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| UNICEF – Myanmar |
| **Terms of Reference (TOR) for Individual Consultant (International/National – based in Nay Pyi Taw, Myanmar)****For supporting 6th International Learning and Exchange (ILE) event on WASH in Schools (WinS)** |
| ReeHUUQr Requesting Section: WASH Section |
| **1. Nature of Consultancy:** Short term (National/International) Consultancy for planning, organizing and reporting of the 6th International Learning and Exchange event on WinS in Myanmar. **Background:**International learning exchanges on Water, Sanitation and Hygiene in Schools (WASH-in-Schools/WinS) have been held in the Philippines (2012), India (2013), Lao PDR (2014), Sir Lanka (2015) and Indonesia (2016). These ILE events have provided opportunities to the stakeholders in WASH-in-Schools programming to come together and share their experiences in efforts to ensure that all students drink safe water, use clean toilets, wash hands with soap and maintain other hygiene practices in their schools, at all times. These exchanges have helped share innovative approaches, such as group hand washing and Three Star Approach in WinS, learn about what works and what does not work, and build the motivation of stakeholders in their pursuit of good WASH practices in all schools. At the 5th WinS ILE event in Indonesia, the Myanmar delegates, on the request of ILE steering committee through UNICEF (Myanmar) and prior consensus of Ministry of Education, accepted and agreed to host the 6th WinS International Learning Exchange in Myanmar in 2017. This ToR presents the plan for the 2017 WinS ILE, which will be held in Nay Pyi Taw on 27 November to 1 December 2017. On behalf of the Government of Myanmar, the Ministry of Education will lead organizing the 6th WinS ILE with the collaboration of Ministry of Health and Sports, Department of Rural Development under Ministry of Agriculture, Livestock and Irrigation, Foreign Economic Relation Department under Ministry of Planning and Finance and Central Statistical Organization under Ministry of Planning and Finance. Key technical and financial support will be provided by UNICEF. In addition the Ministry of Foreign Affairs, Ministry of Communication, Ministry of Religious Affair & Culture and NGOs would take part in making the event a success. The outcomes including lesson learned and the best WASH practices to be shared by participant countries of this conference will be incorporated in further improving WinS programme in Myanmar. This consultancy relates to providing guidance for organizing the 5-day learning and exchange, and coordinating with the relevant stakeholders involved with conference design and content, developing materials, etc. This TOR has been prepared to define tasks for an event organizer to fulfill specified functions before, during, and after the event. It is expected that approximately 15 countries will join with around 75 international participants. The Ministry of Education and other relevant ministries will support State and Regional level government participants to travel to the event – approximately 70 Myanmar delegates are expected from local level and national ministries (Ministries of Education, Ministry of Health and Sports, and Ministry of Agriculture, Livestock and Irrigation, and others).  |
| **2. Purpose of Assignment:** To provide support in planning and organizing the WASH in Schools International Learning Exchange, from 27 Nov – 01 December 2017 in Nay Pyi Taw with field visit to Myaing Township.  |
| **3. Programme Area and Specific Project Involved:** The consultancy work will directly contribute to Result area 103-001-001[[1]](#footnote-1) and 103-003-003.[[2]](#footnote-2)More specifically, the consultant will directly work with Department of Basic Education staff who are assigned for ILE and also support the Local Organizing Committee (LOC) and UNICEF for planning, organizing, knowledge management and reporting of the 6th ILE event.  |
| **4. Reasons why the Assignment cannot be done by a UNICEF Staff Member**The process of planning, organizing and reporting of the ILE event will require close and frequent coordination with the government mainly DBE, DPH and DRD, and other partners. The consultant will be closely working with Local Organizing Committee which is based in Nay Pyi Taw. The consultant will have to communicate/assist very closely to LOC to communicate and liaise with the delegates coming from other countries. WASH Section, therefore, needs a full-time national or international consultant for about 39 working days during the period 1 November 2017 to 31 January 2018.  |
| 5. **Work Assignments and work schedule**: Deliverables/End Product (s) and Time Frame **Task 1**: Pre ILE event phase: Support preparatory works including logistical arrangement **Task 2:** ILE event programme planning and organization * Support LOC and UNICEF for the design and planning of ILE
* Regular communication with ILE participants particularly related to Country progress and action plan update
* Support for Country level ILE preparations
* Knowledge management and documentation of key workshop proceedings and upload daily ILE events in ILE website
* Review/finalize the Conference documents/presentation documents

**Task 3:** Supportpreparation and organization of field visit of ILE participants**Task 4:** Compile ILE event report, country action plans and present to the LOC |
| **Activity** | **Deliverables** | **Timeframe** |
| **Task 1.** Pre ILE Event |
| **Task 1.1. Support the maintenance of a conference website and Facebook page**Coordinate conference information with the conference website management. All content will be provided by UNICEF and Ministry of Education.  | Conference website and Facebook page developedWeb site regularly updated | 01 Nov- 15 Dec 2017 |
| **Task 1.2. Facilitating official processes and media engagement** 1. Work with UNICEF Communication staff and LOC for press coverage, public relations and manage media representatives
 | ILE event well covered in the media  | 1-15 Nov |
| **Task 1.3. Reading materials/ kits for participants**1. Liaise with UNICEF in facilitating preparation, printing, and distribution of materials.
2. Collect all the materials identified for distribution to the participants from UNICEF, and make approximately 200 copies available for distribution (in paper or media storage devices).
3. Support LOC in procurement of conference kits. Prepare estimate of conference kits with specifications (to include a reasonably-priced, good quality bag, pen, USB-drives, plastic folders, writing pad, name tag, brochures, programme, reading materials, etc.).

