

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Consultant for Emergency and WASH Sustainability	Non-Grant (RR) SC240225 – CRIBS SC210210 - IWASH	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Abuja

Purpose of Activity/Assignment:

UNICEF Nigeria WASH Programme supports the government of Nigeria in providing equitable, sustainable, and climate-resilient water, sanitation, and hygiene to children and their families, through the design and implementation of projects at the national and sub-National levels.

The recent cholera outbreak has killed more than 100 persons in various states in Nigeria, with huge impact in Lagos State. UNICEF has mobilised a support mission to Lagos, and the WASH section is represented by a WASH Officer (NOB). The WASH Officer, who was engaged as the WASH Focal point for Cholera response is scheduled to start his paternal leave starting mid-August, and this would reduce WASH section's capacity to respond to cholera and potential flood related emergencies across the country, which traditionally peak in the third quarter of the year.

An innovative project, 'Climate Resilient Infrastructure for Basic Services (CRIBS)' has been developed by UNICEF in collaboration with the FCDO in Nigeria that aims to demonstrate a scalable model for assessing climate risks and vulnerabilities of primary healthcare facilities (PHCs) and primary schools and subsequently identifying and implementing interventions to make those facilities more resilient. UNICEF as the lead implementing partner is working with the Kano and Jigawa State Government partners on this project. A key component of the CRIBS is to establish a sustainable operation and maintenance (O&M) mechanism for WASH in schools and PHCs supported by the CRIBS so that climate resilient WASH facilities continue to function and that, when break down occurs, the facilities are promptly fixed. Some of the reasons for poor functionality of WASH facilities in PHCs and schools are inadequate attention to operation and maintenance (O&M) of facilities, lack of access to spare parts, lack of funds for O&M, low level of O&M skills. State and LGAs authorities do not have a formal mechanism for monitoring the functionality of WASH facilities and to make the PHCs and schools accountable for O&M; accountability framework between the institutions, service providers (operators if any) and public authorities are yet to be developed.

Similarly, UNICEF with funding from the USAID has been implementing IWASH programme in three states of Sokoto, Kebbi and Zamfara. UNICEF has designed and demonstrated models for partnership between communities, private sector, and government authorities for WASH services delivery. The emerging public-private-community partnership (PPCP) model is contributing to the sustainability of water facilities in rural areas and small towns. However, these models lack a sound business plan and a mutually accountable contract to ensure long term sustainability of such models.

This Consultancy TOR is designed to provide continuity of WASH response to cholera/flood related situations in the country and support the State and LGA authorities and school/PHC management teams in CRIBS focus LGAs of Kano and Jigawa States and establish working mechanism for sustainable O&M of WASH facilities in those institutions. Similarly, the consultant will support developing a mutually accountable contract document for PPCP model in IWASH project states. The priority of the consultant will be to support cholera/ flood response, based on the need.

UNICEF is seeking services of a consultant to achieve the following deliverables:

- Support cholera outbreak response activities implemented in affected communities and states, as per the instruction of the Supervisor, including attending WASH in Emergencies (WinE) TWGs as per need, and preparing the summary of state-wise status of WinE response preparedness for flood and cholera.

- Develop a mechanism for sustainable O&M of WASH in PHCs and Schools supported by CRIBS programme through a consultative process, and support partners and UNICEF team in establishing such mechanisms in the selected 10 PHCs and 10 Schools in Kano and Jigawa state of Nigeria.
- Strengthen ongoing public-private-community partnership (PPCP) models for O&M of WASH facilities in rural areas and small towns in Sokoto, Zamfara and Kebbi states (under the IWASH programme).

The Consultant will work very closely with UNICEF WASH team in Abuja and relevant Field Offices, while leading all the technical processes on his/her own.

Scope of work

The consultant is required to support the WASH team in emergency programme (esp. flood and /or cholera response) implementation and coordination at the states as well as national level based on the emerging needs.

Similarly, the consultant is required to provide high level support to State and LGA authorities and school/PHC management teams in CRIBS focus LGAs of Kano and Jigawa States and establish working mechanism for sustainable O&M of WASH facilities in those institutions. Similarly, the consultant will visit existing PPCP models in IWASH states and facilitate development of mutually accountable contractual models for upscaling of PPCPs in those states. This will broadly encompass the facilitation of consultative meetings, participation in relevant UNICEF and stakeholders' meetings, conduct of desk review of documents and analysis and synthesis of evidence to produce reports, design of tools and frameworks for data analysis, production of high-quality report and documents.

Therefore, to complete the assignment, the consultant will be expected to work collaboratively with UNICEF team, and other stakeholders from the Ministry of Water Resources and Sanitation at the national and sub-national levels, Rural Water Supply and Sanitation Agencies (RUWASSAs) at the state level, WASH Units/Departments at the Local Government Area (LGA) level and various line Ministries, Directorates, Departments and Agencies as may be appropriate.

