

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT/CONTRACTOR

SECTION	Climate Resilient WASH
CONSULTANCY TITLE	WASH in Schools Strategy and Action Plan Development
TYPE OF ENGAGEMENT	<input checked="" type="checkbox"/> Individual Consultant <input type="checkbox"/> Individual Contractor (Part-Time) <input type="checkbox"/> Individual Contractor (Full-Time)
PURPOSE OF THE ASSIGNMENT: <p>The purpose of the consultancy is to support the Government of Zimbabwe (GoZ), primarily the Ministry of Primary and Secondary Education to develop a WASH in Schools (WinS) Strategy and Action Plan.</p> <p>The WinS Strategy will be used to:</p> <ul style="list-style-type: none"> • Guide the mandate and operations of the WinS Task Force; • Influence WinS program planning in the WASH and Education sectors; and • Serve as an advocacy tool to government, development partners, civil society, private sector, research and learning institutions and utilities constituencies. 	
BACKGROUND: <p>School is where 4.6 million Zimbabwean children spend large part of their day. Although school interventions often focus on improving the availability of classrooms, teachers, and other learning materials, water, sanitation and hygiene (WASH) conditions have not been given enough attention. The Joint Monitoring Programme for Water, Sanitation and Hygiene (JMP) estimated that in 2021, 38.9% of schools in Zimbabwe did not have access to basic water services. Limited availability of WinS data did not allow JMP to estimate the status of sanitation and hygiene services. As improved WASH services contribute to educational opportunities and disease prevention in schools, it is of foremost importance to enhance WASH service availability in schools, ensuring there is an integrated approach to WASH Service delivery in schools and that WASH in Schools is institutionalised within the Education Sector.</p> <p>The recent WASH Sector coordination mechanism reform has recognised the need to have a WASH in Schools Task Force. It is a multi-sectoral platform envisaged to provide strategic direction leading to transformational change to achieve sanitation and water for all in schools. The Task Force is chaired by the Ministry of Primary and Secondary Education (MoPSE) serves as the chair of this taskforce. The Task Force has prioritised the development of a WinS Strategy as a critical initial step to define clear pathways, building blocks and game changing approaches that are adequate and sustainable to ensure Zimbabwe achieve its national targets on Sanitation and Water for All even in schools. The Strategy will inform policy development, program planning, implementation, monitoring and evaluation, and resource mobilization. It is from this background that UNICEF is supporting the WASH Sector to engage a consultant to develop a national WinS strategy and roadmap for the next 5 years in Zimbabwe. The strategy should align to the Zimbabwe National Development policies primarily the National Development Strategy 1 (NDS 1) and be responsive to emerging challenges including embracing lessons drawn from the COVID-19 pandemic.</p>	
ASSIGNMENTS: <p>The consultant will support the Government of Zimbabwe, primarily through the Ministry of Primary and Secondary Education (MOPSE) and in close collaboration with the Department of WASH Coordination (DWASHC) in the Ministry of Lands, Agriculture, Fisheries, Water and Rural Development (MoLFWRD) to:</p> <ol style="list-style-type: none"> 1. Develop a situation analysis document through a desk review of relevant Zimbabwe documents as well as documentation from other countries with similar context, conduct field visits and lead a facilitated stakeholder consultation processes across sector constituencies that include government (with MoPSE at the center), development partners, civil society, private sector, research and learning institutions and rights holders to systematically achieve specific objectives of the assignment. 2. Develop a ten-year WinS Strategy that contributes to the attainment of SDGs 4, 6 and 13 and sustaining services. 3. Develop a five-year Action Plan to implement the WinS Strategy (2022-2026). <p>The consultant is expected to work closely with MoPSE and DWASHC as key government departments that will ensure access to all other relevant sector ministries for WinS. Additionally, the consultant will closely work with the WinS Task Force to ensure the ownership and use of the WinS strategy and roadmap by the Government and WinS stakeholders.</p>	
REASONS WHY CONSULTANCY CANNOT BE DONE BY STAFF:	

Assignment requires very specific skills set that include policy advocacy, strategy development and facilitation skills, related to WinS.

