

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: WASH Expert	Type of engagement <input checked="" type="checkbox"/> Consultants	Duty Station: Remote
<p>Background</p> <p>The UNICEF Zambia WASH (Water, Sanitation, and Hygiene) section is working towards creating an enabling environment for sustainable WASH services in Zambia. In Zambia commercial water utilities (CU’s) have a mandate to ensure safely managed water and sanitation for everyone in an entire province. Yet, many CUs operations are not financially viable even in the most densely populated urban areas. UNICEF is striving to strengthen rural water and sanitation systems and support the CUs to fulfill their rural mandate, while remaining commercially solvent. UNICEF aims to achieve this target through support to National and Subnational government structures including local authorities as well as through regulators (NWASCO and WARMA) and commercial utilities (CUs). Some of the key activities being done include developing a water treatment chemicals sustainability strategy, providing technical assistance to commercial utilities to ensure efficiency of operations in delivering clean and safe water to all, exploring models for rural operation and maintenance, and promoting private sector engagement in rural small, piped water schemes and handpump sustainability.</p> <p>A high-level WASH expert with proven experience in multiple countries, improving sustainable operation and maintenance of rural water systems, with private sector actors is required to work closely with the UNICEF team to improve water system functionality in rural Zambia. Therefore, UNICEF Zambia seeks a consultant to work part-time over a 36-month period on an as needed basis.</p> <p>Purpose of the Assignment:</p> <p>The purpose of this assignment is for a consultant to conduct assessments, analyze data, design strategies, draft technical documents, to improve rural water system operation and maintenance in Luapula and other rural provinces on a need’s basis.</p> <p>Scope of Work:</p> <p>More specifically the WASH Expert will perform the following tasks:</p> <p>1. Conduct Assessments of specific technical areas, such as private sector engagement in rural WASH operations, profitability of specific activities such as area pump minders, costs required for Village Water System maintenance, water point user group functionality, spare part supply chain viability, appropriate rural tariffs, and asset register reliability. Assessments should review similar work from other countries and complete literature reviews of high-quality peer reviewed papers. Lessons learned from other countries, in UNICEF and other organizations should be incorporated into assessments.</p>		

2. Analyse Data sets to understand the effectiveness of interventions; model economics required for water point collection fees; review viability of area pump minder, water kiosk, co-op and private sector businesses; explore open defecation free slippage information; and understand healthcare and school WASH expenditures. Clear graphics must be prepared for high-level advocacy. Expert should bring in examples and data sets from other countries to ensure a rigorous analysis is completed.

3. Design Strategies using lean start up and agile approaches to propose improvements for rural water system operation and maintenance using commercial utilities, hardware stores and other private sector actors. As well as design strategies to review Private Sector, NGO, and government Drillers' licenses, capacity, compliance, enforcement together with the Water Resources Management Authority and determine the capacity gaps of District/Town Council and Commercial Utility staff in procurement and administering mechanised/manual drilling and small piped water scheme contracts and Environmental and Social Safeguards, as it relates to constituency development funds. This may include workplans, budgets, monitoring and evaluation plans, and supply plans.

4. Draft Documents such as technical papers, UNICEF formatted notes, peer reviewed articles, and reports as part of proposals, presentations, lessons learned, and policy review. These documents should build on experience throughout the WASH sector internationally and be adapted to a variety of dissemination strategies to ensure sustainable sectoral improvements.

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:	Requesting Section / Issuing office:	Reasons why consultancy cannot be done by staff:
2025	WASH	While UNICEF WASH section staff possess valuable local expertise, this specific consultancy requires high-level expertise with rural water system operation and maintenance via the private sector in multiple countries that have already moved from basic to safely managed systems.

Included in Annual/Rolling Workplan: Yes ü No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input checked="" type="checkbox"/> International <input checked="" type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
If Extension, Justification for extension:			
Supervisor: WASH Specialist	Start Date: ASAP	End Date: 1 June 2028	Duration of the contract 120 days over a 36 month period. Payment to be conducted based on actual deliverables
Work Assignment Overview: Under the overall guidance and supervision of the WASH Chief, the consultant will provide support to the UNICEF Zambia WASH team to ensure improvement rural water system operation and maintenance.			
Tasks/Milestone:	Deliverables /Outputs:	Timeline (days/months)	Estimated Budget (US\$)
1. Conduct Assessments	Presentation of assessment results of specific technical areas, such as private sector engagement in rural WASH operations, profitability of specific activities such as area pump minders, costs required for Village Water System maintenance, water point user group functionality, spare part supply chain viability, and asset register reliability.	30 working days	6 sites, taking 5 days each
2. Analyse Data	Presentation and graphics for data analysis of effectiveness of interventions; economics required for water point collection fees; viability of area pump minder, water kiosk, co-op and private sector businesses; open defecation free slippage information; and healthcare and school WASH expenditures.	30 working days	15 reviews taking 2 days each
3. Design Strategies	Completed strategy including relevant frameworks and workplan annexes for rural water system operation and maintenance and design strategies, including capacity gaps related to procurement, administering and enforcing standards for mechanised/manual drilling.	30 working days	3 strategies taking 10 days each

4. Draft Documents	Finalized technical papers, UNICEF formatted notes, peer reviewed articles, and reports as part of proposals, presentations, lessons learned, and policy review.	30 working days	2 documents taking 15 days
BUDGET			
Estimated Total Consultancy Fees in USD			
Local Travel– May require travel to rural provinces	A total of 2 planned trips of 2 weeks each, DSA negotiable	Across the months	
Car hire and fuel		Reimbursement upon submission of receipt	
Total estimated consultancy costsⁱ in US\$	Inclusive of all costs		
Minimum Qualifications required:	Knowledge/Expertise/Skills required: Masters		
<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Master’s degree in a relevant field such as Civil Engineering, Public Health, Business, or Behaviour change.	<ul style="list-style-type: none"> • For candidates with a PhD: a minimum of 7 years of relevant professional experience in the WASH sector • For candidates with a master’s degree: A minimum of 15 years of relevant professional experience in the WASH sector. • For candidates with a bachelor’s degree: A minimum of 25 years of relevant professional experience in the WASH sector. • Proven experience conducting assessments, analysing data, designing strategies, and draft documents. • Experience working with government institutions, utilities, and/or non-governmental organizations in the WASH sector contexts similar to Zambia. • Strong understanding of WASH private sector approaches, including commercial utilities. • Excellent facilitation, communication, and interpersonal skills. • Ability to work independently and as part of a team. • Relevant experience in a UN system agency or organization is considered as an asset. • Successful publications, proposal design, and proven leadership in the WASH sector is a benefit. 		
Administrative details: Visa assistance available for short term visits	<input type="checkbox"/> Office Based <input checked="" type="checkbox"/> Home Based: Home based with two possible trips of two weeks each. More time allowed in Zambia if International selected, but will be at the expense of the consultant.		

<p>Transportation arranged by the office</p>	<p>If office based, seating arrangement identified: No <input checked="" type="checkbox"/> IT and Communication equipment required: No <input checked="" type="checkbox"/> Internet access required: No <input checked="" type="checkbox"/></p> <p>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.</p>
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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.