**ANNEX : B**

**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

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| **PART I** | | |
| Title of Assignment | **Individual consultancy for technical support on sanitation and hygiene** | |
| Type of the Consultancy | **Individual Consultant** | |
| Category of the Consultancy | **International** | |
| Proposed level of Consultancy | **Senior Level** | |
| Section | **WASH Section** | |
| Location | Kigali, Rwanda | |
| Duration | 50 Working days | |
| Start date | **December 2020** | End Date**: 31 May 2021** |

**Background**

The Government of Rwanda has achieved most of the MDGs including the targets on water and sanitation. Despite this steady improvement in realizing the right to sanitation, 34% of the population do not have access to household basic sanitation services, and according to the 2014-15 Demographic Health Survey, only 4.4% of Rwandans have a handwashing facility with soap and water. Aside from prioritizing water, sanitation, and hygiene, the Government’s 2017-2023 National Strategy for Transformation also prioritizes the reduction of stunting and early childhood development (ECD). Ensuring at least basic water and sanitation services in and outside the home as well as widespread handwashing with soap will be critical to achieving stunting and ECD targets.

UNICEF has been supporting the strengthening of sustainable sanitation and hygiene services in Rwanda, primarily through support to the Ministry of Health (MOH), the National Early Childhood Development Program (NECDP) and Districts, as well as other key actors such as the Ministry of Infrastructure (MININFRA). UNICEF co-chairs the Environmental Health Technical Working Group (EH TWG), provides technical support on methodologies, strategies, and approaches, develops evidence. Past support has included capacity building and technical advice at national and district levels on programming approaches and monitoring, development of the National Handwashing strategy, and strengthening harmonization of development partner approaches.

**Justification**

The global COVID-19 pandemic has catalyzed new and bigger opportunities to focus on hygiene especially, given that handwashing with soap is a critical infection prevention and control measure. This has therefore opened up previous constrained space to affect hygiene change in schools, health facilities and other public and private spaces; as well communities and ECD centers. As such, this consultancy will ensure continued evolution and results for UNICEF’s sanitation and hygiene programming, especially in support of the key Government partners driving sanitation and hygiene progress across target settings.

This consultant will support the UNICEF WASH team to provide technical support to Government partners responsible for improving sanitation and hygiene, including but not exclusively: Ministry of Health (MINISANTE), Rwanda Biomedical Center (RBC), National Early Childhood Development Program (NECDP), Ministry of Education (MINEDUC) and Rwanda Education Board (REB).

**Objectives**

The consultant will support the implementation and further development of UNICEF’s sanitation and hygiene program, including technical support to improve sustainable basic household and institutional sanitation services and handwashing with soap by developing strategies, approaches and methodologies, building capacity of partners, development of communications messaging and materials and enabling learning to improve programming at scale.

**Work Assignment**

The consultant will provide technical support on: 1) policy, strategy and programming approach development; 2) behavior change communications; 3) government monitoring of sanitation and hygiene 4) community/institutional engagement mechanisms; and 5) program learning, monitoring and review. The consultant will mainstream inclusion, especially for persons with disabilities, and intersectoral approaches (health, education, nutrition).

Areas of focus and key tasks, as of November 2020:

* Support to MOH/RBC to strengthen government approaches towards universal basic household sanitation services and improving handwashing with soap, including implementation of National Handwashing sub-Strategy
  + Sanitation and Hygiene campaign (coordination, communications, and monitoring)
  + Community engagement and empowerment mechanisms (CBEHPP, CHWs, etc)
  + Other emerging Government approaches to achieve universal sanitation and hygiene
* Support to NECDP to streamline WASH into its programming
  + NECDP’s training package and approach on WASH in ECD
* Support MINEDUC to strengthen WASH in Schools efforts
  + MINEDUC’s training package and approach on WASH in Schools
  + Analysis and recommendations to strengthen existing government policies, strategies, guidelines, monitoring and research, with linkages on COVID-19 prevention in schools
* Support to UNICEF on programmatic learning
  + UNICEF’s programming approaches lessons learnt documented
  + Contribute to the review of UNICEF Rwanda’s future sanitation and hygiene approach
  + TOR for nationwide sanitation and hygiene evaluation

