

**UNICEF Pacific**

**TERMS OF REFERENCE**

**Water, sanitation and hygiene (WASH) in Schools CONSULTANT**

**Requesting Section:** WASH

**Date/Updated date:** 1 November 2016

**Programme Area and Specific Project involved:** Multi-country WASH Programme

**Output:** 2.7 and 2.8

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**Background:**

An estimated 249,000 children in the Pacific Region lack access to an improved sanitation, and an estimated 71,000 are without improved source of water. This situation covers both the home and the school environments where these children are living and are expected to receive an education. Particularly the needs of the children in Fiji became dire after the Tropical Cyclone category 5 Winston. Winston, which hit in February 2016, destroyed around 100 schools in Fiji leaving some 100,000 children without services in schools, hospitals and churches.

In recognition of the adverse impacts to children in Fiji and in other countries in the Pacific, UNICEF’s WASH programme sets out its objectives to support the operationalization of governments’ commitments in increasing the resilience of all children and their communities—in both rural and urban areas in the Pacific— against water-borne, water and sanitation related diseases in ordinary and in emergency times.

UNICEF WASH Pacific has mobilized external funding regular resources to address this situation for children, particularly in schools to roll-out a simple scalable and sustainable programme in schools: the WASH in Schools Three Star Approach. This programme has been successfully piloted in close collaboration with the Ministry of Education and local partners in Fiji, Kiribati. Solomon Island is starting its roll out in November 2016 and Vanuatu is expected to conduct its roll out in 2017. The programme aims to support schools in making incremental steps to ensure boys and girls have access to appropriate toilets and safe drinking water in schools, boys and girls wash their hands with soap daily and are empowered through school clubs.

The UNICEF Pacific WASH Multi-country programme milestones include:

* Access to water, and toilets by communities (schools, households and healthcare facilities)
* Functioning monitoring and reporting mechanisms
* Scaled up WASH in Schools nationally in Fiji, Kiribati, Solomon Islands and Vanuatu
* Emergency preparedness and response strengthened
* Functioning sector coordination mechanism
* National and school action plans integrative of drinking water safety and security plans and resilient to climate change and risks.

Additional support through a WASH Consultant is required in order to support UNICEF’s field offices and regional office in achieving programme milestones, improve overall monitoring, review progress and identify new areas of support for future programming in close collaboration with government counterparts and partner agencies.

**Purpose of Assignment:**

The WASH in Schools Consultant will play a critical role in the rolling out of the WASH in Schools approach as well as supporting inclusion of WASH in Schools and related aspects such as gender, menstrual hygiene management, children with a disability, climate change and resilience in regional sector standards, guidelines and other tools. The consultant is expected to work closely with other UNICEF Sections (most notably Education) and various government counterparts including the Ministry of Education, Ministry of Health, Water Authorities, National Disaster Management Office (NDMO), UN agencies, regional organizations and NGO’s combined in the Pacific WASH Coalition and National WASH Clusters.

**Scope of Work/ Work Assignments:**

The consultant will carry out the following activities in support of the following areas of work:

1. **WASH in Schools.** Provide technical support to government partners and local NGOs implementing WASH in Schools programmes
   1. Conduct bottleneck analysis and baseline assessment/survey for WASH in Schools
   2. Conduct 3 field monitoring visits in the field with partners
   3. Conduct capacity assessment of WASH in Schools partners and develop a Three Star Approach training manual, documentation, monitoring and reporting mechanisms
   4. If applicable, support partners enrolled in the WASH in Schools course led by Emory University or any other WASH training endorsed by UNICEF WASH
2. **WASH Sector Coordination.** Provide technical support and input to sector groups (regional and local)
   1. Support development of evidence base and use of PHAST and Drinking water safety and security plans (DWSSPs), through field monitoring and audits.
   2. Work closely with regional partners such as Secretariat for the Pacific Community (SPC), Pacific Disability Forum among harmonization for cross-sectoral work such as gender, children with a disability and climate change risk management
   3. Support coordination related aspects around WASH policies, standards and guidelines development in UNICEF or by partners
3. **WASH Data and Knowledge Management.** Support government and NGO partners in data collection and reporting through Akvo Flow and AKVO RSR and WASHBAT online tool.
   1. Conduct training for partners as needed to increase and maximize use of the Akvo platforms and other online platforms.
   2. Assist partners with reporting and documentation (such as writing human interest stories, and other advocacy materials).
   3. Develop an advocacy toolkit/compendium of videos, blogs, human interest stories about WASH and related topics such as WASH in Emergencies, WASH and Gender, WASH and children with a disability, WASH and Climate Change
4. **Support Emergency preparedness and response.** In the event of an emergency,

4.1 Assist the Technical Working Group in the development of Education and WASH preparedness documents, including contingency plans, 4W matrix, maps, assessment forms, standards, stocklist and partner mapping.

