems must be located at least 30 metres away from groundwater sources. The bottom of any pit or soak-away must be at least 1.5m above the highest average groundwater table level. These distances should be increased for fissured rocks and limestone.

402.3 In some situations temporary groundwater contamination from on-site excreta management systems may not be of immediate concern if the groundwater is non-potable. An example of this can be found in coastal areas where groundwater is heavily saline beyond drinking water health limits of $1,500\mu\text{S}/\text{cm}^2$. In all cases, local legislation should be respected.

403 GUIDELINES FOR PIT REINFORCEMENT

403.1 All toilet pits should have an upper reinforcement ring of either: wooden beams, wooden trunks, brick masonry or concrete to evenly spread the load of the superstructure and raise it above ground level by at least 20 - 30cm to avoid water entering the pit.

403.2 Any toilet built on soft, sandy or collapsing soils should have a brick or concrete lined pit to at least 1m below the ground surface or greater if the soil is still unstable. Any desludgable toilet should have a fully lined pit that is able to withstand repeated evacuation. Safety should be of the utmost consideration when manually excavating pits. In soft soils, pit walls should be adequately cross-braced and excavation must never exceed 2.0m depth.

404 GUIDELINES FOR TOILET SLAB STRENGTH

404.1 The toilet slab and supporting beams must be sufficiently strong to support the weight of users and should not flex or give the user reason to doubt its strength. Support beams should span at least 50cm into each of the pit walls.

404.2 Wooden, concrete or plastic slabs should be tested with the weight of 4 persons before use. Concrete slabs should be reinforced regardless of their type. Wooden planks, trunks and beams should be free from insect attack of any kind with no other defects which would affect its strength. Wooden structures in contact with the ground should be treated with used engine oil or diesel to deter termites.

405 GUIDELINES FOR TOILET SLAB ANCHORAGE

405.1 Latrine slabs should be firmly anchored in place. If plastic latrine slabs are used they should be firmly attached to the support structure either through the use of sufficiently long nails, bolts with washers, metal stakes, or heavy gauge wire.

406 GUIDELINES FOR SANITARY SEALING

406.1 In all toilet installations there should be no visible gaps between the squat plate and the pit walls either through the use of at least 30cm of tamped clay soil or 30cm of concrete sanitary seal.

407 GUIDELINES FOR THE USE OF PLASTIC SHEETING

407.1 Plastic sheeting used in toilet super structures should meet the international minimum humanitarian standards (i.e. 200g/m² 700N tensile strength, UV stabilized laminated woven or braided mesh of black high density polyethylene between two white layers of low density polyethylene). Plastic sheeting is typically supplied as sheets 6m x 4m or in rolls 4m x 50m long. Before using plastic sheeting consider if there are more suitable durable materials available locally.

407.2 Plastic sheeting should be attached to wooden toilet frames using domed head nails, or standard nails with either wooden battens or some other form of load spreading structure (e.g. bottle tops). The most effective way of attaching plastic sheeting to a wooden frame is to wrap it around a wooden batten and then nail the batten to the support structure. Nails spacing should be no more than every 30cm. Some humanitarian plastic sheeting contains reinforcing bands of grey colour and nails should pass through these bands.

407.3 Plastic sheeting should be securely fixed to the ground by wrapping the edge in a wooden post and burying it to at least 40cm deep. If rope is attached to plastic sheeting it should either be attached through a reinforced eyelet or it should be tightly tied around a knot in the plastic sheeting itself.



Figure 2 Poor quality plastic sheeting



Figure 1 Poor quality plastic sheeting

- 407.4 The use of plastic sheeting toilet superstructures is an emergency solution and must be phased out after the first six months of any response. Flaps of plastic sheeting may be used in the initial first phase response provided they are adequately weighted at the bottom of the flap and they are phased out within 3 months. Female blocks with plastic flap doors should be equipped with a privacy screen.

408 GUIDELINES FOR TOILET DOORS

- 408.1 Every toilet door should be hung straight and vertical with no more than 3mm gap between both sides of the door and the door frame and a maximum 10-20mm gap between the door and floor. All doors should open and close properly without fouling on the floor or door frame.
- 408.2 Each door should have at least three hinges of good quality heavy duty steel at least 50mm long, and every hole in the hinges should be filled with a screw of at least 4cm length.
- 408.3 All doors should be fitted with a long upright handle of at least 50cm length on the inside and the outside that allows both children from 3 years of age and adults to open and close the toilet. A simple to use yet secure internal locking device should be installed that is positioned for use by children and adults (such as a metal bolt).

409 GUIDELINES FOR COMMUNAL TOILET PRIVACY WALLS

- 409.1 Privacy walls should be installed completely around all female toilet facilities. Solid wooden fencing posts of at least 3m length should be installed every 4m to a depth of at least 1m. Wooden braces should be used every 5 posts and at corners. Small holes of 2 or 3cm should be cut in the plastic sheeting every 20cm to reduce wind load and deter theft. A double privacy screen with a small gap may be required in some cultures and contexts where there is a risk of people creating peep holes. Care should be taken on steep ground and a privacy roofing structure may be required to prevent onlookers.

