

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	National Consultancy: Development of WASH in School Standards	
Requesting Section	Education Adolescent Development and Participation (EADP)	
Location	Place of assignment:	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based	
Contract Duration	4 months	
Number of working days	70 days	
Planned Start and End Date	From: 3 rd October 2022	To: 3 rd February 2023

BACKGROUND

Provision of safe water and appropriate sanitation facilities within the schools has been proven to improve health, enhance girls' attendance and retention, boost education achievement, promote gender equity and provide inclusiveness. While schools have played a primary role in providing formal education, they have also played a key role in promoting good practices on various aspects of daily living with habits and practices established in schools, tending to stay with learners throughout their lives. Schools therefore play a key role in developing a culture of good water, sanitation, and hygiene practices. The JMP report for WASH in Schools, 2020¹ estimates that even though the water supply service is at 93%, 15% of these are always not available and 8% do not have safe water supply or do not have it at all which coincides with the EMIS report 2021 where about 10% of schools either have unsafe sources or do not have water at all.² Even though safe water is available in most school, functionality of these facilities is a problem especially for boreholes with hand pumps. UNICEF estimates that 23% of water points are not functioning at any given time.³ For sanitation 65% of schools have basic sanitation facilities which are improved single sex and usable, while the 35% are schools with limited sanitation service or no sanitation at all.

Keeping school water, sanitation, and hygiene (WASH) facilities operational, with few breakdowns and downtime, and with proper, hygienic use, remains a huge challenge in Malawi. There are several factors that have created this situation. The number of schools in Malawi has increased exponentially in recent years since the introduction of free Primary education in 1994. Primary school enrollment increased drastically putting pressure to the already suppressed school infrastructure. This growth in the number of schools and enrollments of school children has put huge pressure on existing school WASH facilities that are already in poor repair. Investment in school WASH infrastructure has not kept pace with the growth in schools and school enrollments. In addition, the failure to give due consideration to the operation and maintenance of WASH facilities during planning, design and implementation of these facilities has resulted in a high level of non-functionality. Other cross cutting challenges include water supply disruptions, lack of child friendly WASH facilities especially for persons with disability and very young children, inadequate facilities for staff; lack of disposal facilities also for used sanitary pads, and challenges of sustainability of WASH intervention.

A number of these challenges directly relate to the design, construction, operation and maintenance of WASH facilities. This problem is further compounded by the fact that various WASH interventions introduce different types of sanitation and water facilities some which do not meet basic design requirements and standards. The provision of adequate, reliable, affordable, inclusive and safe water and sanitation services is, therefore, key to effective teaching and learning processes and creating a healthy school environment.

JUSTIFICATION

The Government of Malawi and development partners have launched massive investments in the school WASH sector in the country, and the Ministry of Education (MoE) in collaboration with ministries of Health and Water and sanitation has been coordinating these efforts to expand the school WASH program. It is in response to this that these ministries and UNICEF is supporting the development of school WASH standard 2022 to regulate construction of WASH facilities and service delivery.

Every child has the right to a quality education, which includes access to drinking water, sanitation and hygiene (WASH) services while at school. Children spend a significant portion of their day at school where WASH services can impact student learning, health, and dignity, particularly for girls”. In furthering this aim, every school in Malawi is expected to have adequate provision of such WASH services as per the global indicators highlighted in the Joint Monitoring Programme in alignment to the Sustainable Development Goal number 6 (SDGs) In terms of hardware facilities, schools have had such facilities provided for by development partners, by government as well as communities. While meeting the national recommended ratio of WASH facilities for school population has been a requirement, also the type of such facilities has been a major concern. It is noted that quality of WASH facilities varies from school to school and even where development partners are the providers, the designs differ from one partner to another. Most of the WASH infrastructure present in schools are not in good condition. Most schools do not have change rooms for the girls to use when they are having their menses and where change rooms are present, they are usually in bad condition. These are some of the things that drives absenteeism and dropouts amongst girls in schools. One of priority interventions in the Malawi Investment Plan (MIP) is to develop sustainable WASH facilities and networks in rural and hard to reach areas to ensure that children, women and the youth have access to affordable and quality WASH services in all public schools. The WASH in school standards seek to respond to this requirement that contribute to the Ministry of Education minimum package of infrastructure for teaching and learning. These standards will provide a benchmark for WASH in school service delivery for all WASH players thereby reaching every child with the same level of service.

