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| **Terms of Reference for CLTS Consultant**  **Section in Charge**: Young Child Survival and Development (YCSD)  **How does the consultancy relate to work plan:** UNICEF Myanmar received a grant for implementing the Myanmar Water, Sanitation and Hygiene Resilience Programme (WASHR). The deliverables of this consultancy will contribute to Output 1 of this programme: *90,000 people gain access to improved sanitation facilities*, which in turn feeds into Output 103.002 of the current Multi-year Work Plan 2016-2017: *Targeted rural communities practice key hygienic behaviour*.  **Requesting Section: YCSD (WASH)**  **Title: CLTS Consultant Ayeyarwady** | | |
| 1. Background:   Myanmar faces many climatic hazards such as cyclones, floods, landslides and droughts. At the same time poverty and chronic underinvestment in water and sanitation infrastructure make communities extremely vulnerable to the impacts of these hazards as well as future climate change. These conditions directly threaten health, education and livelihoods of children and their families. The Myanmar Water, Sanitation and Hygiene Resilience (WASHR) Programme aims to support the Government of the Republic of the Union of Myanmar to decrease the vulnerability of communities through more climate and disaster resilient WASH infrastructure and increase government capacity to prepare and respond to emergencies in Townships that have an especially high climatic risk.  In collaboration with the Department of Public Health and local and international NGOs UNICEF will increase access to improved sanitation applying the Community Led Total Sanitation (CLTS) approach – which will be adapted to include disaster risk reduction aspects and key nutritional messages. Triggering and consequent monitoring of 40 villages in Bogale Townships in Ayeyarwady Region will take place between October 2016 and June 2017.  **Purpose:**  The purpose of this consultancy is to support the WASH team in the Country Office (CO) in the development, planning, implementation, monitoring and evaluation of the CLTS part of the WASHR programme in Bogale Townships in Ayeyarwady Region. Namely, this consultancy will involve the development of Programme Documents for implementing partners, coordination with the Department of Public Health at State, District and Township level, as well as timely involvement and liaison with other local authorities. Further, the consultant will monitor the progress of the CLTS programme against the agreed upon timeline through Programmatic Visits, contribution to donor reports and continuously give advice on necessary steps to implement the CLTS part of the WASHR programme in a timely and high quality manner. | | |
| 1. Objectives of the consultancy:  * Provide technical assistance for planning, implementation, monitoring and reporting of CLTS and hygiene promotion component. * Assist in developing Programme Documents for implementing partners, review their progress reports and conduct Programmatic Visits. * Plan and organize trainings on CLTS for Public Health Supervisors (PHS II) and CSO partners in Bogale Township. * Regular visits of the CLTS villages to monitor the process and development in the communities in close collaboration with the Public Health Supervisors (PHS II) and the implementing CSOs. * Provide monthly written reports to the supervising WASH Officer on the overall progress on the CLTS part of the WASHR programme. * Under the guidance of the supervisor take the necessary actions to implement the project in a timely and high quality manner. | | |
| 1. Reasons why the Assignment cannot be done by a UNICEF Staff Member   For the CLTS part of the WASHR programme UNICEF needs additional support at the township level to ensure the implementation of the activities in a timely and high quality manner. | | |
| 1. Geographic Area: Based in Bogale Township in Ayeyarwady Region with frequent travels to the targeted villages. | | |
| 1. Duration (including potential extension):   The consultancy is planned for 10 months with possibility of extension if required. The consultancy will be full-time. | | |
| 1. Supervisor: The consultant will report to WASH Officer in Myanmar CO with support from WASH Specialist (IP). | | |
| 1. Type of Supervision/support required from UNICEF:   Detailed guidance on tasks and expected completion dates will be provided. Day-to-day support will be provided by the WASH Officer in Myanmar CO, supplemented by occasional support by the Programme Monitoring and Evaluation Specialist. | | |
| 1. Description of assignment: | | |
| **Tasks** | **End Product/deliverables** | **Duration/**  **Deadline** |
| 1. Pre-triggering activities:   1.1 Sanitation baseline establishment:  Guide and support to NGO for preparation of village level sanitation baseline using CLTS approach | * Sanitation baseline of targeted 40 villages established | 1st month: 50% village data collected  2nd month: 50% village data collected |
| **1.2 Training and capacity development:**  Facilitate to plan and organize CLTS training and orientation sessions at the township level (UNICEF will provide training cost separately through implementing partner) | * One township level CLTS orientation session organized in which key government partners participated * One CLTS training organized for PHS II staff | 2nd month : Orientation and training completed |
| 1. Sanitation marketing   Prepare inventory/list of sanitation product suppliers (Township and Regional level) | * Sanitation supplier/vendor lists prepared | 3rd month |
| 1. Triggering   Guide, support and monitor CLTS triggering activities | * At least one triggering event organized in each village by NGO partner (total triggering events- 40) * One CLTS triggering event report prepared | 3rd month: 50% villages  4th month: 50% villages  3rd /4th month: triggering report |
| 1. Post triggering   Ensure post triggering monitoring works done by NGO  Follow up and monitor on post triggering monitoring of all the targeted villages | * At least two post triggering follow up meetings organized in each village | 5th month: 35% villages  6th month: 35% villages  7th month: 30% villages |
| 1. ODF verification and certification  * Using national guidelines, facilitate formation of ODF verification and certification team * Provide orientation to the Team * Engage local media in ODF certification process | * ODF verification and certification team formed * ODF verification completed in all targeted villages * All the ODF villages received ODF certificates * ODF verification and certification report prepared | 8th month: 50% villages  9th month: 50% villages  8th/9th month: Verification and certification report |
