

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
National Consultant for WASH Programme Planning and Implementation Support		<input checked="" type="checkbox"/> Consultant	Ha Noi: Remote and travel to some selected provinces
<p>Purpose of Activity/Assignment: The consultant will provide technical support for national and provincial partners in planning and implementing climate-resilient water supply, sanitation service delivery, and menstrual hygiene management for women and children.</p>			
<p>Scope of Work:</p> <p>As part of UNICEF Vietnam's Country Program 2022-2026, the Child Survival, Development, and Environment (CSDE) program will adopt a stronger public health approach, emphasizing the enhancement of primary health care and prioritizing large-scale results in nutrition and Water, Sanitation, and Hygiene (WASH). There will be an increased focus on public financing, policy reform, expanded partnerships with the private sector, and social norm changes in critical areas, particularly in addressing stunting.</p> <p>The WASH program aims to align with emerging areas of work, including privatization, sector financing, public-private partnerships, and climate resilience. WASH in emergencies remains a top priority for UNICEF, which will act as a sector lead and provide life-saving support to vulnerable populations, especially children and women. UNICEF's WASH initiatives will operate at both national and subnational levels. At the national level, the focus will be on advocacy, policy development, and sector coordination. At the subnational level, UNICEF will prioritize gender-responsive and climate-smart service delivery, innovative demonstrations, and the scaling up of safely managed climate-smart water and sanitation, as well as promoting personal and menstrual hygiene in schools and communities.</p> <p>As a trusted, long-term partner of the Government of Vietnam, UNICEF is committed to supporting the Vietnam Women's Union, the Ministry of Agriculture and Rural Development (MARD), the Ministry of Health (MoH), the Ministry of Education and Training (MoET), and selected provinces such as Dien Bien, Gia Lai, Soc Trang, Bac Lieu, and Ca Mau. This collaboration aims to plan and implement water supply, sanitation, and hygiene activities to meet the targets of the National Strategy for Rural Water Supply and Sanitation by 2030, with a vision for 2045, and to uphold the Government's commitments to the Sustainable Development Goals (SDGs).</p> <p>UNICEF has worked with government agencies to design and pilot climate-smart sanitation and water models for areas facing water scarcity. These initiatives will be implemented in targeted provinces, including Gia Lai, Dien Bien, Soc Trang, Ca Mau, and Bac Lieu. Additionally, UNICEF has supported the Vietnam Women's Union in developing a manual for integrating WASH into its programs, including national target programs (NTPs).</p> <p>To enhance the sustainability of climate-smart water supply, sanitation service delivery, and menstrual hygiene management for women and children in priority provinces, UNICEF seeks a national consultant to assist national agencies and project provinces in strengthening and enhancing implementation efforts.</p> <p>Purpose and Objectives</p> <p>Under the direct supervision of the WASH Specialist, the incumbent will be responsible for implementing climate-smart WASH service delivery and menstrual hygiene management in schools and communities. This includes providing technical support for developing implementation plans, conducting interventions, and scaling up efforts in priority provinces.</p> <p>Summary of Key Functions/Accountabilities</p> <ul style="list-style-type: none"> • Work closely with the respective partners to provide technical support for climate-resilient WASH programme planning and implementation in targeted provinces, such as Dien Bien, Cao Bang, Lao Cai, Yen Bai, Bac Kan, Gia Lai, Ca Mau, Bac Lieu and Soc Trang. 			

- Provide technical support in planning and implementing menstrual hygiene management at national level and in targeted provinces, such as Dien Bien, Soc Trang, Da Nang etc.
- Support the Viet Nam Women’s Union in developing and implementing plans for menstrual hygiene, water, and sanitation initiatives for women and children under the National Target Programs.

Methodology

The consultant will provide technical support to the relevant agencies and provinces through supervision, workshops, meetings, and field visits to the project sites in the target provinces, including Gia Lai, Dien Bien, Ca Mau, Bac Lieu, Da Nang, and Soc Trang. The consultant will also work closely with the UNICEF WASH team and relevant agencies on each aspect of the assignment.

