

United Nations Children's Fund

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station
<b>International Consultancy: Support the development of the National Sanitary Inspections on Sanitation</b>	N/A	Individual Consultant	Phnom Penh, Cambodia
<p><b>Purpose of Activity/Assignment:</b></p> <p>The purpose of this short-term assignment is to provide ad-hoc technical support to UNICEF, the National Institute of Statistics (NIS) and relevant Ministries for the development of an on-site sanitary inspection tool and relevant data collection/analysis.</p> <p>One of the key takeaways from the National Workshop on Safely Managed Sanitation in Cambodia, held in Phnom Penh in May 2023, is related to the development and implementation of a sanitary inspection to assess on-site sanitation facilities in communities and institutions (particularly in flood-prone areas) vis-a-vis the “safely managed” standard definition as per the UNICEF-WHO Joint Monitoring Programme (JMP).</p> <p>This work is led by NIS and UNICEF in partnership with relevant sector Ministries and will inform national sector statistics as well as future sector data collection approaches. With technical and financial support from UNICEF and WHO HQ consultant, and in consulting with sector ministries, NIS has developed a preliminary methodology and tool to be incorporated into the Cambodia Socio-Economic data collection survey. As indicated, this short-term assignment is to support the finalization of the methodology, the implementation of the tool and data analysis and subsequent reporting</p> <p>The primary data collection will be done by Cambodia Socio-Economic Survey (CSES) team.</p>			
<p><b>Scope of Work:</b></p> <p>Based on the background provided above, the consultant is expected to carry out the following tasks:</p> <ol style="list-style-type: none"> <li>1) Task 1 (5 days): Based on the preliminary data collection from NIS / CSES team, provide technical support for data analysis to NIS/UNICEF</li> <li>2) Task 2 (1 days): Facilitate consultations with stakeholders including production of power point presentation on the preliminary results from Task 1</li> <li>3) Task 3 (10 days): Prepare the draft report for feedback and produce final report for government endorsement</li> <li>4) Task 4 (1 days): Support and facilitate the dissemination workshop of the National Sanitary Inspections on Sanitation report</li> <li>5) Task 5 (3 days): Review WASH data and analysis within national surveys (CSES, CDHS, Census, Inter-Census) and propose the inclusion of the revised tool (including indicators and questionnaires) in such surveys to better capture “safely managed service” sanitation standards. Develop concise users’ guidelines as needed</li> </ol>			
<p><b>Child Safeguarding</b></p> <p>Is this project/assignment considered as “<a href="#">Elevated Risk Role</a>” from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO      If YES, check all that apply:</p>			
<p><b>Direct contact role</b>      <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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:

**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](#)

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Percentage of the total fee
<p>Task 1 (5 days): Based on the preliminary data collection from NIS / CSES team, provide technical support for data analysis to NIS/UNICEF</p> <p>Task 2 (1 days): Facilitate consultations with stakeholders including production of power point presentation on the preliminary results from Task 1</p>	<b>Deliverable 1:</b> Short report on completed tasks 1 and 2	29 Feb 2024	40%
<p>Task 3 (10 days): Prepare the draft report for feedback and produce final report for government endorsement</p>			
<p>Task 4 (1 days): Support and facilitate the dissemination workshop of the National Sanitary Inspections on Sanitation report</p> <p>Task 5 (3 days): Review WASH data and analysis within national surveys (CSES, CDHS, Census, Inter-Census) and propose the inclusion of the revised tool (including indicators and questionnaires) in such surveys to better capture “safely managed service” sanitation standards. Develop concise users’ guidelines as needed</p>	<b>Deliverable 3:</b> Final report of the national sanitary inspection for sanitation including users' guidelines for task 5	30 April 2024	20%
<p>Task 5 (3 days): Review WASH data and analysis within national surveys (CSES, CDHS, Census, Inter-Census) and propose the inclusion of the revised tool (including indicators and questionnaires) in such surveys to better capture “safely managed service” sanitation standards. Develop concise users’ guidelines as needed</p>			

<b>Budget Year:</b> 2023-2024	<b>Requesting Section/Issuing Office:</b> WASH Section	<b>Reasons why consultancy cannot be done by staff:</b> The assignment needs a highly experienced international expert in data analysis and technical support to align with safely managed sanitation definition with devoted time specifically to this assignment that UNICEF WASH staff cannot devote the time to do and does not have enough expertise in this sanitary inspection.	
<b>Consultant sourcing:</b> <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		<b>Request for:</b> <input checked="" type="checkbox"/> New Individual Contract	
<b>Supervisor:</b> Michele Paba, Chief of WASH, Climate & Environment	<b>Start Date:</b> 15 December 2023	<b>End Date:</b> 31 May 2024	

<p><b>Minimum Qualifications required:</b>  <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <ul style="list-style-type: none"> <li>• Advanced degree in data science or related majors</li> <li>• 10 years of experience in research and analytical skills, especially in WASH</li> <li>• Previous work experience in JMP/safely managed sanitation data is compulsory</li> </ul>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>• Deliver consulting assignments on-time</li> <li>• Excellent research and analytical skills</li> <li>• Effective communication and interpersonal skills especially in working with government</li> <li>• Demonstrated experience in facilitating participatory processes and stakeholder consultations</li> <li>• Fluent in English, both written and spoken; able to communicate in Khmer is an advantage</li> </ul>
<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p>A) Technical Evaluation (100 points): weight 70 %</p> <ul style="list-style-type: none"> <li>• Degree in data science, statistic with computing or related majors (20 points)</li> <li>• 10 years of experience in research and analytical skills, especially in WASH (30 points)</li> <li>• Previous work experience in JMP/safely managed sanitation data (50 points)</li> </ul> <p>B) Financial Proposal (100 points): weight 30 %. The financial proposal template is in the other link.</p> <p>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 65 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p> <p>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview when needed.</p>	
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p><b>If office based</b>, 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>

<sup>1</sup> 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.