*(Note: UNICEF will pay the cost of conference kits).*1. Make sufficient number of kits for media persons attending the event as needed (approx. 30 units).
2. Coordinate the distribution of administrative information in preparation and during the event, and address participants’ needs for any further information.
 | Conference kits prepared and ready before the conference.  | 15-26 Nov |
| **Task 1.4 Guide and support preparation of country presentation**  |  |  |
| 1. Work with LOC and prepare template for country preparation
2. Coordinate with country focal persons for country presentation
3. Prepare guide/design for market place
4. Coordinate with country focal persons for market place materials
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| **Task 2 (During ILE Event):** ILE event planning and organization |  |  |
| * Support LOC and UNICEF for planning ILE
* Support for Country level ILE preparation
* Review/finalize the Conference documents/presentation document
* Attend LOC meetings
* Lead/guide logistical arrangement of the thematic group discussion sessions
 | Conference presentations/ documents collected and put all in USB before the conference.Effective support provided to LOC in planning and organizing the conference in Nay Pyi Taw  | 01 - 30 Nov |
| **Task 3 (During ILE Event):** Supportpreparation and organization of field visit of ILE participants |
| Support LOC and Sub Committees for field trip preparation which will include:* Support to LOC for designing the field trip programme
* Prepare guidelines for field visit
 | Field trip preparation completed and communicated to participants and relevant stakeholders | 27 Nov- 1 Dec |
| **Task 4 (Post ILE Event)** ILE event documentation and reporting  |
| Compile field visit reports/findings and share  | Field visit report prepared  | 6 Dec 2017 to 31 January 2018(home based) |
| Compile ILE event reports and upload to the web site | ILE conference documents compiled and put in USB for distribution  |
| Present Conference report to LOC and UNICEF  | ILE conference report prepared and submitted to LOC |
|  | **Total days** | Total: 90 days  |
| 1. 6. Estimated Duration of Assignment:

**39 working days** within the period 1 November 2017 to 31 January 2018. If additional work is needed by DBE, the contract would be extended. |
| 1. 7. Official Travel involved:
2. If international consultant is selected, the most direct and economical route from home country to Myanmar and back home will be applied. Standard UN DSA rate will apply for local travel. Consultant has to travel to Yangon.
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| 8. Proposed payment schedule based on deliverable:The payments are made in 2 instalments as follows:

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| **Ref** | **Deliverable** | **Amount (USD)** | **% Payable** |
| 1 | Completion of Task 1.1 , 50% of tasks 1.2 and 50% of task 2 |  | 50% |
| 2 | After completion of all the deliverables  |  | 50% |
|  | **Total Budget** |  | 100% |

 Travel arrangement will be made by UNICEF and local travel allowance (TA), including road transport and local air fare if it is applied, will be covered by UNICEF.  |
| 9. Qualifications or Specialized Knowledge /Experience Required**1. Education** * Advanced university degree in one of the disciplines relevant to the following areas: communication, public relation, International Development
* Additional training in computer based software tools an asset.

 **2. Work Experience*** Five years of progressively responsible professional work experience in the UN or other international development organization, national government or the private sector.
* Proven skills in communication, networking and conference/workshop planning and management
* Strong analytical and report writing skills.
* Good knowledge and skills in workshop facilitation and report writing.
* Familiarity with ILE events is an asset.
* Familiarity with the Myanmar content.

**3. Language Proficiency [ ]*** Fluency in English and another UN language.
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| 10. Contract SupervisorUNICEF Supervisor: Chief, WASH with support of WASH Specialist (IP)  |
| 11. Type of Supervision that will be provided:Supervisor will work closely with the Local Organizing Committee and the Supervisor will * ensure that the consultant works closely with LOC and WASH team of UNICEF Myanmar and EAPRO.
* ensure that the deliverables in the workplan are carried out accordingly.
* ensure that the consultants will meet frequently to discuss and share the progress/updates.
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| 12. Consultant’s Work Place: The consultant will be based at DBE office in Nay Pyi Taw and work closely with LOC and DBE. The consultant will have to visit as and when required. * Office Space:
	+ Yangon Country Office: The consultant can use UNICEF office space in Yangon as and when needed.
	+ Nay Pyi Taw office: The consultant can also use UNICEF office in Nay Pyi Taw.
* Computer: Consultant will use his/her own computer.
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| **13. Other conditions:** 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 illnessConsultants 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. Ethical principles:Research methods used should be consistent with UNICEF Ethical And Principle Guidelines for the reporting on children and young people under 18 years old. http://childethics.comConfidentiality: 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. |
| 14. Nature of “Penalty Clause” to be Stipulated in 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. |

1. Evidence-informed policies, standards and guidelines developed and implemented to build and sustain hygienic and healthy living conditions for women and children in Myanmar. Develop the WASH in School Guideline and disseminate among all partners nationally. [↑](#footnote-ref-1)
2. Communities, schools and health centres have access to sufficient safe water in targeted rural community in Sagaing, Magway, Mandalay, Bago, Ayeyarwaddy, Shan, Chin, Rakhine, Kayah States/Regions and conflict affected children and women in Mon and Kayin States. [↑](#footnote-ref-2)