

United Nations Children’s Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<p>Title National Sanitation systems Consultant</p>	<p>Type of engagement <input checked="" type="checkbox"/> Consultant</p>	<p>Duty Station: Lusaka, Zambia</p>
<p>Background: Access to Safely Managed Sanitation (SMS) is a cornerstone of public health, social equity, and economic development. Despite Zambia’s strong policy commitments and ongoing sectoral reforms, systemic barriers continue to impede the realization of universal SMS coverage. The Government of the Republic of Zambia (GRZ) has demonstrated decisive leadership in advancing Sustainable Development Goal (SDG) 6, which calls for the availability and sustainable management of water and sanitation for all. This ambition is operationalized through successive National Development Plans (NDPs), most notably the 8th NDP, which articulates measurable targets aligned with Vision 2030.</p> <p>Recent data from the Joint Monitoring Programme (JMP) indicate incremental progress in basic sanitation coverage, with national access rising from 63% to 69% between 2015 and 2022. Urban coverage increased from 84% to 87%, while rural access improved from 42% to 48% (NWASCO, 2023). However, these gains have largely centered on primary containment, reflecting a historical emphasis on toilet construction rather than a holistic approach to the sanitation service chain. This narrow focus has resulted in persistent gaps in service quality, sustainability, and equitable access. Compounding these challenges, current monitoring frameworks predominantly track basic sanitation, leaving a critical data deficit regarding SMS coverage and service standards. The Open Defecation Free (ODF) strategy, while effective in reducing open defecation, now requires strategic revision to align with the more ambitious objectives of SDG 6 and to address the full spectrum of sanitation needs.</p> <p>Zambia is actively pursuing sectoral transformation through initiatives led by the Ministry of Water Development and Sanitation (MWDS), with sustained technical and financial support from UNICEF initially supported with funding from the Gates Foundation and now through the European Union’s Nexus Energy and Water Programme for Zambia (NEWZA), part of the EU’s Global Gateway strategy. This partnership has yielded a Draft National Sanitation Action Plan (NSAP), designed to strengthen policy implementation and guide coordinated action sanitation at both national and sub-national levels.</p> <p>UNICEF is seeking specialized technical expertise to support MWDS in capitalizing on this foundational work. The consultancy will focus on finalizing the NSAP, developing two targeted learning notes to codify best practices and lessons learned, and providing technical assistance for the formulation of district-level sanitation action plans (DSAPs). These deliverables are critical to translating national strategy into context-specific, actionable solutions, and to disseminating operational and policy insights to regional and global stakeholders in the sanitation sector.</p>		

Purpose of the Assignment:

The purpose of this consultancy is to provide high-level technical leadership in finalizing Zambia's Safely Managed Sanitation (SMS) Action Plan, ensuring alignment with national and international standards. The consultant will conduct a comprehensive assessment of the sanitation landscape, critically review existing policies and strategies—including the ODF strategy—and provide actionable recommendations for sectoral strengthening. The assignment will also include the development of targeted learning notes, facilitation of strategic stakeholder engagements, and technical input into the national stakeholder coordination framework to ensure robust representation and support for sanitation across all levels.

Scope of Work:

More specifically, the consultant is expected to lead on the following:

Task 1: Finalization of Sanitation Learning Notes

- Complete a learning note on the transition from ODF status to SMS, Synthesize and document best practices, challenges, and lessons learned in the transition from ODF to SMS, with a focus on systems strengthening and sustainability.
- Critically evaluate the adoption and impact of mobile-to-web sanitation data tools, providing recommendations for scaling and integration into national monitoring systems
- Assist with dissemination/presentation of learning through various WASH networks and coordination and learning platforms at sub-national, national and regional levels
- Design and facilitate a series of interministerial dialogues, technical workshops, and high-level engagement sessions to foster learning, cross-sectoral collaboration and policy coherence on sanitation, structured to generate actionable commitments and foster a shared vision for safely managed sanitation.

Task 2: Finalization of the National Sanitation Action Plan

- Document agreed-upon definitions for safely managed sanitation tailored to local contexts, along with a monitoring and review framework to support sector coordination.
- Collaborate with stakeholders and leverage data from MWDS, NWASCO, ZAMSTATs, and WHO SMOSS, ZDHS to establish a Joint Monitoring Programme (JMP) estimate for sanitation in Zambia.
- Develop clear targets for increasing access to safely managed sanitation in line with the Vision 2030 and water sector plans in Zambia
- Identify strategies and interventions needed to achieve these targets.
- Finalize a detailed SMS implementation plan outlining stakeholder roles and responsibilities.
- Define indicators for monitoring and evaluation to assess progress.
- Package the Final SMS Action Plan as a standalone document or as part of a broader strategy.
- Facilitate meetings and workshops to validate and incorporate stakeholder feedback on the Action Plan.

Task 3: Develop Sub-National Sanitation Planning Tools

- Design a template for district-level sanitation action plans that align with the National SMS Action Plan, incorporating local context and standards.
- Create a resource toolkit with guidelines and best practices to aid consistent sanitation planning across districts.
- Establish a framework for ongoing technical support and resource sharing to ensure the sustainability of the planning tools.

Task 4: Provide Technical Assistance to subnational structures for sanitation planning based on evidence and inline with national documents and plans

- Offer technical assistance to six prioritized districts in the NEWZA Provinces, guiding them in finalizing their sanitation action plans in alignment with the national SMS Action Plan.
- Collaborate with stakeholders in these districts to address unique challenges and tailor support to enhance plan effectiveness.
- Offer technical assistance to draft sanitation action plans for an additional fourteen districts, focusing on local demographics and infrastructure needs.
- Facilitate capacity-building workshops to empower local stakeholders in developing and executing their plans collaboratively.

