**TERMS OF REFERENCE FOR CONSULTANTS/INDIVIDUAL CONTRACTORS**

**Water, Sanitation and Hygiene (WASH) Consultant/Contractor Roster**

1. **BACKGROUND / RATIONALE**

Safe water, sanitation, and hygiene (WASH) is extremely important for child and human health. In India, according to the 2020 Joint Monitoring Programme (JMP), only 46% of the national population has have access to safely managed sanitation facilities. For rural areas, the estimate is 51% of the population that has access to safely managed sanitation facilities. For drinking water supply, the estimates indicate that only 56% of the population has access to safely managed water supplies. These figures directly contribute to millions of children under five being stunted, the occurrence of waterborne diseases such as typhoid, diarrhoea, and cholera, and can be particularly detrimental to the potential for children to gain proper education, especially for adolescent girls who require institutional support to practice safe menstrual hygiene management (MHM).

Sustained functional sanitation units, safe water supply and handwashing facilities, with robust operation and maintenance (O&M) systems and related utilisation competencies are extremely critical for households, as well as institutions like schools, healthcare facilities and anganwadi centres. In addition, India is a country that is highly vulnerable to climate change, which has resulted in greater frequency of high-intensity disasters in the country and has been doubly burdened by the COVID-19 pandemic that has further weakened access to critical WASH services necessary for promoting healthy development of children and communities. UNICEF’s 2019 report, An Environment Fit for Children, states that **climate change is a direct threat to a child’s ability to survive, grow, and thrive.**Extreme weather events such as cyclones threaten their lives and destroys infrastructure critical to their well-being. Floods compromise hygiene and access to water and sanitation facilities and services, leading to diseases such as cholera, to which children are particularly susceptible and vulnerable. Droughts lead to crop failures and rising food prices, which for the poor mean food insecurity and nutritional deprivations that can have lifelong impacts. The wider impact of temperature rise is eroding environmental assets such as ground cover, forest etc., leading to increased frequency and magnitude of natural disasters and wider environmental degradation that compromises children’s access to ecosystem services1.

The WASH programme in India is also supporting the gender-responsive implementation of WASH policies and programmes and enhancing synergy with Sustainable Development Goal 5 on achieving gender equality and empowering all women and girls.  WASH work brings out the intrinsic linkages between WASH and gender equality and identifies strategic entry points for gender mainstreaming. Given the on-going COVID-19 pandemic, WASH’s contribution to the strategic response efforts was a central theme across all discussions, especially in relation to what routine programming activities were to be continued and what were to be deprioritized until the response period concluded.

As a technical partner, UNICEF supports both national and state Governments’ efforts to provide adequate and safe WASH services, resulting in the reduction of disease and infection, reducing diarrhoea, enteric enteropathy and resulting child stunting and wasting including among the most vulnerable populations, through improving universalizing access to and use of adequate and quality WASH services including sanitation and hygiene facilities for adolescent girls at all relevant places including schools.

1. **PURPOSE OF ASSIGNMENT**

UNICEF is building a pool of pre-qualified high-caliber candidates to be hired as ‘WASH Consultants’, from which the UNICEF India country office (ICO) and different state offices can swiftly select and fill a requirement through a faster contracting process as soon as a need is identified.

Candidates who meet the required qualifications and experience are invited to apply in reply to an announcement, following which a desk review of their skills and experience will be done to determine whether they qualify for the WASH roster. The process will ensure that all candidates in the WASH roster group are already evaluated prior to recommendation for a specific consultancy opportunity in any UNICEF office in India. Successful candidates, as per the desk review, will be notified and placed in a WASH roster group for a three (3) year period. However, engagement of identified consultants for specific assignments would be as per the terms and conditions specified in the specific contract entered between UNICEF and the consultant.