PURPOSE OF THE ASSIGNMENT

The Ministry of Education has embarked on the development of WASH standards as part of the minimum package for school infrastructure in Malawi. In collaboration with other relevant ministries of Health, Water and Sanitation, Transport and public works as well as some civil society organizations and other institutions working in the WASH sector, person with disability as well as private schools and faith-based organizations. An inception meeting for this exercise followed by a consultative meeting took place with the ministries involved and other stakeholders. The outcome of the consultative meeting was a draft framework of the WASH standards. The purpose of the assignment is therefore to support the finalization of the national standards for WASH in School (WinS) for Malawi with the right measure of quality and with adequate information, specific to Malawi context. The guiding principle for the standards is to ensure user (child)-centered approach to WASH services in schools that considers the specific needs of children, persons with disability, as well as usability by all vulnerable groups and sustainability of WASH services in schools. Aligning to the Sustainable Development Goals and the National Education Sector Plan for Malawi (NESIP)⁴WASH in school standards should speak to the desired level of service delivery while considering the economic status and the different scenarios for different institutions.

SCOPE OF WORK/OBJECTIVES

The main objective of the assignment is to support the process of finalizing WASH in School standards with Ministry of Education, Ministry of Water and Sanitation, Ministry of Health, Ministry of Transport and Public Works, UNICEF and other relevant stakeholders.

Specific objectives:

1. Work with the established WinS task team to refine the draft standard which will include:
 - a. Consultations with grassroots including the users (children) level -Get technical input from other WASH service providers as well as policy holders and development partners.
 - b. Provide technical inputs for different options as agreed by the task team
2. To build a consensus and compile all inputs to the standard document.
3. Finalize the national WinS standards Submit a final satisfactory print ready National Wins standard document

Scope of work

1. **Inception Meeting:** The Wins task team will brief the consultant on the work done and clarify in depth the task at hand. The consultant will be provided with a background to the task as well as information obtained from the workshop that took place to come up with a generic framework of the WASH in school standard document. At the end of the meeting the consultant will come up with an inception meeting report with his/her detailed work plan for carrying out this exercise in a word document and gantt chart respectively. The consultant will be briefed on the following areas as discussed in the previous workshop:
 - a. A comparative analysis of the standards from other countries with the draft for Malawi
 - b. Best practices for consideration (both hardware and software) in line with the MoE minimum package for school infrastructure
 - c. Gaps that exist in the document for consideration
 - d. Proposed areas of improvement for the document and how that should be done
2. **Design WASH standards outline:** Following the inception brief, the consultant will review the draft framework that was developed and design an outline of the WASH in school standards document outlining the main proposed components in word document.
3. **Consultations:** the consultant will embark on field visits, desk review as well as office consultations get insights and technical inputs from the grassroots including users (children), service providers, development partners and other relevant stakeholders to get more insight of real-life scenarios and use the findings to develop the first draft WinS standard document.
4. In addition to the contents of the framework developed, the WinS standards should also include the following components:

Water supply

 - a. Different water supply options for rural and urban settings
 - b. resilient and sustainable water supply options for schools in Malawi setting

- c. usability of water facilities for vulnerable groups
- d. operation and maintenance
- e. accessibility

Sanitation

- a. Different sanitation options for rural and urban setting with designs for specific context.
- b. Different sanitation options for ECD, Primary School and Secondary School setting
- c. Accessibility of sanitation facilities by all
- d. Resilience and sustainable sanitation options for Malawi

Operation and maintenance

- a. Ease of use of the WASH facilities for learners of all age groups and various physical needs
- b. Ease of repair and maintenance
- c. Review existing designs of WASH facilities and provide alternative designs as may be required

Hygiene Promotion and hand washing practice

- a. Hygiene promotion approaches that work in Malawi for urban and rural
- b. Hand washing practice strategies
- c. Hand washing strategies that work for all children in schools for urban and rural
- d. Food hygiene strategies that work for rural and urban setting
- e. Accessibility and usability of hand washing facilities

Menstrual Health and hygiene

- a. Capacity building for menstrual health and hygiene for girls in school
- b. Privacy and usability of menstrual hygiene facilities for boarding and day schools
- c. Specifications for different options for menstrual health and hygiene in urban and rural setting

Waste management

- a. Effective Waste management options for rural and urban setting and for primary and secondary schools.
- b. Cleaner production techniques.