4.2 In the event of an emergency, to coordinate and work with MoE and the sector to plan and distribute WASH kits to schools and any other emergency support needed.

**Work Schedule:**

The duration of the contract will be for 8 months from December 1 2016– July 30 2017. The consultant is expected to work on a full-time basis and may negotiate up to 1 month (4 weeks) of absence without pay.

**Payment Schedule**

Payments will be done in accordance with submission of deliverables, certified by the supervisor.

**Deliverables/End Products**

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| **Deliverable** | **Expected duration** | **Payment** |
| **WASH in Schools** | | **40%** |
| * Baseline and Bottleneck assessment report |  |  |
| * Contract Management with WASH in Schools partners on Three Star Programme |  |  |
| * Support to at least 3 partners on completing certification course on WASH in Schools by Emory University |  |  |
| * Capacity training for local partners and government partners on WASH in Schools, documentation, monitoring and reporting * Programmatic visits |  |  |
| **WASH sector coordination** | | **20%** |
| * Programmatic/field monitoring visits |  |  |
| * Capacity building of local NGO partners |  |  |
| * Report on support provided to regional groups on climate change, DWSSPs integration, |  |  |
| **WASH Data and Knowledge Management** | | **25%** |
| * Report (including training plan and presentation) on Akvo Flow and Akvo RSR as well as WASHBAT online tools |  |  |
| * Toolkit/compendium of existing advocacy materials and other tools on WASH |  |  |
| **Support Emergency preparedness and response** | | **15%** |
| * Report on support to Technical Group and Emergency Cluster |  |  |

**Supervisor Name and Type of Supervision that will be provided:**

The consultant will be under the direct supervision of the WASH Specialist at the UNICEF Office for Pacific Island Countries.

**Consultant’s Work Plan and Official Travel Involved:**

The consultant is required to make his/her own return travel arrangements from Place of recruitment-Duty Station-Place of recruitment on the most direct route and economical class. Travel costs will be reimbursed to the consultant upon submission of invoice and travel documents.

All related (internal/external) official travel of the consultancy will be organized by the consultant and costs reimbursed accordingly.

The consultant is also required to organize his own visa to the duty station – UNICEF will provide a support letter to assist with visa approval.

**Consultant’s Work Place:**

The consultant will have a flexible work arrangement where at times he works out of the UNICEF Suva based office and other times, he can work remotely where he has access to good internet connectivity.

**Qualifications or Specialized Knowledge/Experience Required:**

Qualifications

* Degree in one of the disciplines relevant to the following areas: Public Health, Civil Engineering, Mechanical Engineering, Geology, Hydrology, Sanitation Engineering, or a field relevant to international WASH related development assistance;
* Additional training in Health Education or Communication for Development are considered an asset;
* Additional training and experience in emergency/humanitarian response, preparedness and capacity building on disaster and climate risk resilience is considered an asset.

Experience

* Three to Five years of progressively responsible professional work experience in the UN or other international development organization, national government or the private sector;
* Familiarity with Pacific WASH Sector partners and programmes;
* Experience on WASH in Schools programmes focusing on hygiene behavior improvements;
* Experience on WASH Resilience and Drinking Water Safety and Security Planning
* Background/familiarity with Emergency (preparedness and response) and the WASH Cluster approach;
* Methodology of programme/project management;
* Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF positions and approaches.

Languages

* Fluency in English and knowledge of the Fijian or Hindi or other Pacific languages is an asset.

Competencies

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| * Knowledge of Water, Sanitation and Hygiene areas of UNICEF’s programme. * Technical Knowledge of the theories, principles and methods in the following areas: WASH in schools, water supply project management, monitoring and evaluation, integrated water resource management, water supply and sanitation technologies, humanitarian, climate change/climate resilience, and community based water supply and sanitation. |
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**General Conditions** **of Contracts for the Services of Consultants / Individual Contractors**

**1. Legal Status**

The individual engaged by UNICEF under this contract as a consultant or individual contractors (the “Contractor”) is engaged in a personal capacity and not as representatives of a Government or of any other entity external to the United Nations. The Contractor is neither a "staff member" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor an "official" for the purpose of the Convention on the Privileges and Immunities of the United Nations, 1946. The Contractor may, however, be afforded the status of "Experts on Mission" in the sense of Section 22 of Article VI of the Convention and the Contractor is required by UNICEF to travel in order to fulfill the requirements of this contract, the Contractor may be issued a United Nations Certificate in accordance with Section 26 of Article VII of the Convention.

