

**UNICEF Pacific**

**TERMS OF REFERENCE**

**UNICEF Vanuatu Water / National Implementation Plan Project Management Advisor**

**Requesting Section:** WASH

**Date / Updated Date:** 19 December 2017

**Programme Area:** WASH

**Specific Project Involved:** VanuatuWater Sector Partnership 2017-2021, Inception Phase

**Background:**

UNICEF works in 190 countries and territories to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfill their potential – to the benefit of a better world.

The Vanuatu WASH programme focuses on five main areas of work: (1) Strengthening data, policies, planning capacities and budget allocation for WASH; (2) Enhancing the ability of individuals to change or adopt hygiene behaviours; (3) Strengthening the capacities of communities, schools and healthcare providers to ensure operation and maintenance of water and sanitation facilities; (4) Improving standards and advocating for increased budgets to support quality infrastructure and proper maintenance, as well as monitoring; (5) Strengthening capacities of governments to plan for, adapt to, and recover from the effects of hazards and disasters, as well as longer term climate changes that are impacting on water availability and WASH services

**Purpose of Assignment:**

In December 2017, UNICEF and New Zealand Ministry of Foreign Affairs and Trade (MFAT) signed an agreement for a Water Sector Partnership 2017-2021, Inception Phase. The Vanuatu Department of Water Resources (DoWR) signed a related agreement with the same title.

The initial Inception Phase, lasting up to one year, will: (1) support DoWR to strengthen the WASH evidence base, information management and understanding of the water related risks facing rural ni-Vanuatu. And (2) Support DoWR to operationalise the National Implementation Plan (NIP), and pilot the Capital Assistance Programme (CAP) for funding a limited number of priority water projects. A second phase will be a broader longer term programme of support to strengthen the DoWR’s institutional and technical capacity for them to become a high functioning department that effectively implements the NIP to achieve the goal of 100% access to safely managed drinking water by 2030.

Specific program outputs for the initial phase include:

*Output 1 – Support DoWR to establish a national water-related information base*

1.1 Strengthen information systems and information management capability within DoWR

1.2 Compile and review existing WASH related datasets to support strengthened WASH sector problem analysis

1.3 Support DoWR to establish a water quality monitoring system that has provincial reach

1.4 Continue to strengthen the problem definition through analysis of Drinking Water Safety and Security Planning (DWSSP) and water quality data to identify water related problems and needs in rural Vanuatu

*Output 2 – Implement the NIP for Safe & Secure Drinking Water*

2.1 Support DoWR to finalise the NIP, DWSSP and CAP and develop costed workplans for implementing the NIP

2.2 Provide Institutional Support to DoWR to Operationalise and Implement the NIP

2.3 National and provincial level training on DWSSP and rollout of DWSSPs to communities

2.4 Support DoWR to Pilot the NIP and CAP

2.5 Human Resource Development, capacity and training needs Assessment to Implement the NIP

**Scope of Work/ Work Assignments:**

To help the DoWR to achieve the above outputs, UNICEF will contract a Water/NIP Project Management Adviser. The advisor will support DoWR in finalizing the NIP, DWSSP and CAP processes, developing costed work-plans, piloting the NIP and CAP, rolling out the DWSSP, and implementing the NIP and CAP long-term. The adviser’s roll is to build capacity, mentor DoWR staff and assist with project administration as needed. Tasks will include:

1. Provide advice and support to the Manager of the Project Management Unit including:

* Operationalise the Vanuatu water National Implementation Plan including planning with the use of gnat charts etc.
* Establish and run a competitive tendering process including RFP processes, contract management, financial management and reporting.
* Provide technical advice where required.
* Establish and implement P & O Unit and staff performance management including staff appraisals.
* In partnership with Vanuatu Institute of Technology and Rural Training Centres establish a vocational training course for plumbing.
* Establish an apprenticeship training programme for DoWR.
* Support and provide information to the DoWR Water Information System and develop communication strategies to relevant key stakeholders including communities and citizens.
* Undertake monitoring, quality control and performance management of DoWR contractors

1. Build the project management and operational capacity of the P & O Unit to:

* Identify training needs and produce a training plan based on WSP project design and resources.
* Promote a culture of continuous improvement in DoWR which identifies learnings and applies lessons to improve project practices;
* Lead trouble-shooting and problem-solving, where required, to achieve Department KPIs and project outcomes; and
* Capacity building and training needs assessments (with support from UNICEF).
* Provide capacity support to the DoWR with the development of knowledge products, advice and dedicated trainings.

1. Support the management and implementation of the Vanuatu - New Zealand Water Sector Partnership Activity.

* Provide regular reports as required to MFAT, UNICEF and DoWR.

**Work Schedule:**

The contract is based on deliverables stated below with periodic inputs over an 11-month period. The work shall be completed by 31 December 2018.

**Payment Schedule:**

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

**Deliverables/End Products:**

The consultant shall be paid in a lump sum upon acceptance of the final deliverables by UNICEF.

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| **Deliverable** | **Payment amount** | **Estimated timing** |
| 1. Progress Report 1 (including roll out of national implementation plan) | 25 % | April 2018 |
| 1. Progress Report 2 (including capacity building and training needs assessments) | 25 % | July 2018 |
| 1. Progress Report 3 (including project management and operational capacity DoWR) | 25 % | October 2018 |
| 1. Final Report (including an overview of activities and outputs) | 25 % | December 2018 |

**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 in Vanuatu/ Program Coordinator.

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

The consultant is required to make his/her own 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.

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

**Consultant’s Work Place:**

The consultant should spend most of their time at the Department of Water Resources, but will also have access to UNICEF offices as needed. Considerable time may need to be spent in provincial offices.

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

Qualifications

* A post-graduate degree in project management, planning civil or water engineering, public utility management or a related field.
* At least 10 years’ experience in project management preferably in water supply, civil engineering, public utilities in a developing country context, Pacific country experience desirable.
* Proven experience in procurement and financial management including designing and running RFPs, budgeting, contract management and reporting.
* Proven experience in capacity development role, including assessing and delivering on training needs, preferably in public sector.
* Proven high level communication, reporting and teamwork skills in cross-cultural contexts.
* Demonstrated high level communication, facilitation and people management skills cross-culturally including an ability to coordinate with a diverse range of stakeholders and motivate others.
* Ability to operate at a high level, up to Ministerial level, in a complex, changing environment, anticipate risk and respond flexibly to changing circumstances.
* Experience in monitoring and reporting, particularly the preparation of concise, evidence-based project reports.
* Strong computing skills including project management and information management software, word processing (Word) and spreadsheets (Excel).
* Understanding of gender issues in water and capacity building.
* Experience in integrating climate change adaptation and disaster risk management into water sector infrastructure and service delivery.

Desirable

* Knowledge of public utilities.
* Experience working in Vanuatu, Pacific Islands or Small Island Developing States.

Assessment criteria

* 1. Water sector knowledge and experience, including management.
  2. Capacity development experience in government or SOE’s, including needs assessments and delivering training plans.
  3. Project management, planning and financial management including procurement.
  4. Cross-cultural and Pacific working experience.

Languages

* Fluency in English is required
* Fluency in Bislama is an asset

Competencies

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| * Communication * Working with People * Drive for results * Relating and Networking * Applying technical expertise * Analyzing * Planning and Organizing * Following Instructions and Procedures |