5. **Consultative meeting on the first Draft document:** Upon development of the first draft, the consultant will share the document with the task team and other stakeholders for review and comments. The consultant will then present the document on a power point in a consultative meeting and get feedback for consolidation and development the final draft.
6. **Final Draft WinS standards:** The Consultant is expected to share the final draft document to the WinS task team and later present it in PowerPoint to the larger group of stakeholders for validation and consensus building.
7. **Quality review of the final draft standards document:** The consultant will work in further consultation with the Ministry of Education DQAS and other relevant directorates within this ministry as well as Ministry of Health and Ministry of Water and Sanitation for quality checks.
8. **Refining and submission of final Document.**

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/communication lines):

The consultant will be operating on a matrix reporting line where he/she will be reporting to the Chief of Education and Adolescents for functional support and will also be reporting to the Chief of WASH for technical guidance and support. The consultant will be giving his reviews and updates working in close collaboration with the WASH in School Officer within UNICEF. The consultant is also expected to report on progress and work closely with the WinS Task Team led by the Ministry of Education and comprising of Ministry of Health, Ministry of Water and Sanitation, Ministry of Transport and Public Works and other stakeholders.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

Reports and standard document drafts will be submitted on progress as follows:

1. Inception report with an outline of contents for the standard document presented in word document. This will be accompanied by a detailed work plan in Gantt Chart. A review and approval of the detailed work plan shall be done by the WinS Task Team and other relevant stakeholders.
2. Consultation Reports: to be presented following desk reviews and /or technical consultations in form of briefs highlighting the key findings and recommendations for consideration in the document. Also provide field reports following field observations. These reports should be submitted in word document to the supervisors through the WASH in School Officer.
1. First draft of WinS standards: To be submitted in word document to the supervisors and the WinS task team, a week (5 working days) before the consultative meeting to the WinS task team, to capture comments and inputs prior to the stakeholder consultative workshop. The document shall be accompanied by a power point presentation that will be presented and shared at the consultative meeting.
2. Final approved Draft WinS standards: To be submitted to the task team in word document to the supervisors and the task team for further review before the validation meeting.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant/individual contractor will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
General Orientation of the consultancy with the WinS task team.	Inception report	5	12 th October 2022	15%
Presentation of the inception report with a WinS standards document outline and detailed work plan to the task team	Detailed work plan and standards outline	1		

	approved by the task team			
Consultations on the grassroots level based on the draft framework in collaboration with MoE and task team and formulation of key recommendations.	presentation of the findings and recommendations	25	5th December 2022	35%
Development of the first draft- WASH standards with input from the consultations including aspects detailed in the ToRs.	First draft WinS standards	15		
Consultative workshop with WINS task team and other stakeholders. Present the first draft standards to the task team and other stakeholders for more inputs.	Presentation of the first draft standards and consultative workshop report	1		
feedback incorporation and submission of satisfactory final draft standard document for task team final review	Final draft WinS standards	15	13 th January 2022	50%
Review and Validation of the Final Wins standard document	Validation workshop	1		
Quality review and refining of the final draft WinS standard document	Final approved draft- WinS standards document	7		

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant/ individual contractor and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

Travel costs will be reimbursed on actual expenditures and upon presentation of original supporting documents. As per UNICEF operational guidelines.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

Holder of at least a master's degree or equivalent in civil engineering, water resource engineering, water resource management, public health or other related technical field. Those with an advance degree in statistics, education and early childhood development can apply.

Work experience:

- At least 8 years' experience in designing and managing/ implementing WASH programs.
- Experience in water schemes, sanitation facilities will be an added advantage.
- Extensive knowledge and experience in child friendly construction designs.
- Hands on experience in sanitation and hygiene promotion projects.
- Practice in special needs education and assessment is an added advantage.

Technical skills, knowledge and strength areas:

- Extensive knowledge in water, sanitation, and hygiene; menstrual health and hygiene, social behavior changes communication and community engagement.
- Practical experience in infrastructure (buildings) designing skills
- Strong skills in collaboration, negotiating and persuading
- Good analytical skills
- Excellent writing skills
- Knowledge of social cultural context in Malawi
- Excellent communication and interpersonal skills
- Should have basic working equipment such as computers and stationery

Languages:

- Must be fluent in English both oral and written and a local language.

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption, Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment upon acceptance of the offer. Prior to the issuance of the official contract, the consultant is requested to complete the applicable mandatory trainings as well as self-certify that he/she has received the required COVID-19 vaccines and can demonstrate proof of a valid vaccination certificate.

The Consultant will be required to work from home or work from the Ministry of Education Office depending on need. The consultant shall have his own office equipment such as laptops and other office equipment. The consultant will be expected to arrange his/her own transport during field missions.

CONDITIONS

- The consultancy will be operating on for over a period of 4 months; however, the consultant will only work for 70 days during this contract period.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be based at home except for the time for office consultations, field work and meetings.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the consultant and reimbursed against actuals, unless otherwise agreed.
- Transport will be arranged by the consultant during in-country field travel, if planned and approved.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- The consultant will not have supervisory responsibilities or authority on UNICEF budget.
- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The assignment is an off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details