| 1. Progress report and end line monitoring report  * Prepare and submit monthly progress report * Prepare progress report against WASH-R project indicators * Prepare summary of end line report of sanitation situation of each village (based on ODF verification) * Assist to develop a strategy for scaling up CLTS in consecutive phases of WASHR. | * 10 monthly progress reports with analysis and lessons learned submitted * Summary of end line sanitation situation report prepared. This shows the ODF status and % of households with improved latrines * Written strategy for scaling-up the CLTS par of the WASHR programme following the completion of the current phase developed | Monthly report  10th month: Final progress report with recommendation |
| 1. Payment schedule   Payments will be made based on the deliverables as mentioned in section 8.   |  |  |  | | --- | --- | --- | | Month | Deliverables | Payment (% of total fee) | | 1st month | 50% village data collected and baseline established  Monthly report prepared | 10% | | 2nd month | Remaining 50% village data collected and baseline established  Monthly report prepared | 10% | | 3rd month | Sanitation supplier/vendor lists prepared  At least one triggering event organized in 50% villages  Monthly report prepared | 10% | | 4th month | At least one triggering event organized in 50% villages  Monthly report prepared | 10% | | 5th month | At least two post triggering follow up meetings organized in 35% villages | 10% | | 6th month | At least two post triggering follow up meetings organized in 35% villages | 10% | | 7th month | At least two post triggering follow up meetings organized in 30% villages | 10% | | 8th month | 50% villages completed the following:   * ODF verification and certification team formed * ODF verification completed in all targeted villages * All the ODF villages received ODF certificates * ODF verification and certification report prepared | 10% | | 9th month | Remaining 50% villages completed the following   * ODF verification and certification team formed * ODF verification completed in all targeted villages * All the ODF villages received ODF certificates * ODF verification and certification report prepared | 10% | | 10th month | Summary of end line sanitation situation report prepared. This shows the ODF status and % of households with improved latrines  Written strategy for scaling-up the CLTS par of the WASHR programme following the completion of the current phase developed | 10% | |  | Total | 100% | | | |
| 1. Advertisement / Invitation / Request for Expression of Interest   This TOR will be advertised through the usual HR channels plus those identified by the WASH section namely WASH sector mailing list, MIMU, and any other relevant groups in country to prioritise a locally recruited candidate to avoid long delays in visa processing. | | |
| **10. Selection process (EOI to be attached to TOR)**  Interested candidates are required to complete the Expression of Interest Form circulated with the call for proposals, answering the technical questions included.  The consultant will be identified by UNICEF based on a competitive selection process, taking into account the candidate’s experience, the quality of the answers produced, and of the lump-sum requested.  If deemed opportune, UNICEF will require a telephone interview with shortlisted candidates. | | |
| 1. Qualification and specialized knowledge/experience required for the assignment:   ***Education***   * Advanced university degree in one of the disciplines relevant to the following areas:   Sanitation Engineering, Public Health, Social Science, Civil or Mechanical Engineering or a field relevant to international WASH related development assistance.   * Additional training in CLTS and hygiene promotion, WASH in emergency, WASH in schools and Communication for Development an asset.   ***Work Experience***   * At least three years of relevant professional work experience in WASH * Knowledge of WASH-related technical guidelines, standards and indicators * Proven skills and experience in community development and working with communities * Experience in monitoring and evaluation of WASH interventions   ***Language Proficiency***   * Fluency in English is required (oral and written) * Knowledge of Myanmar language(s) is required | | |
| 1. Other conditions:   UNICEF will NOT provide accommodation to the consultant. UNCIEF will explore the option of getting working space to the consultant at the office of Implementing Partners in Bogale Townships in Ayeyarwady Region  UNICEF will provide a laptop for the purpose of this assignment.  Travel is expected and DSA will be included as a flat amount in the contract. Local travel and other travel costs will be paid on actual basis.  **Life and health insurance**  UNICEF does not provide or arrange life or health insurance coverage for consultants and individual contractors, and consultants and individual contractors are not eligible to participate in the life or health insurance schemes available to United Nations staff members. Consultants and individual contractors are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services as they consider appropriate. The responsibility of UNICEF is limited solely to the payment of compensation for service-incurred death, injury or illness as per the provisions detailed below.  **Life and health insurance**  UNICEF does not provide or arrange life or health insurance coverage for consultants and individual contractors, and consultants and individual contractors are not eligible to participate in the life or health insurance schemes available to United Nations staff members. Consultants and individual contractors are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services as they consider appropriate. The responsibility of UNICEF is limited solely to the payment of compensation for service-incurred death, injury or illness as per the provisions detailed below.  **Insurance for service-incurred death, injury or illness**  Consultants and individual contractors who are authorized to travel at UNICEF expense or who are required under their contract to perform services in a UNICEF or United Nations office shall be provided with insurance coverage, through a UNICEF-retained third party insurance provider, covering death, injury and illness attributable to the performance of official UNICEF duties. Compensation in the event of service-incurred death, injury or illness shall be equivalent to amounts stipulated in the agreement between UNICEF and the insurance provider.  **Payment**  Payments will be made based on reception of the deliverables as mentioned in detail under section 9.  **Confidentiality**  The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNICEF.  The contract signed with the consultant will include the other general terms defined by UNICEF. | | |
| 1. Nature of Penalty Clause to be stipulated in the contract:   UNICEF Myanmar reserves the right not to pay the Contractor or withhold part of the payable amount if one or more requirements established for this assignment is not met or deadline set for the accomplishment of the tasks is missed. | | |