Tasks/Milestone:	Deliverables/Outputs:	Approximate Timeline (days) [Candidates to propose level of effort]
<p>Conduct detailed desk review and consultations to inform methodology.</p> <p>Develop and submit an Inception report. Participate in an inception meeting, present proposed methodology to sector stakeholders with a detailed three-month workplan</p>	<p>Inception report, detailing an updated work plan for the assignment. This should include a more complete assessment of the appropriate references and information sources to be utilized.</p>	<p>By Week 1 (5 days)</p>
<p>Conduct stakeholder consultations to inform the situation analysis, strategy development and action plan (with a possibility of short field trips)</p> <p>Produce Situation Analysis Report, including key findings</p>	<p>A progress report/presentation on key issues raised stakeholder engagement</p> <p>A report summarizing findings and early recommendations including the Strategy and Action Plan outline, presented to stakeholders for feedback</p>	<p>By Week 4 (15 days)</p> <p>Payment – 30%</p>
<p>Draft WinS Strategy and Action Plan</p>	<p>Draft document and presentation to stakeholder group</p>	<p>By Week 8 (20 days)</p> <p>Payment – 30%</p>
<p>Revise and finalize WinS, Strategy and Action Plan, based on feedback</p>	<p>Final WinS Strategy and Action Plan</p>	<p>By Week 12 (20 days)</p> <p>Payment - 40%</p>
<p>Minimum Qualification required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines:</p> <p>Public Health, Social Sciences, Behavior Change Communication, Engineering or another relevant technical field</p> <p>Advanced degree preferred. Bachelors degree with over 15 years of professional experience will be considered for selection in lieu of master's degree.</p> <p>Languages:</p> <p>Required: English</p> <p>Desirable: Shona and/or Ndebele</p>	<p>Experience required:</p> <ul style="list-style-type: none"> A minimum of 10 years of professional experience working in the WASH and/or Education sectors A minimum of 3 years of work experience in developing countries Demonstrated experience supporting government-led approaches in WASH in Schools programming, policy guidance, strategy formulation and capacity development Demonstrated experience in facilitating multi-sectoral and multi-stakeholder consultations Demonstrated expertise in developing policies, strategies and roadmaps Experience in undertaking similar work on strategy and action plan development in the WASH and/or Education sectors Proven skills in preparing and communicating high quality documents and reports for policy advocacy and programming <p>Desirable</p> <ul style="list-style-type: none"> Experience working in the WASH and/or Education sectors in Zimbabwe Familiarity with UNICEF mission, mandate and WASH programme 	
<p>Supervisor:</p>	<p>Start Date:</p> <p>19 December 2022</p>	<p>End date:</p> <p>15 March 2023</p>
<p>Total Working Days:</p> <p>60 days</p>		
<p>Requesting Section/Issuing Officer:</p>		<p>Climate Resilient WASH/Mitsuaki Hirai (WASH Specialist)</p>
<p>Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:</p>		

Consultant Sourcing: <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both	Consultant Selection Method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/ Desk Review/Interview)
Payment	¹Lumpsum or monthly: Payments will be made by deliverable. A daily rate will be used only as justification for the contract fees to be paid by deliverable. Three payments to be made for completed deliverables: <ol style="list-style-type: none"> 1. 30%: Inception Report, Situation Analysis and Structure/outline of the Strategy and Action Plan, including a presentation 2. 30%: Draft WinS Strategy and Action Plan and presentations 3. 40%: Final WinS Strategy and Action Plan documents and presentations
Travel International (if applicable)	<input checked="" type="checkbox"/> Yes if International Consultant <input type="checkbox"/> No
Travel Local (please include locations) Rural and Urban locations TBD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Locations: selected districts (to be advised)
DSA (if applicable) Approximate number of days: 10 days for National consultant; 40 days for Intl Consultant	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Administrative details: Visa assistance required: <input checked="" type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/> (for field trips)	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>
Application requirement	<input checked="" type="checkbox"/> Technical Proposal <input checked="" type="checkbox"/> Financial Proposal Proposals should include: Technical - A cover letter summarizing the candidates' relevant experience - CV - Technical proposal detailing the methodology to be used, level of effort (ie days) per task and including the location for each task/days Financial - Financial Proposal should include daily rate, days proposed per task as well as any other costs relevant to the assignment.

¹ 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.

A consultant (ZCON) is an individual who is a recognized authority or specialist in a specific field engaged by UNICEF under an individual contract, within a specific period of time, in an advisory or consultative capacity, having specialized skills or knowledge, that is not readily available within UNICEF, and for which there is no continuing need in UNICEF. The functions of a consultant are results-oriented and normally involve analyzing problems, directing seminars or training courses, preparing documents/carrying out research for conferences or meetings, or writing reports on matters within their area of expertise. A consultant shall not perform any of the existing functions or responsibilities of staff members. Eg of consultant – Coach or Advisor. A consultant may have multiple/overlapping contracts.

An individual contractor (ZIND) is an individual engaged by UNICEF under an individual contract to provide expertise, skills or knowledge for the performance of a specific task. The work assignment may involve functions similar to those of staff members. A strategy for a long-term staffing solution must be in place. Eg of individual contractor – Administrative support or Media & Communication support. A part-time individual contractor may have multiple/overlapping contracts. A full-time individual contractor is not allowed to have multiple/overlapping contracts.

Contracts shall be limited to a maximum duration of 11.5 months in a 12-month period, up to a maximum cumulative duration of 46 months in a 48-month period.

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.