

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	International Consultant: Emergency WASH Specialist - Cholera Response	
Requesting Section	WASH	
Location	Place of assignment: Malawi, Lilongwe with travel to the field in the target districts	
	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based (Based within the Ministry of Water and Sanitation, Lilongwe, Malawi)	
Contract Duration	6 Months	
Number of working days	130.5 working days	
Planned Start and End Date	From: 1 st December 2022	To: 30 th May 2023

BACKGROUND

The current cholera outbreak in Malawi started in March 2022. This followed flooding that occurred as a result of Tropical Storms Ana and Gombe which induced heavy rains affecting many districts in southern Malawi, leaving devastation and destruction of WASH infrastructure with over 1 million people affected, among which 990,000 urgently required lifesaving and life-sustaining humanitarian assistance. An estimated 131,144 boys and girls under five, and 39,083 pregnant and lactating women (PLWs) were affected across the affected districts by Tropical Storms Ana and Gombe. The floods caused a rapid deterioration of the already fragile hygienic and sanitary conditions in many communities, with more than 40 drinking water sources contaminated. Malawi is one of the climate change "hotspots", with over half of its districts being affected by natural disasters yearly.

Following water source contamination due to the flooding, the cholera outbreak that started in March 2022, mostly in the southern part of the country, has recently spread to many other districts across Malawi. As of 6 November 2022, cumulatively, 6,868 cholera cases have been registered, with 203 deaths, representing a high case-fatality ratio of 3 per cent. From these cases, 1631 children were infected, with 28 deaths. The factors contributing to the spread of cholera include limited human and financial resources, low safe water coverage, and low latrine coverage aggravated by poor hygiene and open defecation.

The Joint WHO/UNICEF Monitoring Programme (JMP 2021) report indicates that 70 per cent of the population has basic water services. However, effective access to safe water is reduced by 30 per cent due to non-functionality. Access to safely managed sanitation services at the community level is estimated at 27 per cent, basic sanitation services at three per cent and access to basic hygiene services at 8 per cent (JMP, 2021).

Improving access to WASH infrastructures by rehabilitating and upgrading WASH infrastructure destroyed by the two tropical storms can significantly help reduce pathogen load in the environment and overcome the causes of infectious, preventable diseases. It is against this background that UNICEF is proposing an integrated approach and response covering WASH and Social Behavior Change (SBC) sectors across prioritized districts with the highest number of cases.

JUSTIFICATION

To date, cholera has affected 28 of the 19 health administrative districts in Malawi. This is almost the entire country. The country's rainy season will begin in November, raising fears of further widespread cholera outbreaks that must be urgently controlled. There is, therefore, a need for additional capacity in the form of a short-term consultancy to support the existing WASH team in managing the current cholera emergency activities.

PURPOSE OF THE ASSIGNMENT

The main purpose of the consultancy assignment is to manage an integrated cholera emergency response with a focus on WASH programming to prevent and control outbreaks in hotspot districts.

Under the supervision and technical guidance of the Chief of WASH, the consultant will be responsible for managing and coordinating the day-to-day activities of the response in collaboration with the WASH emergency focal point. This includes planning, implementing and monitoring all WASH cholera response activities.

SCOPE OF WORK/OBJECTIVES

The Emergency WASH Specialist - Cholera Response consultant will be based in the Ministry of Water and Sanitation (based in Lilongwe) with frequent monitoring visits to cholera-affected districts in Malawi. Duties will include, but are not limited to, the following:

1. Implementation of the cholera case-area targeted intervention (CATI) and cluster case targeted intervention (CLUSTI) supporting district health authorities to deploy the rapid response teams or cholera outbreak response teams (CORT) and support to implementing partners' WASH training needs and orientation to field response teams, including reviewing of monitoring tools for cholera response.
2. Conduct site assessments and regular updates on the cholera situation to identify the needs for the response, including updates for the 5W matrix (the matrix plots Who is working Where on What activities; When and with What resources) and partner coverage maps.
3. Safeguard and improve the public health of the affected population by ensuring access to safe drinking water and excreta disposal and promoting safe hygiene practices, ensuring overall efficiency, effectiveness and delivery of results following UNICEF's Core Commitment for Children in Emergencies (CCCs) and national and international humanitarian standards.

4. Dissemination of cholera behaviour change activities through various media in consultation with the Social and Behaviour Change (SBC) manager; and the health education unit of the Ministry of Health (MoH).
5. Ensure cholera supplies are identified, procured, distributed and used effectively.
6. Coordinate the response with local WASH authorities, as well as sub-national and national including attending coordination meetings on cholera response
7. Support the WASH cluster coordination and provide periodic updates (including daily / weekly updates), situation reports (Sitreps) and final reports on the cholera response.