The consultancy is expected to undertake the following activities among others:

Flood/Cholera Response (Based on Need):

1. Support the WASH in Emergency programme implementation and coordination as required for the flood and /or cholera response.
2. Provide technical support to states to strengthen WASH coordination, information management and emergency preparedness and planning.
3. Provide technical support, orientation and guidance to government partners in water safety and environmental sanitation issues.
4. Carry out regular monitoring, evaluation and reporting activities on the WASH flood/cholera response programme, including the situation, needs and technical assessments of WASH situation and infrastructure in target areas.
5. Provide guidance to partners in hygiene promotion activities, join RCCE joint missions based on need
6. Provide inputs for status update, and situational reports on regular basis with recommendations as required.
7. Attend WinE TWG as per need and as instructed by the Supervisor.
8. Undertake any other tasks as requested by supervisor.

IWASH (Sokoto, Kebbi and Zamfara States):

1. Support acceleration of IWASH ongoing programme in Sokoto FO, by focusing on the PPCP model based sustainable O&M mechanism (until 30 Sept 2024 only).

FCDO/CRIBS (Kano and Jigawa):

1. Develop a tool for consulting with various State/LGA authorities, School/PHC management teams, WASHCOM and users.

2. Visit to 15 LGAs (in Kano and Jigawa) to consult with the School and PHC management teams, users, WASHCOMs and officials of LGAs.
3. Develop high-level summary of key factors for sustainable O&M of WASH services in PHCs and Schools based on consultation outcomes in each location, focussing on financial, institutional, technical, social, community and climate aspects of O&M of PHCs and Schools
4. Draft a mutually accountable framework or contract documents outlining who does what and when, who pays and how, equity mechanisms, etc
5. Facilitate state level consultation workshops on the draft models developed and to seek their buying -in.
6. Further refine the models / contract documents based on the feedback of stakeholders.
7. Facilitate signing of the partnership mechanisms for sustainable O&M.

Child Safeguarding

Is this project/assignment considered as an "[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 immediate 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: 2024-2025	Requesting Section/Issuing Office: WASH Section	Reasons why consultancy cannot be done by staff: <i>The ongoing cholera outbreak and response has overwhelmed the current staff strength, such that a need has been identified to bring in extra capacity to support the flood response as well. This arrangement will ensure that the cholera response will not be compromised. Also, the current NOB (Obinna), who is supporting the emergency programme is scheduled to start his paternity leave in mid-August, and this additional support is urgently required.</i> <i>Furthermore, the IWASH programme funded by USAID is expiring in end of September 2024 and the team in the FO has asked for additional support to accelerate ongoing implementation in the remaining period, demanding for additional support to meet targets.</i> <i>Given the skills, experience, and time requirements for the job, UNICEF staff will not be able to perform the task, hence the need for a highly qualified consultant.</i>
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input type="checkbox"/> Advertisement <input type="checkbox"/> <input checked="" type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Chiranjibi Tiwari	Start Date: Sept 1, 2024	End Date: March 31, 2025

Area of Assignment	Work Assignments Overview	Deliverables/Outputs	Timeline
Cholera/ Flood Response	Support the WASH in Emergency response programme implementation and coordination as required for the flood and /or cholera response.	Cholera/flood response missions to 3 states (as per need)	Aug-Dec
IWASH	Support acceleration of ongoing programme and support strengthening of PPCP contracts outlining who does what and when, who pays and how, financial analysis, equity mechanisms, etc are ensured in the PPCP models	Comprehensive PPCP contract documents with accountability framework and financial plans	30 Sept. (only if not required to support cholera response)
CRIBS	Develop a tool for consulting with various State/LGA authorities, School/PHC management teams, WASHCOM and users.	Tool for consultation	Oct 30
	Visit to at least 15 LGAs (in Kano and Jigawa) to consult with the School and PHC management teams, users, WASHCOMs and officials of LGAs.	Summary of visit report	Nov 30
	Develop high-level summary of key factors of sustainable O&M of WASH services in PHCs and Schools based on consultation outcomes in each location, focussing on financial, institutional, technical, social, community and climate aspects of O&M of PHCs and Schools	Summary document highlighting various aspects of O&M of WASH facilities in Schools and PHCs	Dec 30
	Draft a mutually accountable framework or contract documents outlining who does what and when, who pays and how, equity mechanisms, etc	Draft of contract document with accountability framework	Jan 31
	Facilitate state level consultation workshops on the draft models developed and to seek their buying -in.	Brief report on consultation workshop	Feb 28
	Further refine the models / contract documents based on the feedback of stakeholders.	Revised contract document	15 Mar.
	Facilitate signing of the partnership mechanisms for sustainable O&M.	Signed contracts	15 Mar.

<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Advanced degree in Development Studies, Public Health, Community Health, Public Administration, WASH Engineering, Social and Behaviour Change Communication and any other related field</p>	<p>Knowledge/Expertise/Skills required:</p> <p>The consultant shall have a minimum of 5 years' experience in national and sub-national work in the WASH sector with particular skills in rural WASH.</p> <p>S/he should also have a solid writing skill in English language, with evidence of having done similar kinds of work at the national and sub-national level.</p>
<p>Competitive Selection Criteria (for clarification see Guidance)</p> <p>A) Technical Evaluation (maximum 75 Points) B) Financial Proposal (maximum of 25 Points)</p> <p>-</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, 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>
<p>Request Authorised by Section Head</p>	<p>Requested by:</p> <p>Request Verified by HR:</p>
<p><i>Approval of Chief of Operations (if Operations):</i> _____ <i>Approval of Deputy Representative (if Programme)</i> _____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p>	