

**UNICEF Pacific**

**TERMS OF REFERENCE**

**Sanitation and Hygiene Consultant – Solomon Islands**

**Requesting Section: WASH**

**Date/Updated date: 2 March, 2017**

**Programme Area and Specific Project involved: Output:**

By 2017, communities, schools and health centers use improved water and sanitation facilities with a focus on rural and peri-urban villages in the Solomon Islands.

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**Background:**

The Solomon Islands government recognizes WASH as central to the overall development of the country. The National Development Strategy (2016-2035) recognizes, and strongly emphasizes, the need to focus on improved water and sanitation, and improved hygiene practices, in rural areas. However, despite a strong policy focus, the national WASH sector remains institutionally weak to support rapid scale up of sanitation service, implementation of national policies, sector monitoring and ability to support community level operation and maintenance for WASH. In addition to limited capacity, fragmentation is also another challenge for the WASH sector in Solomon Islands. The MHMS is the national government department responsible for water supply, sanitation and hygiene programs, and regulation of rural WASH. At present, these results are delivered through the Environmental Health Division (EHD). The Environmental Health Division (EHD) consists of five departments: Food Safety; Quarantine; Environmental Management & Control and the Research & Training Unit and the RWASH. The RWASH unit assumes responsibility for safe water planning, monitoring and regulation functions and the Health Promotion Division is responsible for hygiene promotion and sanitation outreach activities (but is severely under-resourced).

The European Union (EU), is one of the major donors to the Solomon Islands Government (SIG) for WASH. The Improving WASH (IWASH) in the Solomon Islands project (EUR 2.57 million, 2011-2016) funded through the European Union Water Facility and implemented by UNICEF with SIG and NGO partners Live and Learn Environment Education (LLEE) and World Vision (WV), was completed in November 2016, focusing on improving access to safe water, sanitation and hygiene awareness to 12000 families, and another 3000 children in 20 schools. In parallel the EU has been providing budget support to the sector through the RWASH programme at MHMS to strengthen country systems for WASH service delivery in rural areas, policy coordination, monitoring and accountability. In conjunction, UNICEF and WaterAid have been supporting SIG for rural WASH through a representative baseline survey.

There is a need to build a movement for change from open defecation practices prevalent in most rural areas, to creating sanitation improvement models that can go to scale. This would mean testing a mix of approaches and strategies to create Open Defecation Free provinces/districts which includes advocacy, institutional triggering, Community Led Total Sanitation, sanitation marketing and capacity development. It is obvious that no one strategy would work, if the country is to reach the ambitious target of ODF status by 2019, as stated in the RWASH policy guideline. UNICEF, in collaboration with partners, would support the government in identifying a practical and pragmatic road map to create ODF districts/provinces and in creating a supportive capacity development plan for the country.

A consultant is required to support the formulation of the above strategies and plans, and UNICEF is looking for an technical consultant to undertake this task. It may also be noted here that this support from UNICEF would fill the gap that occurred due to the withdrawal of the DFAT TA support recently. While EU is considering topping up of it’s TA team, to fill this gap, it’s procurement processes is time consuming and it might mean losing the momentum too. Therefore, EU has made a formal request to UNICEF, to provide an interim support till a full time TA is in place.

**Purpose of Assignment:**

A Consultant is being sought to support the strategic scale-up of sanitation and hygiene in the country, by way of conceptualizing and framing an operational plan for reaching An Open Defecation Free status, with a province as an example, including drafting of a capacity building framework, to roll out the plan. The consultant is also expected to anchor and support a high level national sanitation consultation to share the plan and leverage support.

