

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT/CONTRACTOR

SECTION	Water, Sanitation and Hygiene (WASH)
CONSULTANCY TITLE	Provision of technical support on WASH in Schools (WinS) programming
TYPE OF ENGAGEMENT	<input checked="" type="checkbox"/> Individual Consultant <input type="checkbox"/> Individual Contractor
PURPOSE OF THE ASSIGNMENT	
<p>Under the direction of the WASH Specialist, and in close liaison with other members and technical specialists of the WASH Team and other sections as appropriate, the consultant will be responsible for supporting the development, planning, implementation, monitoring and evaluation of components of the WASH output results of the country programme on WASH in Schools include supporting UNICEF WASH portfolio on Reopening and Keeping Schools Safe. The consultant is expected to contribute to results related to safeguarding and improving public health in schools by ensuring access to safe drinking water, sanitation and hygiene and the progressive restoration and improvement of WASH facilities and services, including appropriate use and maintenance; ensuring overall efficiency, effectiveness and delivery of results in accordance to national and international quality of service standards.</p>	
BACKGROUND	
<p>Zimbabwe's access to water and sanitation has been going backwards over the last two decades. Basic drinking water services declined from 72% in 2000 to 63% in 2020 as per the latest information in the UNICEF/WHO Joint Monitoring Programme. Over the same period, basic sanitation services declined from 46% to 35%. Only 45% of households have basic hygiene facilities in their homes. Disparities continue to exist between urban and rural populations. Over 1/3 of schools in Zimbabwe lack access to a basic water service, 37% lack access to basic sanitation and only 58% of the schools have adequate handwashing facilities. The situation has been exacerbated due to the protracted COVID-19 pandemic response. Zimbabwe is currently facing a third wave of COVID-19, affecting all provinces. Cumulatively, since March 2019, the country recorded 48,533 positive COVID-19 cases and 1,761 deaths¹. With the COVID-19 pandemic, the criticality of WASH in schools has become even more clear, both for infection prevention and control as well as more generally playing a major role in the development of children and infants. Whilst safe water and sanitation coverage at rural schools has significantly improved over the past 30 years, there is need to intensify such efforts with special emphasis on schools in remote areas and satellite schools in recently resettled areas. Implementation of ongoing WASH projects have mainly been hampered by lockdown restrictions that have also affected the market supply chains. Embracing the new way of working has also contributed to delayed pace of delivery. COVID-19 came at a backdrop of continued multiple humanitarian challenges including but not limited to recurring droughts, cholera/typhoid outbreaks and isolated floods. An erosion of coping mechanisms in an increasingly uncertain and unpredictable socio-economic environment has exacerbated vulnerabilities.</p> <p>UNICEF is supporting WASH activities in institutions and selected vulnerable rural communities. Technical assistance is required to strengthen WASH in Schools (WinS) programming to include identification of strategic interventions and review approaches to inform targeting and investment priorities. Additional support is therefore required for technical oversight of WASH infrastructure construction, coordination, supporting partner management, reporting, knowledge management and to accelerate pace of delivery.</p>	
ASSIGNMENTS:	
<p>a. Programme Management and Monitoring:</p> <ol style="list-style-type: none"> i. Complete and maintain a mapping of WinS implementing partners in targeted areas. ii. Support the focal Programme Officers in development of programme cooperation agreements and/or programme documents with selected partners based on available capacity. iii. In close liaison with the UNICEF Planning and Monitoring Specialist (s), establish results monitoring templates with partners. iv. Conduct field monitoring visits as required, monitors project implementation against established milestones, analyse findings and recommend actions on priorities including technical options where need be. v. Provide technical inputs and guidance to implementing partners and other stakeholders for the 	

¹ Zimbabwe COVID-19 Sitrep, 29 June 2021

- sustainable rehabilitation of piped water scheme, drilling and equipping of new boreholes; effective behaviour change campaigns and messaging and sanitation facilities.
- vi. Support UNICEF WASH Team in preparing quality status and progress reports including risk assessment updates, donor reports, briefing documents etc. as and when necessary. Review partner monthly and quarterly reports and provide necessary feedback.
- vii. Monitor project activities, including plans, project inputs, budgets and forecasting and tracking financial expenditure
- viii. Establish a feedback mechanism for harnessing knowledge and information that can strengthen the implementation of WinS including providing inputs /liaising with Communications on Human-Interest Story for reporting and advocacy purposes.
- ix. Facilitate donor/UNICEF management visits to areas of project interventions as and when required.

b. Management of Programme Resources provided by UNICEF to implementing partners and beneficiaries:

- i. Support Programme Officer (s) in developing Terms of Reference (TOR) and relevant documentation for procurement of goods and services.
- ii. Support on the preparation of supply plans, distribution plans, and tracking tools for UNICEF supplies including construction materials, bush pump spare parts, IEC and PPE.
- iii. Monitor and account for supplies provided to implementing partners.

