

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND INSTITUTIONAL CONTRACTORS

Title of Consultancy: Drinking Water Safety and Security Planning in Healthcare Facilities Consultant	Requesting Section/Hiring Manager: <i>Emily Rand, WASH, Vanuatu</i>	Type of engagement <input checked="" type="checkbox"/> Consultant (ZCON) <input type="checkbox"/> Individual Contractor (ZIND) <input checked="" type="checkbox"/> Institutional Contract	Duty Station: <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based <input type="checkbox"/> N/A
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Background and Purpose of Activity/Assignment:

The Government of Vanuatu (GoV) is committed to creating resilient and strong water, sanitation and hygiene (WASH) systems in health facilities. Supporting the GoV, UNICEF is recruiting a consultant to support the Vanuatu Ministry of Health (MoH) to create a participatory process for Healthcare Facility (HCF) committees to review their water, sanitation and hygiene related risks and then create an action plan to address those risks. The consultant will be required to build on current GOV processes, especially those related to climate resilient water safety planning.

WHO introduced “water safety planning” for communities in Vanuatu in 2013 through the Ministry of Health (MoH). Since then the process has been adapted to become “[Drinking Water Safety and Security Planning](#)” (DWSSPs). The process is now widely adopted as part of government systems through the Department of Water Resources (DoWR) [National Plan for Safe and Secure water](#). Over 200 DWSSPs can be found in the [government database](#). The Ministry of Education and Training (MoET) has adapted the DWSSP to be part of “WASH improvement plans” – part of MoET’s annual “School improvement plan” process. WHO/UNICEF collaborated on a new tool that takes into account some details from water safety planning and adapts them for WASH in HCF, called [WASHFit](#). Rather than adopt WASHFit to Vanuatu, MoH would like to adapt the DWSSP for HCF, incorporating some WASHFit elements. MoH would also like to ensure that the process collects items needed for the WHO/UNICEF [WASH in Healthcare Facility Core indicators](#). MoH tried three sample DWSSPs in HCF in 2019. One example can be found [here](#).

Scope of Work:

The consultant will be required to work with MoH and UNICEF staff in collaboration with WHO to create: 1) a tailored and localized DWSSP format for health facilities in Vanuatu and 2) training of facilitators materials.

- Review existing [DWSSP](#) format, the [WHO/UNICEF WASH Fit Tool](#), [WHO/UNICEF core WASH in Healthcare Facilities indicators](#), a Tool for creating quick Bills of Quantity for WASH in HCF upgrades and any sample HCF DWSSPs created before and during the course of the contract, such as [this sample](#). (5 days)
- Create an HCF DWSSP format for facilitators to trial (5 days)
- **Introduce the HCF DWSSP format to a few selected facilitators** (2 days)
- Collect feedback on the draft HCF DWSP format from facilitators. (10 days if in country, 3 if out of country)
 - o If in-country travel is allowed, join 3 MoH facilitated trials of the HCF DWSSP. If in-country travel is not allowed virtually join UNICEF and MoH staff while they trial the tool and conduct at least 6 one on one interviews with WASH sector actors who have used the tool to get their feedback.
- Incorporate feedback from facilitators on the trial HCF DWSSP format (5 days)
- **Present draft HCF DWSSP Format to WASH Sector** (Either virtually or in-person) (1 day)
- Draft a 3-day workshop schedule for HCF DWSSPs facilitators to conduct with healthcare committees (5 days)
- Create materials for a HCF DWSSP training of facilitators similar to [these tools for Communication DWSSP training of facilitators](#) (5 days)
 - o **Conduct training for HCF DWSSP facilitators** (5 days if in country, 2 if out of country)
 - o If in country travel is allowed, conduct workshop for 30-40 NGO and government facilities. If in-country is not allowed, virtually train UNICEF and MoH staff to lead the training of facilitators
- Support HCF DWSSP facilitators after the training (5 days)
- Review HCF DWSSPs created by different HCF Committees using the new proposed format (10 days)
- **Present review of HCF DWSSPs created** (Either virtually or in-person) (1 day)
- Incorporate feedback from WASH Sector actors on the trial format (2 days)
- **Finalize 1) HCF DWSSP format and 2) training of HCF Committee workshop facilitators materials** (3 days)

Given current COVID travel restrictions and location of the recommended candidate, the scope of work includes two scenarios, one with at least two in country visits and one with virtual consultations and trainings facilitated by UNICEF and MoH. Both scenarios will require a great deal of consultation to ensure MoH ideas and vision is included in the final product.

Reasons why consultancy cannot be done by staff: UNICEF staff are busy supporting existing long-term OR funded projects and responding to TC Harold and COVID. This activity was already requested by MoH for this year. Given the fast scale up in WASH in Healthcare facilities as a result of COVID, this activity is urgently needed in a timeframe that UNICEF staff can't currently provide.		
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Included in Supply Plan or Workforce Planner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant selection method: <input type="checkbox"/> Competitive Selection (Desk Review/Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement) <input type="checkbox"/> Single Source (emergency response) Head of Office approval		
Start Date: 1 October 2020	End Date: 1 September 2021	Number of Days (working) 64 (If in country) 54 (if out of country)

Work Assignment Overview		
Tasks/Milestone:	Deliverables/Outputs:	Timeline
Create an HCF DWSSP format for field teams to trial Conduct desktop review and create first draft of HCF DWSSP (15 days if out of county, 22 days if in country)	Draft HCF DWSSP Format	1 month after contract signed
Present draft to WASH Sector, after collecting and incorporating feedback from field visits or interviews with MoH staff as they trial the HCF DWSSP and then present the new tool to the WASH Sector (11 days)	Present HCF DWSSP Format to WASH Sector	3 months after contract signed
Draft committee workshop materials and training of facilitators materials (7 days if out of county, 10 days if in country)	Conduct training for HCF DWSSP facilitators	5 months after contract signed
Review HCF DWSSPs as they are created and provide feedback. Summarize feedback in a presentation to the WASH Sector (16 days)	Presentation to the WASH Sector on HCF DWSSPs conducted to date	10 months after contract signed
Incorporate feedback from WASH Sector actors on the trial format, workshop materials and facilitator training (5 days)	Finalize HCF DWSSP, committee workshop materials and training of facilitators materials	11 months after contract signed
<div> <div> Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Civil Engineering, International Development, Public Health, Community Engagement, or other relevant discipline International and Ni-Vanuatu candidates are welcome to apply </div> <div> Knowledge/Expertise/Skills required: Selected candidate should have existing experience with: <ul style="list-style-type: none"> Water Safety Planning Improving WASH in Healthcare Facilities Pacific (Vanuatu preferred) Participatory Approaches for small committees Planning workshop material creation Developing training materials Working with healthcare committees WASH (At least 15 years of experience working in low- & middle-income countries) English (Bislama is an advantage) </div> </div>		