Details of the working of the roster are as follows:

1. The roster of WASH consultants, once in place, will allow WASH network colleagues from the ICO and state offices to select three or more potential pre-shortlisted candidates from the roster, for further appraisal and selection of the final candidate, rather than going through a complete formal advertisement process for each consultancy assignment. Ideally, this will expedite the placement of consultants (both short term and long term) and provide the supervisor the opportunity to choose from a large pool of potential candidates with appropriate WASH background and experienced, as required. The database will be managed centrally by the Supply & Procurement (S&P) section of UNICEF in New Delhi.
2. In this context, should the currently on-board consultants with UNICEF be interested in being considered for future opportunities with UNICEF, they will need to apply to the roster.
3. The list will be updated regularly so that it may include the latest qualified candidates available. The WASH section, in consultation with the S&P section, will decide on the need and frequency of this task.
4. If the WASH supervisor feels that appropriate candidates are not available in the list, the regular formal engagement process can be resorted to.
5. The roster will be valid for three (3) years from the time of initial activation.
6. **PROGRAMME AREA AND SPECIFIC PROJECT AREA**

Water, Sanitation and Hygiene; Outcome 3; WASH 2040/A0/06/300

**4.** **OBJECTIVE/S**

The objective of the roster is to ease the process for contracting WASH expertise, across various sub-themes, over the course of the next three years. Consultants or contractors will be asked to support key WASH flagship programmes and projects as the need arises (please see descriptions of each sub-theme below for more information on areas of work).

**5.** **MAJOR TASKS TO BE ACCOMPLISHED**

The work for consultants or contractors will align with tasks and deliverables outlined by the WASH programme’s key supported ministries: Ministry of Housing and Urban Affairs, Ministry of Jal Shakti, Ministry of Panchayati Raj, Ministry of Women and Child Development, Ministry of Education, and Ministry of Health and Family Welfare. A range of possible tasks includes:

* Informing key policies, strategies and guidelines, for technical implementation and behaviour change communication
* Supporting the development of IEC materials for various audience groups
* Contributing to the development of monitoring and evaluation frameworks
* Documenting best practices and lessons learned for key publications
* Coordinating multi-state evidence generation activities, and supporting research processes
* Editing key content, from human interest stories to policies
* Developing and implementing training of trainers’ modules for various WASH programmes
* Conducting field visits and community engagement activities

All of these tasks can fall under any of the following thematic areas under WASH. **Please review these descriptions before completing the required Microsoft Form linked to this job description.**

1. **Rural Sanitation and Hygiene**

UNICEF supports the Government of India in its efforts towards maintaining an open defecation free India and ensuring a clean environment in both urban and rural areas with effective solid and liquid waste management. UNICEF’s efforts are especially based in social and behaviour change (SBCC) programming, which includes behaviours and services required for hand hygiene and menstrual hygiene management. The key areas towards these efforts of safe sanitation and hygiene include:

1. Sanitation and hygiene policy development and preparation of guidelines
2. Innovation and technologies for toilets
3. Retrofitting of existing toilets
4. Universality of access to safe sanitation and hygiene facilities
5. Operation and management (O&M) of toilets
6. Solid and liquid waste management (SLWM) and is verticals: Biodegradable waste management, plastic waste management, greywater management, and faecal sludge management
7. Planning and setting up SLWM systems
8. SLWM technologies and innovation areas
9. O&M of SLWM systems
10. Decentralization of sanitation services - empowering Panchayati Raj Institutions (PRIs)
11. Hygiene matters: policies, strategies, and technologies
12. Assessments of sanitation and hygiene systems
13. Capacity building and human resource (HR) development in the sanitation sector
14. International collaboration and knowledge exchange in sanitation
15. **Urban Sanitation and Hygiene**

As part of UNICEF’s support for safely managed sanitation in urban areas, UNICEF works with the central, state and city governments to support capacity building and social and behaviour change communication efforts, including the implementation of the national capacity building, skill development and knowledge management strategy for SBM-U 2.0 and the national communication and behaviour change strategy for SBM-U 2.0. The key areas of support identified for urban sanitation are as follows:

1. Development and implementation of capacity building and skill development strategies, plans, needs assessments, training content and tools.
2. Development and design of training modules.
3. Revamp of e-learning platform to ensure training content is up to date and platform is user friendly and comprehensive.
4. Developing and supporting the roll out of a robust mechanism of assessment and certification for trained stakeholders.
5. Developing IEC strategies, collaterals, content and tools and managing Social Media outreach.
6. Design and dissemination of national level campaigns regarding various components of SBM Urban.
7. Promotion of national level initiatives such as Swachh Survekshan, ODF+/ODF++/ Water+ and Garbage Free certifications, etc.
8. Organisation of national level people centric events to raise advocacy for Garbage Free India..
9. Any other tasks to support urban sanitation as per the requirement of national and state level counterparts.
10. **Water Supply and Quality**

