

## TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS

PART I	
Title of Assignment	National Consultancy: Water Safety Plan Consultant (Phase 1)
Section	Water, Sanitation and Hygiene (WASH)
Location	Lilongwe
Duration	Two (2.5) months
Start date	01 October 2020

### BACKGROUND

While globally substantial progress has been made in improving access to improved water supply, there has been less focus on ensuring its quality and safety for human consumption. For instance, the Millennium Development Goals (MDG) did not have a specific mechanism for monitoring the quality of water. Thus, the Sustainable Development Goals (SDG) in recognition of the importance of water safety to human health included specific indicators for water quality.

SDG 6 aims at universal access to sustainable safe drinking water and sanitation services by 2030. The target indicator for water supply is “proportion of population using safely managed drinking water services”. This implies water being available on premise, available when needed and free from contamination. Apart from enhancing availability of improved drinking water sources, SDGs also emphasize ensuring and maintaining good quality drinking water right from the source up to the point of consumption. This calls for water safety measures to ensure water of good quality that is safe and does not pose a risk of water borne diseases to consumers.

With the majority of the rural and peri-urban populations being served with water from point sources, the inputs required to monitor the water quality are huge, and capacity inadequate. In order to contain these capacity challenges, Water Safety Planning has been promoted as a means to ensure water quality throughout the chain from source to consumption.

As a contribution towards expediting attainment of the SDGs, WHO and UNICEF have spearheaded the promotion of Water Safety Planning with Governments in the eastern and southern Africa region.

A Water Safety Plan (WSP) aims to reduce the likelihood of contamination of water from the catchment area to point of consumption. It identifies and works to eradicate any potential risks of contamination (chemical, biological, physical or other) that may occur at any point within the system, through risk management and continuous monitoring of remedial measures to the entire water supply system. The WSP approach is cost effective, flexible and can be adapted to all types and sizes of water supply systems and settings<sup>1</sup> to ensure continuous supply of safe drinking water. In general, risks to water contamination are identified and prioritized, and improvement plans developed by the community to improve the water safety using available resources<sup>2</sup>. Properly executed WSPs provide assurance that the water from a water supply system is free from contamination. Thus, WSPs contribute to the realization of SDG 6 targets 6.2–6.4.

<sup>1</sup> UNICEF (2018) UNICEF's Programming for Water Safety. [https://unicef.sharepoint.com/sites/PD-WASH/Water/2018%20UNICEF\\_UNICEF%20Pillars%20on%20Water%20Safety%20brief%20overview.pdf](https://unicef.sharepoint.com/sites/PD-WASH/Water/2018%20UNICEF_UNICEF%20Pillars%20on%20Water%20Safety%20brief%20overview.pdf)

<sup>2</sup>WHO (2012). Water Safety Planning for Small Community Water Supplies: Step-by-step risk management guidance for drinking-water supplies in small communities.

## JUSTIFICATION

Currently 69% of Malawi's population has access to at least basic water supply, with the rural population at 65% and urban at 86%<sup>3</sup>. Majority of the communities and institutions rely on groundwater, mostly from boreholes installed with handpumps. Currently Malawi has about 57,344 boreholes, 11,458 protected shallow wells, 243 protected springs and 32,151 taps from rural piped water supply schemes. In addition to these, Malawi also has numerous taps connected in urban areas by the 5 Water Boards, i.e. Lilongwe Water Board, Blantyre Water Board, Southern Region Water Board, Central Region Water Board and Northern Region Water Board. All these water sources need continuous water quality surveillance. Traditionally water quality monitoring has been done by Government and water utilities periodically collecting and testing samples at conventional field laboratories. However, with the large number of water sources and limited water quality monitoring capacity, the conventional approach is not viable, and it is important to supplement these efforts with routine risk management approaches like Water Safety Plans.

The Ministry of Irrigation and Water Development (MoIWD) with sector development partners has decided to join other countries in implementing the WSP approach in water supply services. A roadmap for implementation of the WSP approach in Malawi was developed in 2015 based on conventional urban water supply systems but was not fully operationalized. And an action plan was developed in 2018, but also not fully implemented.

## PURPOSE OF THE ASSIGNMENT

A clear framework for operationalizing WSP will assist Malawi to more effectively address its obligations under SDG 6. UNICEF Malawi has agreed to support the Government (MoIWD) in developing and rolling out a WSP approach nationally. This is an undertaking that requires substantial input over time, with substantial movement across the country. With the current travel limitations arising from the Covid-19 pandemic, it is not viable to undertake the whole exercise together, and therefore it will be undertaken in two parts:

- (i) Desk study
- (ii) Field study

When the WSP approach has been fully developed and adopted, it will then be rolled out nationally for application at all levels.

The terms of reference is hence developed to guide the recruitment of a national consultant to undertake the first part of the exercise.

## SCOPE OF WORK/OBJECTIVES

The main objective of the current assignment is to undertake a detailed desk study to inform and guide the field study and full development of the National Water Safety Plan approach.

[https://apps.who.int/iris/bitstream/handle/10665/75145/9789241548427\\_eng.pdf;jsessionid=F27B8DE47C9025EB01FEDCDB155326AF?sequence=1](https://apps.who.int/iris/bitstream/handle/10665/75145/9789241548427_eng.pdf;jsessionid=F27B8DE47C9025EB01FEDCDB155326AF?sequence=1)

<sup>3</sup> WHO/UNICEF JMP (2019). [https://www.who.int/water\\_sanitation\\_health/publications/jmp-2019-full-report.pdf?ua=1](https://www.who.int/water_sanitation_health/publications/jmp-2019-full-report.pdf?ua=1)

## Outputs

The main output of the assignment is:

A clear framework for development of a Water Safety Plans approach for Malawi applicable in different contexts.