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](#)

Budget Year: 2025-2026	Requesting Section/Issuing Office: CSDE	Reasons why consultancy cannot be done by staff: Considering the extensive scope of work and expertise entailing capacity building activity design and training course delivery to support various provinces in WASH for women, menstrual hygiene management, it is imperative to engage the services of an external consultant.
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Included in Annual/Rolling Workplan: Yes No, please justify:

Consultant sourcing:

National International Both

Competitive Selection:

Advertisement Roster

Single Source Selection (Emergency - Director’s approval)

Request for:

New SSA – Individual Contract

Extension/ Amendment

If Extension, Justification for extension:

Supervisor: WASH Specialist	Start Date: April 20 th , 2025	End Date: October 20 th , 2026
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Work Assignments Overview	Deliverables/Outputs	Delivery deadline	
Task 1: Work closely with the respective partners to provide technical support for climate-resilient WASH programme planning and implementation in targeted provinces, such as Dien Bien, Gia Lai, and Soc Trang, Lao Cai, Yen Bai, Bac Kan, Cao Bang...)			
1.1 Provide training/capacity building for partners on climate resilient and safe water supply plan and its implementation in schools and communities.	1 training course for Gia Lai (including agenda, materials, training delivery, and report)	April - Dec 2025	
1.2 Support in scaling up climate-resilient water and sanitation models and promotion in targeted provinces	Field trip reports	May 2025 – Sep 2026	
1.3 Other task per required, including technical support for the task team in early recovery response for northern mountain provinces affected by Yagi (Lao Cai, Yen Bai, Bac Kan, Cao Bang...)	Action plan, quality assurance comments, field trip reports	April – Oct 2025	
Task 2: Provide technical support in planning and implementing menstrual hygiene management in targeted provinces, such as Dien Bien, Soc Trang, Da Nang, etc.			
2.1 Deliver training for teachers and health officers on MHM improvement and conduct communication activities for students, parents, and other target populations to help girls be healthy and confident in schools and communities.	2 training courses for Soc Trang and Dien Bien provinces (including agenda, materials, training delivery, and report)	April – Sep 2025	
2.2 Provide technical support on MHM activity implementation.	Field visit reports to monitor the progress of implementation	Apr 2025 -Sep 2026	
Task 3: Support the Viet Nam Women’s Union in developing and implementing plans for menstrual hygiene, water, and sanitation initiatives for women and children under the National Target Programs.			
3.1. Support provincial WUs to develop an action plan and/or implement “3s Clean” components under the New Rural Development Program and the "1 million hygienic latrines" campaign according to the issued National Action Plan.	Draft Action Plan and/or Implementation Plan, materials	Apr - Dec 2025	
3.2. Provide technical support to deliver regional TOT training courses/workshop and implement the manual on WASH in selected provinces.	3 training courses, one in the North, one in the Central, and one in the South (agenda, materials, and training report/ field trip report)	Apr - Dec 2025	

<p>3.3. Provide technical support for at least 2 provinces in the pilot of the manual implementation to increase access to clean water and safely managed sanitation in rural areas.</p>	<p>2 training for 2 selected provinces On-the-job training and monitoring for implementation on the ground (agenda, materials, and training report/ field trip report)</p>	<p>May 2025 – June 2026</p>	
<p>Total</p>			

Payment schedule: The payment for the consultancy will be in 2 instalments:

- Payment 1: Upon submission of deliverables for tasks 1.1, 2.1, 3.1, and 3.2:
- Payment 2: Upon submission of deliverables for tasks 1.2, 2.2, 1.3 and 3.3:

Minimum Qualifications required*:

- Bachelors Masters PhD Other

Enter Disciplines

- Advanced university degree or equivalent experience in Public Health, Environmental Science, Water and Sanitation Engineering, or other related fields.
- Minimum five years of progressively responsible professional work experience in the UN or any other international development organization, national government, or the private sector. Background/ familiarity with climate resilient WASH. Field work experience including community mobilization approaches on WASH is needed.

*Minimum requirements to consider candidates for competitive process

Knowledge/Expertise/Skills required*:

- Knowledge of the theories, principles, and methods in the following areas: Sanitation and Hygiene, School WASH, water supply project management, integrated water resource management, communication for behavioral change, monitoring, and evaluation.
- Experience working in the UN or other international development organizations is desirable.
- Excellent interpersonal communication skills are desired, as is the ability to work closely with team members from a wide range of cultural and social contexts.
- Good written and communication skills in both Vietnamese and English.
- Good computer knowledge.

*Listed requirements will be used for technical evaluation in the competitive process

Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

A) Technical Evaluation (e.g. maximum 75 Points)

- Educational background (20 points): Advanced university degree or equivalent experience in Public Health, Environmental Science, Water and Sanitation Engineering, or other related fields.
- Relevant work experience (45 points):
 - Minimum 5 years of progressively responsible professional work experience in the UN or any other international development organization, national government, or the private sector. Background/ familiarity with climate resilient WASH. Field work experience including community mobilization approaches on WASH is needed (20 points).
 - Knowledge on the theories, principles, and methods in the following areas: Sanitation and Hygiene, School WASH, water supply project management, integrated water resource management, communication for behavioral change, monitoring, and evaluation (15 points)
 - Experience of working in the UN or other international development organizations is desirable (10 points)

B) Financial Proposal (e.g. maximum of 25 Points)

- 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 50 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.
- The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview if needed.

<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>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.