**Deliverables**

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| Deliverables | Estimated Days | Due Date |
| **Campaign technical support:**   * Guidance to creative agencies, including review of creative content * Development guidance for implementation of campaign M&E plan, including revisions in response to comments * Briefing materials and technical support to MOH and RHCC   **Policy, strategy and guidance:**   * Review and assess WASH content and guidance (tools and training for promotion and monitoring) in the CHW, CBEHPP and other community engagement mechanisms; provide recommendations and address gaps in tools and materials * Technical review and of comments on government policies, strategies and reports * Develop WASH training package, in consultation with NECDP and partners, including monitoring. * Technical support for the piloting of NECDP’s revised WASH package   **Programmatic Learning**   * TOR developed for a nationwide evaluation of sanitation and hygiene approaches * Review of UNICEF’s programming approaches and resource requirements for sustainable sanitation and hygiene; provide a roadmap for two years and recommendations for future program evolution and role for UNICEF in Rwanda. * Complete draft UNICEF WASH field note, including consultation of 3-5 people and revisions * Technical review of UNICEF’s on-going research efforts (project baselines/endlines, ethnography study, etc). | 25 days | 28 February 2021 |
| **Campaign technical support**   * Technical support to UNICEF, MOH and RBC to monitor campaign; produce monitoring report with data collected by the government and partners * Review progress of the campaign and identify next steps for creative content development and dissemination in communities, schools, ECD centers, health care facilities and other public places   **Policy, strategy and guidance**   * Technical support to enable RBC to integrate WASH content into the CHW training package * Review findings from pilot in one district and provide technical support and recommendations to streamline the enhanced package into NECDPs overall materials and approaches; * Review WASH in Schools evidence, monitoring, budgeting, policy and guidelines for SDG alignment, sustainability and harmonization with safe school operations during a public health outbreak; * Review available partner and government WASH in Schools behavior change (BC) materials and approaches; and provide recommendations for an adequate BC package and approach.   **Programmatic Learning**   * Define and develop one additional learning product based on UNICEF’s recent experience in contributing to Rwanda’s progress towards achieving universal basic sanitation and hygiene; * Technical review and comment on the concept note on UNICEF Rwanda’s two-year and five-year sanitation and hygiene strategies | 25 days | 31 May 2021 |

Travel to/around Rwanda is not anticipated for this consultancy, due to COVID-19 travel restrictions.

**Desired competencies, technical background and experience**

The consultant needs to have the following experiences:

* An Advanced University Degree in social and behavioral science, sociology, anthropology, psychology, education, communication, public relations or other related field is required
* Minimum of 8 years of professional experience in areas relevant to sanitation and hygiene programming including behavior change communications, monitoring, government policy and planning, market development, systems strengthening, and advocacy.
* Experience in effective and sustainable sanitation and hygiene programming, including approaches to create and sustain demand, supply products, and services, and enable sustainable sanitation and hygiene services
* Experience working to strengthen government approaches, particularly working closely with government agencies
* Experience in developing community engagement approaches
* Experience in sanitation and hygiene monitoring inputs, processes, outputs, and outcomes
* Experience working in Rwanda preferably or otherwise with low-income countries, especially in sub-Saharan Africa.
* Experience with the development of materials for and delivery of training of trainers
* Relevant experience in related areas in a UN system agency or organization is an asset.
* Proficiency in English is required. Knowledge of Kinyarwanda, French, and/or Swahili will be an asset.

**Evaluation Criteria**

The Technical proposal is weighted at 70% and 30% for the Financial proposal. Only candidates passing the technical evaluation will be invited to submit a financial proposal.

Applicants will be assessed on the following areas of experience:

* Supporting government to strengthen approaches to strengthening demand, supply and systems (especially monitoring through government systems)
* Developing approaches, guidelines and materials to change sanitation and hygiene behavior across settings (communities, schools, health facilities, etc.)
* Developing strategies and guidelines and training materials; and delivering training
* Communications (oral and written)
* Working in Rwanda or countries will similar characteristics (regional, socio-economic, political, etc)

**Please note that the final remuneration will be negotiated by HR.**

**Payment Schedule**

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| --- | --- | --- | --- |
| **No** | **Description of deliverable** | **Expected Timeline of Completion** | **Percentage/**  **Payment Amount** |
| 1 | *Q1 Package of deliverables* | *Feb 2021* | *50%* |
| 2 | *Q2 Package of deliverables* | *May 2021* | *50%* |

**General Conditions: Procedures & Logistics**

The consultant will work from home. The consultant will use his (her) own computer. The consultancy fees, communication costs and other required costs will be negotiated, on a daily rate basis. The consultant will be supervised by the UNICEF WASH Specialist and will work closely with UNICEF Rwanda partners, through the WASH Specialist.

**How to Apply**

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Interested candidates should send their complete a CV/resume or Personal History (P11) form, which can be downloaded form (<http://www.unicef.org/about/employ/files/P11.doc>), as well as a cover letter explaining what makes them suitable for this consultancy. The application package should be submitted to UNICEF’s online recruitment system.

Qualified and experienced candidates are requested to submit a letter of interest. In their letter of interest, candidates should highlight their previous work experience relevant to the assignment and the attributes that make them suitable for the assignment.

Only successful candidates from the technical evaluation exercise will be contacted and requested to submit their most competitive Financial Proposal.

*UNICEF has a zero-tolerance policy on sexual exploitation and abuse, and on any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.*

**Only shortlisted candidates will be contacted.**