**Scope of Work/ Work Assignments:**

The consultant will be based at UNICEF Office Honiara and work closely with WASH Specialist UNICEF, Honiara on a daily basis. However, he/she will also consult the EU Team of Advisors, Director, EHD, on a regular basis. The consultant will undertake the following broad activities, but will not be limited to the ones below:

**Open Defecation Elimination Plan**

* Review the existing rural sanitation landscape in the country, including review of data, national policies, institutional delivery structure and mechanisms, existing programming strategies, partnerships at the national and provincial level.
* Review the existing institutional capacity development initiatives for rural WASH and identify the key gaps to be filled.
* Research and build insights into the various potential stakeholders to be possibly included in a district sanitation initiative, which may include, but not limited to religious leaders, school teachers and students, extension workers from other departments, political leaders, provincial heads and others.
* Develop insights into the budgets available at the district level for sanitation outreach programme (provincial budgets as well), including communication, capacity building, and infrastructure requirements with a view to identifying the deficit.
* Using the above information, and with more relevant research, and supported by field visits, develop a pragmatic and implementable plan for a district to reach ODF status. This plan should include a suggested institutional design and possible convergence strategy for pooling in human resources, capacity development plan, outreach mechanism, time plan, budgets and possible sourcing of funds, and other relevant information, as required.

**National Capacity Development Plan**

* Review the existing capacity development initiatives of RWASH at the national and province level, to understand the key gaps in capacities, to deliver on the National RWASH policy.
* Develop an appropriate plan to develop institutional capacities and an institutional design and framework that can possibly respond to the capacity need to implement the national RWASH policy

**Strengthening RWASH monitoring**

* Review the monitoring mechanisms, existing data collection, reporting and tracking systems with regards to rural WASH in the country.
* Research on appropriate monitoring mechanisms adopted by other countries, with a view to learning from global good practices. Develop insights on the SDG monitoring requirements and the key data gaps that exist in the country.
* Develop a discussion note, outlining the status, key issues as identified and key recommendations to strengthen the sanitation data and reporting for JMP/SDGs.

**National sanitation consultation**

* Develop an outline for the workshop, including drafting of the key results and outputs, workshop content and design. Identify potential participants, speakers, best practice examples (global), develop invitation letters and other related work as necessary.
* Network with all relevant stakeholders for participation in the proposed workshop
* Share the content of the ODEP and the capacity development plan during the workshop.
* Prepare the workshop report.

**Work Schedule:**

The duration of the contract shall be for 75 days spread over the period of five months, starting May 1, 2017, until October 1, 2017.

**Payment Schedule**

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

**Deliverables/End Products**

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| Deliverable/outputs | Estimated Time Inputs | Payment |
| 1. Report on the stakeholder consultations and discussions, on capacity building plan and ODEP plan (includes field visits)
 | 15 days  | 15% |
| 1. A well-researched, strategic ODF plan/road map, recommending key advocacy, programming and communication interventions to make a province ODF, along with a power point presentation explaining the above.
 | 10 days  | 15% |
| 1. A well-researched and pragmatic capacity building plan to take sanitation to scale in the country
 | 15 days | 15% |
| 1. A discussion note on the key gaps in the existing sanitation/CLTS data sets, monitoring mechanisms and capacities in the country, and a practical way to strengthen sector monitoring.
 | 15 days  | 20% |
| 1. Conference preparation, conference outline and design
 | 10 days  | 20% |
| 1. Conference report
 | 5 days | 10% |
| 1. Handover to the WASH TA supported by EU
 | 5 days | 5% |

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

UNICEF WASH Specialist in Solomon Island, shall provide overall supervision. UNICEF WASH Specialist based in Suva, Fiji, shall provide technical guidance. The consultant shall collaborate closely with the WASH Sector partners as relevant, and the relevant Ministries, in consultation with UNICEF.

**Consultant’s Work Place:**

The consultant is expected to work on the specified dates, at the UNICEF office, unless otherwise agreed upon with WASH Specialist, Honiara. A laptop will be made available for office use, if required, as well as internet access during working hours.

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

Qualifications

* Degree in one of the disciplines relevant to the following areas: Public Health or a field relevant to WASH-related development assistance.
* Additional training in Water, Sanitation and Hygiene and Emergencies is considered an asset.

Experience

* Three to five years progressively responsible experience in project implementation, monitoring and supervision and evaluation or related field.
* Experience in community mobilization. especially in urban areas
* Experience working with UN, bilateral donors, Government and NGO partners is desirable.
* Experience working in the WASH Sector, in Solomon Island is an advantage.

Languages

* Fluency in English required, and Pidgin preferred.

Competencies

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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.