

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

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| Title: National Consultancy: Technical support in climate risk-informed WASH programming | Funding Code: N/A | Duty Station: Phnom Penh, Cambodia |
| Purpose of Activity/Assignment: The purpose of this consultancy is: <ul style="list-style-type: none"> • To provide technical support to the Ministry of Rural Development (MRD) in rolling out the training package on climate risk-informed WASH programming at the provincial level, • To coordinate and facilitate the overall process of the establishment of the e-learning course on climate risk-informed WASH programming for MRD, and • To provide technical support, facilitation, and coordination with Ministry of Environment in finalizing the sub-national Children's Climate Risk Index (CCRI) analytical report, and other related events on the sub-national CCRI with the Ministry. | | |
| Scope of Work: The consultant is expected to carry out the following tasks: <p>1) Task 1 (20 days including 10 days of travel to two provinces): Provide technical support to the WASH and climate core group of MRD in rolling out the training package on climate risk informed WASH programming in 6 provinces (two provincial workshops with 3 provinces each). This task includes technical and administrative support in the refresher training (including translation of training materials into Khmer), pre-meetings with MRD's core group to prepare for the workshop in the provinces, provide overall technical support to MRD's core group in delivering the efficient training to the provincial level and support MRD's core group in producing the six provincial climate risk assessment on WASH and provincial climate resilient WASH response framework.</p> <p>2) Task 2 (20 days): Provide technical support, coordinate, and facilitate the overall process of the establishment of the e-learning course on climate risk-informed WASH programming. This task requires the consultant to coordinate between UNICEF, MRD, the international experts at Stockholm International Water Institute (who will support in developing the course content) and the IT firm (who will support in transforming into the e-learning platform), to facilitate the feedback loop between stakeholders on the course content, quality assurance on the Khmer translation of the course content and the correctness of transforming the content into the e-learning platform. This task also requires technical and administrative support in facilitating the endorsement and in preparing for the launching event of the e-learning platform.</p> <p>3) Task 3 (15 days): Provide technical support, facilitation, and coordination with Ministry of Environment in the finalization and endorsement process of the sub-national Children's Climate Risk Index (CCRI) analytical report, acting as the technical coordinator between UNICEF and MoE on the feedback loop of the report, technical support on the design and copywriting of the design of the report, facilitate the endorsement process and provide technical and administrative support in preparing for other related events on the sub-national CCRI with MoE, including the consultation workshop with youth and the launching event.</p> | | |
| Child Safeguarding Is this project/assignment considered as "" from a child safeguarding perspective? <p style="margin-top: 10px;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply: </p> | | |

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| <p>Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> | | |
| <p>Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> | | |
| <p>More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates</p> | | |
| <p>Budget year: 2024</p> | <p>Requesting Section/Issuing Office: WASH section</p> | <p>Reasons why consultancy cannot be done by staff: This consultancy requires specific knowledge and experience in training course development, climate and WASH training and requires extensive time commitment for reviewing the course content, user experience, close coordination and follow up with governments that a staff member alone cannot commit all the staff's time to perform these tasks while managing many other areas of works on climate and WASH.</p> |
| <p>Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:</p> <p>The proposed assignment falls under:</p> <ul style="list-style-type: none"> Key Result Area 1.1: Rural WASH enabling environment institutions and systems strengthened, including for WASH related mitigation and adaptation actions in Cambodia's climate change NDC (Work plan signed with Ministry of Rural Development) Key Result Area 1.14: The Cambodia's CCRI is disseminated and used to support decision-making processes for child sensitive interventions and to raise awareness to communities at high climate and environmental risks (Work plan signed with Ministry of Environment) | | |
| <p>Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both</p> | | |
| <p>Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster <input type="checkbox"/> Informal competitive (Low Value Contract)</p> | | |

| Single Source Selection: <input type="checkbox"/> (Emergency - Director's approval) | | | |
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| Supervisor: Sovath Ngin, WASH Officer | | Start Date: 1 Mar 2024 | End Date: 31 Dec 2024 |
| Work Assignments Overview | Deliverables/Outputs | Delivery deadline | Estimated Budget (Percentage of payment) |
| Task 1 | Deliverable 1: Conduct pre-meeting with MRD's core group in preparing for the provincial workshops | Mar 2024 | 10% |
| | Deliverable 2: Support provided for the refresher training including translation of training documents into Khmer | Apr 2024 | 10% |
| | Deliverable 3: Six provincial climate risk assessment on WASH and provincial climate resilient WASH response framework in English and Khmer | May 2024 | 20% |
| Task 2 | Deliverable 4: Final approved e-learning content in Khmer | Sep 2024 | 20% |
| | Deliverable 5: Support provided for the launching event of the e-learning platform | Dec 2024 | 10% |
| Task 3 | Deliverable 6: Final approved analytical report on the sub-national CCRI | May 2024 | 20% |
| | Deliverable 7: Support provided to the events related to the sub-national CCRI | Jun 2024 | 10% |

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| Minimum Qualifications required*: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines <ul style="list-style-type: none"> At least a master's degree in climate change, environment, climate education or other similar major including sound knowledge of WASH and climate resilient WASH programming. | Knowledge/Expertise/Skills required*: <ul style="list-style-type: none"> Demonstrated experience in facilitating participatory processes and stakeholder consultations, especially with the government partners. Strong coordination and communication skills Good analytical and report writing skills. Fluent in English, both written and spoken. |
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| <ul style="list-style-type: none"> • At least 5 years of professional experience in climate, environment, and/or WASH, ideally in developing training materials and delivering/facilitating similar trainings. • Proven experience in working with government partners | |
| <p>Submission of applications:</p> <ul style="list-style-type: none"> ▪ Letter of Interest (cover letter) explaining why the candidate is suitable for this consultancy. ▪ CV or Resume ▪ Performance evaluation reports or references of similar consultancy assignments (if available) ▪ Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment. | |
| <p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (100 points) – 70%</p> <ul style="list-style-type: none"> ▪ Relevant education background (30 points) ▪ Relevant work experience (70 points) <p>B) Financial Proposal (100 points) – 30%</p> <p><i>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 65 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</i></p> <p><i>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview when needed.</i></p> | |
| <p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> | <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Email/O365 access required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p> |

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.