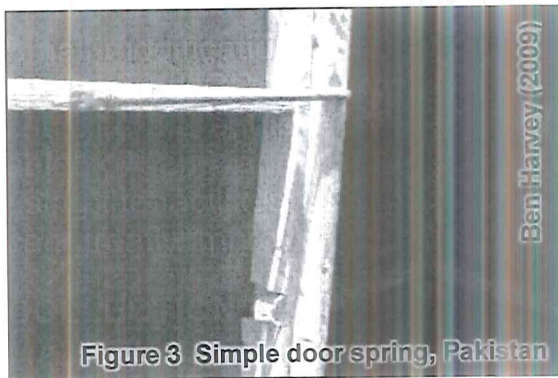
410 GUIDELINES FOR LIGHTING

- 410.1 Ideally all toilet facilities should be adequately illuminated to at least 50 lumens per square metre (this can be easily verified using a smart

phone light meter app). However, lighting should not be provided solely at toilet blocks as there is a risk that men will congregate at these locations. Lighting for toilet blocks should be planned in consultation with users in particular women and girls.

411 GUIDELINES FOR VECTOR CONTROL MEASURES

- 411.1 UNHCR and WASH actors should ensure that the toilet design eliminates fly and mosquito breeding. All vent pipes should be fitted with galvanized metal fly screens. Toilet cubicles should be kept shaded with lightly sprung self-closing doors. If the toilet is not of the VIP design, tightly fitting closable lids should be used.



412 GUIDELINES FOR RAIN AND STORMWATER PROTECTION

- 412.1 The ground directly around the outside of the toilet facilities should be backfilled and compacted to slope outwards and prevent surface water entering or eroding the toilet facilities. A drainage ditch at least 30cm deep should be installed around the WASH services to minimize external surface water entering the block.

413 GUIDELINES FOR ADDITIONAL WASH BLOCK ACCESSORIES

- 413.1 Small modifications to toilet blocks can greatly increase the dignity of users. UNHCR and WASH actors should ensure that all toilet cubicles are equipped with either hooks or shelves so that users are able to hang additional clothes or possessions off the floor when using the facilities. If possible, the relatively cheap addition of a mirror can greatly improve the experience of using WASH facilities.

414 COLLECTION OF ANAL CLEANSING AND SANITARY MATERIALS

- 414.1 UNHCR and WASH actors should ensure that provision is made for the separate collection and disposal of used anal cleaning materials or women's sanitary material if there is a risk they may block or damage the toilet infrastructure or any desludging equipment. This also has the added advantage of extending the life of the system.

415 MATERIAL SPECIFICATIONS OF COMMON CONSTRUCTION MATERIALS

415.1 Gravel used for constructing concrete toilet slabs must be clean and free from mud, dust and plant material. UNHCR and WASH actors must ensure that only crushed aggregates (not river gravel) between 6mm and 10mm are used to prevent inter granular crack propagation across the thin toilet slab and to ensure an adequate covering under bars.

415.2 Sand used for latrine slabs should be coarse (no fines), clean and free from mud, dust and plant material.

415.3 Water should be non-saline and free from organic matter.

415.4 Bricks should be fully burnt (ringing sound when two bricks are hit together), of consistent shape and size and should be sufficiently strong (crush test) with a high proportion of clay.

415.5 Cement must be fresh (manufactured in the last three months) dry, and should be stored in a safe, dry, place at least 15cm off the ground. Toilet slabs should be cast with a 1:2:4 concrete mixture. Care should be taken to ensure that the mixture is not over watered (bucket slump test should show no greater than ¼ reduction in the slump height). Cast slabs should be immediately covered with straw, cement bags, sacking or leaves to keep the concrete moist and cool. The concrete should be cured with frequent watering at least twice daily for at least 10 days before use.

415.6 Reinforcement bars should be free from rust and of the correct type and size for concrete construction work (typically a characteristic yield stress of at least 210 N/mm²). Steel reinforcement should be placed on the lower side of the slab (the part in tension) with at least 12mm concrete covering under every bar. Reinforcement should be laid in both directions. Where the slab is rectangular, the bars parallel to the smaller span should be below the bars reinforcing the greater span. Domed Mozambican slabs must be reinforced with the correct size chicken wire covered with wire mesh and a mixture of 1 part cement to two parts sand.

Box: Spacing of mild steel bars for concrete toilet slabs

Span	65mm Slab		80mm Slab	
	Ø 6mm	Ø 8mm	Ø 6mm	Ø 8mm
1.00m	150mm	250mm	150mm	250mm
1.25m	150mm	250mm	150mm	250mm
1.50m	125mm	200mm	150mm	250mm
1.75m	75mm	150mm	125mm	200mm
2.00m	50mm	125mm	75mm	150mm

Source: Franceys, Pickford & Reed (1992)
'Guide to the development of on-site sanitation'.
World Health Organization, Geneva.