Task 5: Conduct Mid-Term Review of the ODF Strategy

- Based on the findings from the mid-term review of the ODF Strategy Implementation Plan, undertake a thorough revision of the ODF Strategy to address identified gaps, challenges, and emerging best practices.
- Update the strategy to reflect current sanitation policies, integrating it with the SMS and aligning it with the National Development plan and Vision 2030.
- Engage with stakeholders, including government agencies and NGOs, to ensure the revisions reflect local realities and priorities.
- Establish clear priorities and a monitoring and evaluation framework to track progress effectively.
- Prepare a draft of the revised ODF Strategy for stakeholder review, facilitating workshops to incorporate feedback and finalize the document.

Task 6: Provide Input and guidance for the Water Sector Stakeholder Coordination Framework under review

- Provide expert input and strategic leadership in the review and enhancement of the national stakeholder coordination framework, ensuring sanitation is prominently represented, structurally integrated, and institutionally supported.
- Engage with sectoral partners to identify gaps, propose improvements, and advocate for the elevation of sanitation and hygiene within the broader WASH and development agenda.
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<p>Child Safeguarding</p> <p>Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply:</p> <p>Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>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:</p> <p>_____</p> <p>Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</p> <p>_____</p> <p>More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates</p>	
<p>Included in Annual/Rolling Workplan: Yes</p> <p>No, please justify:</p>	

Consultant sourcing: <input type="checkbox"/> International <input checked="" type="checkbox"/> National		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: Systems Strengthening WASH Specialist	Start Date: As soon as possible	End Date: 30 th October, 2026	Number of Days (working) 90 working days over a 9 month period
Work Assignment Overview: Under the overall guidance and supervision of Systems Strengthening WASH Specialist, the consultant will provide technical support to the Ministry of Water development and Sanitation, NWASCO, UNICEF amongst other key stakeholders to develop of the national SMS action plan that will involve a thorough review of existing policies, sanitation data, assessment of sanitation system strengthening pillars, and an evaluation of the Open Defecation Free (ODF) strategy.			
Tasks/Milestone:	Deliverables /Outputs:	Timeline (days/months)	Estimated Budget (US\$)
Inception Report	Inception report and workplan	29 th January 2026	5%
Finalisation of Sanitation Two Knowledge Management Products (i.e., Learning notes/ briefs) : one focusing on the transition from Open Defecation Free (ODF) status to Sustainable Management of Sanitation (SMS), outlining best practices and lessons learned, and the other evaluating mobile-to-web sanitation data tools, with recommendations for their integration into national systems.	Two learning briefs developed and disseminated 1. Learning note/brief on transitioning from ODF to SMS transition 2. Learning note/brief on the mobile-to-web data tools for sanitation	8 th February 2026	20%
Provide sanitation technical Input and guidance in the review of the national Water Sector Stakeholder Coordination Framework with a focus on prominently integrating sanitation and hygiene, while engaging with sectoral partners to identify gaps and advocate for their importance within the broader WASH and development agenda.	Presentation of stakeholder mapping for all sanitation actors according to the service chain, ODF Strategy and sanitation system pillars Input matrix/report of feedback given and guidance to enhance sanitation as part of the revised stakeholder coordination framework	21 st March, 2026	5%

Finalisation of the National Safely Managed Sanitation Action Plan for Zambia by facilitating the development and approval of a comprehensive implementation plan that includes tailored definitions of safely managed sanitation, clear targets for increasing access, strategies for achieving these targets, defined stakeholder roles, monitoring indicators, and the integration of stakeholder feedback.	Final National Sanitation Action Plan and Validation Presentation of the Draft National SMS Action Plan to stakeholders	7 th May, 2026	30%
Develop and implement a comprehensive sanitation planning framework that integrates district-level action plans with national guidelines while providing ongoing technical support and resources.	A finalized and customizable Sub-National Sanitation Action Plan template. Resource Toolkit to support consistent sanitation planning across all districts. Sub national sanitation action plans for select districts	7 th July, 2026	20%
Conduct Stakeholder Engagement Sessions to gather input and insights for the Mid-term review of the ODF Strategy	A Revised final ODF Strategy and Validation Presentation of the Strategy to stakeholders	7 th October 2026	20%

Estimated Total Consultancy Fees			
Travel Local (please include travel plan) – Will require 3 trips to the target provinces and districts for 13 days as per travel plan attached; transport costs including car hire, fuel and per diem will be managed by the consultant as consultancy will be inclusive of all costs.	Include travel plan Proposed Travel Plan-Safely Managed Sanitation Systems consultant.xlsx		
Total estimated consultancy costs in US\$	Inclusive of all costs (inclusive of transport and Communication costs)		
Minimum Qualifications required:	Knowledge/Expertise/Skills required:		
<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Master’s degree in water, Sanitation or Hygiene, public health, environmental science or	<ul style="list-style-type: none"> • At least 7 years of experience in water and sanitation programming • Strong understanding of safely managed sanitation in Zambia’s context at various levels • Experience in policy analysis and development. • Excellent analytical and report writing skills. • Experience in Strategy formulation. • Strong facilitation and communication skills. • Relevant experience in a UN system agency or organization is considered an asset. 		

related fields	<ul style="list-style-type: none"> Ability to coordinate and facilitate government/UN interactions.
<p>Administrative details: Visa assistance required: NONE Transportation arranged by the office: NONE</p>	<p><input checked="" type="checkbox"/> Home Based Office Based: If office based, seating arrangement identified: IT and Communication equipment required: No Internet access required: No</p>

ⁱCosts 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.