The consultant will identify and engage with key actors in water quality and review current initiatives towards WSP. The information collected will then inform the exploration of models for WSP, leading to a standardized climate resilient approach to WSP for adoption in different contexts nationwide (such as types of water sources, size of piped water system, urban and rural areas). The recommended WSP approach shall address the following key areas, to be included in the “final report”:

- (a) Definition of a climate resilient M&E protocol, considering KPIs to be monitored and recommendation on how these can be fitted into the sector MIS platforms;
- (b) identification of key actors and stakeholders and their role in the planning (including financing), implementation, monitoring and reporting of WSP; and
- (c) Development of a standard checklist for rolling out WSP across the country, such as types of water sources, size of piped water system, rural and urban setting etc.

## Methodology

The consultant will work to obtain as much information and inputs as possible to ensure completeness of the assignment. This will entail researching different sources and working closely with different stakeholders in Government, development partners, academia, civil society, private sector and any others relevant to water quality management.

Throughout the assignment the consultant will minimize traveling, close human contact and group gatherings, in line with Covid-19 restrictions. The assignment is expected to entail no field travel. Thus, consultations and meetings will as much as possible be virtual using online mechanisms.

## REPORTING REQUIREMENTS

### **To whom will the consultant report (supervisory and any other reporting/communication lines)?**

The consultant shall report to the Ministry of Forestry and Natural Resources (MoFNR) and UNICEF during the course of the assignment, specifically as follows:

#### **Technical guidance**

- Deputy Director, Water Supply, MoFNR
- WASH Specialist, UNICEF Malawi

#### **Contract Administration**

- Chief of WASH, UNICEF Malawi

### **What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done?**

The consultant shall submit written progress reports in soft (pdf) form, and the final report(s) in both soft and hard copy to both the MoFNR and UNICEF. Any accompanying analysis shall be submitted in the relevant software e.g. Ms Excel, etc.

### How will consultant consult and deliver work and when will reporting be done?

The consultant may communicate with the supervisor(s) and different stakeholders by email and/or phone as appropriate. Formal reports shall be submitted as per the schedule below.

All deliverables are to be presented in English in digital and hard copy formats.

### EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
1. Consult key actors in water quality and review any current initiatives contributing towards WSP.	Preliminary report summarizing consultations and presenting recommendations and further actions required to develop and implement a WSP approach.	21days	30 October 2020	40%
2. Explore models for WSP and propose a standardized approach to roll out climate resilient WSP nationwide, as detailed under 'Output'. 3. Definition of a climate resilient M&E protocol, considering KPIs to be monitored and recommendation on how these can be fitted into the sector MIS platforms; identification of key actors and stakeholders and their role in the planning (including financing), implementation, monitoring and reporting of WSP; and 4. Development of a standard checklist for rolling out WSP across the country.	Draft final report outlining WSP framework for Malawi.	21 days	30 November 2020	40%
5. Prepare and conduct validation workshop with key stakeholders, and build feedback final reporting, as detailed under 'Output'.	Final report building giving WSP framework for Malawi.  Summary report of the overall consultancy assignment.	10 days	15 December 2020	20%

However, as the actual starting date may impact the dates estimated in the TOR, the exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signature.

## PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

## PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the contract supervisor, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

Payments shall be made on a monthly basis against certified monthly progress reports based on the agreed detailed work plan. The monthly deliverables should be in line with the agreed monthly work plan which, in turn, is linked to the overall deliverables of the ToR. Based on the supervisor's approval of monthly progress reports, payment will be made as follows:

**1st Instalment:** Certified preliminary report, with recommendations and further actions from findings, consultations and presenting as per defined 'deliverables'.

**2nd Instalment:** Certified draft Final report outlining WSP framework for Malawi with rollout checklist, based on findings and key considerations as per defined 'deliverables'.

**3rd Instalment:** Certified draft Final report building in relevant validation feedback.

## DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

### Academic qualification:

- An advanced degree in water and sanitation, public health or environment related field. A good basic degree with relevant professional experience related to the assignment may exceptionally be considered in lieu of the advanced degree.

### Work experience:

- At least eight (10) years of progressively responsible professional experience at national and/or international levels in water, sanitation or hygiene and environmental management programs.

### Technical skills and knowledge:

- Knowledge and experience on water safety planning and drinking water quality (operational guidance, national plan, strategy).
- Knowledge and experience on climate resilient WASH is an asset.

## ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the specialist and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. Within 5 days of the contract commencement, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

## CONDITIONS

- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be based in Lilongwe.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultant is not entitled to payment for overtime, weekends or public holidays, medical insurance, taxes, and any form of leave.
- The assignment is an off-site support. The consultant is expected to provide their own working space and ICT services (phone, internet, email, etc).
- No transport will be provided to the consultant, and no field travel is envisaged during the assignment. In case of short local trips, the consultant will provide their own transport.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.

## HOW TO APPLY

Applications shall be submitted online at [www.unicef.org/employ](http://www.unicef.org/employ). Only applications submitted using this channel will be considered. Interested consultants should provide the following:

1. Cover letter (including contact details (physical address, phone numbers))
2. Detailed Curriculum Vitae
3. Copies of the academic certificates
4. Samples of previous similar work completed
5. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
6. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial  
Proposal.xlsx