416 HANDWASHING STATIONS DESIGN CONSIDERATIONS

416.1 UNHCR and WASH actors must plan for at least one functional hand washing dispenser per communal or public toilet block, ensuring at least one handwashing dispenser for every five toilet cubicles. Handwashing dispensers should be conveniently located within 10m of each toilet exit and their use should be actively promoted. The water dispensing device and soap must be located within easy reach of all users, especially children. Liquid soap, or bars attached to string, may be used if there is soap theft. All handwashing units that use bars of soap should have a fixed self-draining dish where the soap can be placed between use without getting dirty or becoming mislaid.

416.2 Hand-washing water storage containers should be sized to hold at least half a day of hand-washing water. To conserve water and avoid wastage, the hand-washing taps may need to be restricted with orifice plates to flows of 50 cubic centimetres per second (0.05 litres per second). Calculation of the total volume of hand-washing water required should be based on 0.5 to 1.0 litre of water per person per day. Hand washing reservoirs must be covered to prevent contamination or vector breeding.

417 ENVIRONMENTAL CONSIDERATIONS FOR SOURCING WOOD

417.1 Ensure that all supplies of wood for household latrine slabs, latrine superstructures, privacy screens, and latrine brick production has been procured from sustainable sources outside of the refugee camp environment.

418 DECOMMISSIONING

418.1 The toilet should be decommissioned when the level of excreta is within 50cm of the surface (DO NOT WAIT FOR THE PIT TO FILL TO THE SURFACE OF THE LATRINE SLAB). The superstructure should be removed and the pit should be back-filled with earth to a height of approximately 50cm to allow for settlement. Approximately 10 kg of lime may be used per cubicle to help neutralize the pH of the pit and assist in decomposition and drying. Where possible, quick growing plants or trees should be planted on the site to assist with drying of the pit.

419 UNHCR STANDARD TOILET DESIGNS FOR REFUGEE SETTINGS

419.1 The following drawings should be used in conjunction with these technical design guidelines.

D-400/2015a	Communal Trench Latrine (Poles + Plastic) – EMERGENCY
D-401/2015a	Communal Trench Latrine (Wood + Plastic) – EMERGENCY
D-402/2015a	Household Domed Slab Mass Fabrication
D-403/2015a	Household Toilet / Bathing Unit (1 Family, Dome Slab, Alternating)
D-404/2015a	Household Toilet / Bathing Unit (Septic Tank and Drain Field)
D-405/2015a	Raised Storage Latrine (Holding Tanks) - EMERGENCY
D-406/2015a	Urine Diverting Dry Toilet (UDDT)
D-407/2015a	Institutional Latrine (Desludgable with Raised Option)
D-408/2015a	Institutional Latrine (Septic Tanks and Drain Field)

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UNHCR Poles Design - Plastic Sheeting 7 latrine seats

Sr.N	Activities	Unit	Quantity	Rate/unit	Total
1	Pit excavation	m ³	10.35		
2	Labor cost for one communal latrine	LS	1		
3	MATERIAL COST				
3.1	Straight Wooden Poles (275cm x 8cm)	pcs	16		
3.2	Wooden posts (4m x 5cm x 5cm)	pcs	22		
3.3	Wooden planks (4m x 20cm x 2.5m)	pcs	3		
3.4	Nail (10 cm galvanised)	kg	5		
3.5	Domed Head Nails (4cm galvanised)	kg	4		
3.6	Self Supporting Plastic Interagency Latrine Slab (8	Pcs	7		
3.7	Plastic Sheeting (50m x 4m)	m ²	100		
3.8	Metallic Door Bolt (4cm Galvanised)	pcs	6		
3.9	Metallic Door Hinge (4cm x 8cm x 2cm Galvanise	pcs	18		
3.1	Wooden Grab Rails and Door Handles (Minimum	pcs	31		
3.11	Coarse Sand	m ³	0.4		
3.12	Coarse Gravel (6mm - 10mm)	m ³	0.8		
3.13	Cement (50kg sacks)	sacks	6		
3.14	PVC Handwashing Reservoir (100 litres) and Tripo	pcs	1		
3.15	Sand Bags (25kg capacity, UV and Rot Resistant)	bags	132		

TOTAL One Latrine

GRAND TOTAL for 500 Latrine

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Annex D

Check list

ANNEX-D

CHECK LIST

Checklist for submission of hard copy proposals

- Bid form filled in and signed

- Envelope for technical proposal
 - Technical proposal- two Copies
 - Technical proposal does not contain prices
 - Envelope is sealed
 - Envelope is marked as follows:
 - Name of company, RFP number - technical proposal

- Envelope for price proposal
 - Price proposal
 - Envelope is sealed
 - Envelope is marked as follows:
 - Name of company, RFP number - price proposal

- 1 outer enveloped
 - Containing bid form, envelope for technical proposal, and envelope for price proposal
 - Envelope is sealed
 - Envelope is marked as follows
 - Name of company
 - RFP number
 - UNICEF XXX
 - Address