c. Technical and operational support to coordination for WASH in Schools:

- i. Facilitate and participate in WASH sector Technical Working Groups primarily the WinS Task Force.
- ii. Facilitate effective cross sectoral linkages and integration for WASH with Education Cluster/Technical working groups, and related Working Groups.
- iii. Assist with the collection and analysis of WinS programme monitoring data, dissemination of progress updates with stakeholders.

d. Development of WASH in Schools Programme Strategy

- i. Support the WinS Programme Officer in close liaison with UNICEF Education and Ministry of Primary and Secondary Education in development of the WASH in Schools Strategy.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

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:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Tasks/Milestone:	Indicative Deliverables/Outputs:	Timeline (days)	Payment Schedule (%)
The consultant will work with the WASH in Schools workplans which identify key tasks to be completed each month. Below are indicative outputs.			
1. Programme Management and Monitoring of WASH in Schools	<ul style="list-style-type: none"> • EOI and /or call for Proposals for establishing partnerships are drafted and submitted • Programme cooperation agreements and/or programme documents (PDs) developed • At list 3 Field monitoring visit reports • Partners reports reviewed • Briefing documents and Fact sheets developed for donors/management project visits • Contributed to writing of Donor Reports • Two Human Interest stories developed • Monthly report detailing summary of regular project management meetings held and share findings, results and notes; challenges encountered and priority actions for subsequent month 	25	40%
2. Management of Programme Resources provided by UNICEF to implementing partners and beneficiaries	<ul style="list-style-type: none"> • TOR for procurement of goods and services developed • Supply Plans developed in line with PDs 	15	24%
3. Technical and operational support to coordination for WASH in Schools	<ul style="list-style-type: none"> • WASH in Schools 4/5 Ws Matrix developed including data analysis and monthly progress updates • Monthly WinS Task Force meeting minutes/action points relevant to WASH produced and shared timely • Monthly report detailing summary of discussions and action points, challenges encountered and priority actions for subsequent month 	15	24%
4. Contribute to Development of WASH in Schools Programme Strategy	<ul style="list-style-type: none"> • Draft Strategy development supported 	8	12%
Total		63 days	
Minimum Qualification required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Civil/ Environmental/ Water/ Mechanical Engineering, Public Health or other technical sciences related to the WASH field.	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> • An advanced university degree (masters or higher) in any of the following disciplines: Civil/ Environmental/ Water/ Mechanical Engineering, Public Health or other technical sciences related to the WASH field. * A first University Degree in a relevant field combined with 10 years of relevant professional experience may be accepted in lieu of an Advanced University Degree. 		

<p>Work Experience</p> <ul style="list-style-type: none"> • At least 5 years of field experience in management and technical assistance to WASH programmes in developing countries, including emergencies. • Knowledge of WASH sector as a whole and its priority issues; an ability to strategize on how sectoral needs are met through collective delivery, and ensuring that the roles, responsibilities and functional linkages among Cluster support team are clear and well-coordinated • Knowledge of WASH in Schools programming strategies and partners, including the Ministry of Primary and Secondary Education, and the Department of National WASH Coordination • Proven experience supporting government agencies, international organizations, and development partners for the delivery of WASH services • At least 2 years on position requiring multi-partners coordination, networking, monitoring and evaluation. • Experience of emergency humanitarian response an asset. • Strong organizational, analytical and project management skills. • Ability to present information in understandable tables, charts and graphs. • Demonstrable understanding and experience of cross cutting issues including disability and gender equity issues and their relevance to WASH Programming. • Previous experience with UNICEF or another UN agency is an asset • Strong report writing skills 			
<p>Supervisor: WASH Specialist</p>	<p>Start Date: 01 October 2021</p>	<p>End date: 31 December 2021</p>	<p>Total Working Days: 63 days</p>
<p>Requesting Section/Issuing Officer:</p>		<p>WASH Section/WASH Specialist</p>	
<p>Consultant Sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both</p>		<p>Consultant Selection Method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/ Desk Review/Interview)</p>	
<p>Payment</p> <p>²Lumpsum or monthly:</p> <p>Payment will be made as per the payment schedule under the major tasks and deliverables, upon successful completion of monthly deliverables. A monthly progress report to be attached to the consultant's invoice confirming deliverables achieved to support the payment request.</p>			
<p>Travel International (if applicable)</p>		<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>Travel Local (please include locations)</p>		<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Locations: All provinces</p>	
<p>DSA (if applicable) Approximate number of days: 15 days</p>		<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/> (for field trips)</p>		<p><input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: Depends on the COVID-19 restrictions and measures If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/></p>	

² 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

	Internet access required: <input checked="" type="checkbox"/>
Application requirement	<input checked="" type="checkbox"/> Technical Proposal <input checked="" type="checkbox"/> Financial Proposal

Remarks:

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.