**2. Obligations**

The Contractor shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.

The Contractor must respect the impartiality and independence of UNICEF and the United Nations and in connection with this contract must neither seek nor accept instructions from anyone other than UNICEF. During the term of this contract the Contractor must refrain from any conduct that would adversely reflect on UNICEF or the United Nations and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of UNICEF. The Contractor must exercise the utmost discretion in all matters relating to this contract.

In particular, but without limiting the foregoing, the Contractor (a) will conduct him- or herself in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of UNICE relating to fraud and corruption; information disclosure; use of electronic communication assets; harassment, sexual harassment and abuse of authority; and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

Unless otherwise authorized by the appropriate official in the office concerned, the Contractor must not communicate at any time to the media or to any institution, person, Government or other entity external to UNICEF any information that has not been made public and which has become known to the Contractor by reason of his or her association with UNICEF or the United Nations. The Contractor may not use such information without the written authorization of UNICEF, and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contact.

**3. Title rights**

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material created by the Contractor which bears a direct relation to, or is made in order to perform, this contract. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights.

**4. Travel**

If UNICEF determines that the Contractor needs to travel in order to perform this contract, that travel shall be specified in the contract and the Contractor’s travel costs shall be set out in the contract, on the following basis:

1. UNICEF will pay for travel in economy class via the most direct and economical route; provided however that in exceptional circumstances, such as for medical reasons, travel in business class may be approved by UNICEF on a case-by-case basis.
2. UNICEF will reimburse the Contractor for out-of-pocket expenses associated with such travel by paying an amount equivalent to the daily subsistence allowance that would be paid to staff members undertaking similar travel for official purposes.

**5. Statement of good health**

Before commencing work, the Contractor must deliver to UNICEF a certified self-statement of good health and to take full responsibility for the accuracy of that statement. In addition, the Contractor must include in this statement of good health (a) confirmation that he or she has been informed regarding inoculations required for him or her to receive, at his or her own cost and from his or her own medical practitioner or other party, for travel to the country or countries to which travel is authorized; and (b) a statement he or she is covered by medical/health insurance and that, if required to travel beyond commuting distance from his or her usual place or residence to UNICEF (other than to duty station(s) with hardship ratings “H” and “A”, a list of which has been provided to the Contractor) the Contractor’s medical/health insurance covers medical evacuations. The Contractor will be responsible for assuming all costs that may be occurred in relation to the statement of good health.

**6. Insurance**

The Contractor is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate taking into account, among other things, the requirements of paragraph 5 above. The Contractor is not eligible to participate in the life or health insurance schemes available to UNICEF and United Nations staff members. The responsibility of UNICEF and the United Nations is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

**7. Service incurred death, injury or illness**

If the Contractor is travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contract, or is performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval, the Contractor (or his or her dependents as appropriate), shall be entitled to compensation from UNICEF in the event of death, injury or illness attributable to the fact that the Contractor was travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contractor, or was performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval. Such compensation will be paid through a third party insurance provider retained by UNICEF and shall be capped at the amounts set out in the Administrative Instruction on Individual Consultants and Contractors. Under no circumstances will UNICEF be liable for any other or greater payments to the Contractor (or his or her dependents as appropriate).

**8. Arbitration**

1. Any dispute arising out of or, in connection with, this contract shall be resolved through amicable negotiation between the parties.
2. If the parties are not able to reach agreement after attempting amicable negotiation for a period of thirty (30) days after one party has notified the other of such a dispute, either party may submit the matter to arbitration in accordance with the UNCITRAL procedures within fifteen (15) days thereafter. If neither party submits the matter for arbitration within the specified time the dispute will be deemed resolved to the full satisfaction of both parties. Such arbitration shall take place in New York before a single arbitrator agreed to by both parties; provided however that should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the arbitrator shall be designated by the United Nations Legal Counsel. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

**9. Penalties for Underperformance**

Payment of fees to the Contractor under this contractor, including each installment or periodic payment (if any), is subject to the Contractor’s full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF’s satisfaction, and UNICEF’s certification to that effect.

**10. Termination of Contract**

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice. If this contract is terminated in accordance with this paragraph 10, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF’s satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor. Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor under this paragraph 10.

**11. Taxation**

UNICEF and the United Nations accept no liability for any taxes, duty or other contribution payable by the consultant and individual contractor on payments made under this contract. Neither UNICEF nor the United Nations will issue a statement of earnings to the consultant and individual contractor.