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/ communication lines):

- UNICEF WASH Chief

What type of reporting will be expected from the consultant, and in what format/style will the submissions of reports/outputs be done:

- Monthly monitoring reports on the progress and final report
- Any other regular updates on the progress, especially input to SitReps and data requests

How will the consultant deliver work and when will reporting be done:

- The consultant shall deliver the assignment based at the Ministry of Water and Sanitation, through field monitoring visits, weekly updates, monthly reports and final contract completion report.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable monthly
Rapid cholera field response teams mobilised and deployed to affected sites and areas in 11 target hot spot districts and Case Area Targeted Interventions (CATI) and cluster case targeted intervention (CLUSTI) implemented and partners'	Progress reports on CATI and cluster case targeted intervention (CLUSTI) approaches and training report. CATI and CLUSTI approached introduced	21.75 days	30 December 2022	20%

field teams in 11 hot spot districts trained / oriented on cholera prevention	and functioning in eleven districts			
Improved partner coordination in cholera response with a progress report on the 5W matrix and partner coverage maps	Progress report on partner coordination and monitoring of CATI/Clusti implementation	21.75 days	30 January 2023	20%
WASH-based social behaviour change plan finalised and piloted for three months, including drinking safe water, excreta disposal and hygiene messages, cholera behavioural change promotion messages disseminated through various consultations with SBC and health education unit of MoH in targeted districts	Progress report on implementation, reach and progress towards the impact of WASH SBC programme	21.75 days	28 February 2023	15%
Monitor cholera supplies end users use and impact	End-users monitoring report submitted with clear recommendations for the next three months	21.75 days	30 March 2023	15%
Facilitate handover of WASH cluster coordination logistics and processes at a national and subnational level to the Ministry of Water and Sanitation	Prepare handover on minutes of meetings, monitoring reports and sitreps.	21.75 days	30 April 2023	10%
Final consultancy report identifying key achievements and standard cholera response plan within multiple emergencies	Final Report submitted with key response plan for future cholera response plan within multiple health outbreaks.	21.75	30 May 2023	20%

As the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signing.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstrating high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, upon satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

UNICEF will provide transport for approved official travels and living costs will be paid per UNICEF rates for actual and approved days on field travel.

Travel (international flight) costs will be reimbursed on actual expenditures and upon presentation of original supporting documents. As per UNICEF operational guidelines, travel for international consultancies will be in economy class and use the most economical route.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Education and training:

- Advanced university degree or equivalent experience in Environmental Public Health, Civil Engineering, Programme Communication, Sanitation Engineering, or other field related to or other field related to behaviour change communication.
- Additional training in health education, project management and emergency response or Social and behavioural change communication is considered as an asset.

Work Experience :

- A minimum of 10 years of progressively responsible professional work experience in the UN or other international development organization, national government or the private sector is required.
- Solid experience in cholera response programmes is required.
- Background/familiarity with emergency (preparedness and response) is required and familiarity with the IASC cluster approach is an asset.
- Experience on case-area targeted intervention (CATI) and cluster case targeted intervention (CLUSTI) is an asset
- Experience working with government agencies, local authorities, international organizations, NGOs, and communities in the field of water, sanitation and participatory approaches in health and hygiene promotion is required.

Skills required:

- Excellent communication skills.
- Excellent analytical, planning and organizational skills.
- Ability to work in a team with limited supervision.
- Ability to work under pressure.

Language :

- Fluency in spoken and written English is essential.

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the Consultant and provide feedback and guidance, and necessary support to achieve the objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultancy, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgement upon acceptance of the offer.

Before the issuance of the official contract, the consultant is requested to complete the applicable mandatory trainings and self-certify that he/she has received the required primary series' of the WHO-'emergency use listed' (EUL) approved COVID-19 vaccines. They must provide proof of a valid COVID-19 vaccination certificate.

The consultant will be expected to work in an office environment with frequent travel to the field. Office space will be provided within the Ministry of Water and Sanitation and the consultant will have to use her/his personal laptop. There will be travels to the field to supervise and guide programme delivery the consultant is expected to submit his/her monthly travel plan for approval.

CONDITIONS

- The consultancy will be over a period of 6 months with 130.5 working days to complete the assignment, with the final report submitted at least two weeks before the date of contract closure.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless both UNICEF and the consultant sign the contract.
- The Individual Consultant will be based in Lilongwe with field travels.
- The Individual Consultant is not entitled to payment for overtime, weekends or public holidays.
- UNICEF will provide transport to the consultant during in-country field travel, if planned and approved.

- No travel should take place without an email travel authorization from UNICEF prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the Individual Consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- The Individual Consultant will not have supervisory responsibilities or authority on UNICEF budget.
- 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. Consultants 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 assignment is an on-site/off-site support.

HOW TO APPLY

Interested Individual Consultant should provide the following:

1. Curriculum Vitae
2. Academic certificates
3. Application letter
4. Brief technical proposal (no longer than five pages) demonstrating the Individual Consultant's understanding of the assignment and approach/methodology to the assignment
5. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, stationery, communication, and other miscellaneous costs). Complete the attached form.



Financial
Proposal.xlsx

6. References details