UNICEF supports national and state governments in improving safely managed water supply through high level strategic evidence generation, planning, monitoring and review at national level with key decision makers and technical staff of JJM to inform and guide roll out of JJM leading to infection prevention and control during the pandemic. The key areas included in this support are as follows:

1. Support national and state governments in improving the quality of Annual Implementation Plans (AIPs), which may include infection prevention and control activities.
2. Support the national government in issuing advisories to states for AIP development with quality indicators.
3. Support states in rolling out the Jal Jeevan Mission (JJM) programme, with specific accountability of implementation support agencies (ISA) and support their capacity building, handholding and quality monitoring and review.
4. Support national and state governments in institutionalizing infection prevention and control, along with the capacity development of all stakeholders, for JJM rollout.
5. Support JJM’s key resource centres (KRCs) for annual planning, handholding support and their reviews.
6. Support the development of COVID-19 sensitive capacity building plans and their rollout through identification and engagement of resource persons, coordination with state and national levels to implement the capacity building activities focusing on the components of JJM such as quality implementation, sustainability (source and system), water quality monitoring and surveillance grey water management and community ownership (through village action plans).
7. Support national government in efforts towards innovation, awareness raising, knowledge management and gender mainstreaming in support of more impactful, safer, sustainable and equitable water services to improve health and dignity.
8. **WASH in Institutions (Schools, Anganwadi Centres and Healthcare Facilities)**

UNICEF India has been a committed development partner to the Ministry of Jal Shakti (MoJS), the Ministry of Education (MoE), the Ministry of Health and Family Welfare (MoHFW) and the Ministry of Women and Child Development (MoWCD) in WASH programming in key institutions (schools, anganwadi centres and healthcare facilities), by supporting their policy and advocacy efforts, along with its implementation, through an equitable and gender-inclusive approach. This includes:

1. Support to MoE and state education departments in overall physical and financial planning, gap assessment followed by development of School Swachhat Action plansmonitoring and capacity development on WASH in schools; similar support is also meant to be provided to MoWCD on WASH in anganwadi centres.
2. Support to MoHFW and state health departments in the overall planning, gap assessment followed by development of facility improvement plans alongwith supportive supervision during implementation. Development and or revision of guidance documents, SoPs, IEC material, and support in monitoring and capacity development on WASH in health care facilities.
3. At the national level, technical assistance to nodal ministries for programmatic gap assessment, development and or revision of guidance documents, IEC material and support in monitoring as and when required.
4. Support for capacity building initiatives at the national and state level, helmed by nodal ministries.
5. **Menstrual Hygiene Management (MHM)**

As a part of MHM programming, UNICEF supports nodal ministries in the preparation and/ or revisionof guidance documents, IEC material and conducting new research studies. Capacity development support is provided to nodal ministries and departments on MHM as per requirement. At the national level, technical assistance is also provided to Ministries working on different aspects of MHM for programmatic gap assessment, development of guidance documents, IEC material and support in monitoring as and when required. Support is also extended for capacity building initiatives at the national and state levels.

1. **WASH Social and Behaviour Change (SBC)**

UNICEF is one of the key communication partners to the Government of India for WASH flagship programmes, including the Swachh Bharat Mission (urban and rural) and the Jal Jeevan Mission, both at the national level and in states with UNICEF presence. The focus of the support is on communication system strengthening, capacity building of diverse stakeholders and different levels of government to develop, implement and monitor integrated Social and Behaviour Change Communication (SBCC) strategies. UNICEF also supports targeted campaigns for flagships to reach the last mile, underserved and marginalized families and communities. This also includes development of evidence-based and innovative communication materials and training tools at national and state level. Key areas that define this effort includes:

1. Developing evidence-based advocacy and behaviour change communication strategies based on findings, and support in the design of the strategy.
2. Support states in operationalizing the strategy framework depending on demand from states.
3. Support in organizing and facilitating national and state level workshops to adapt/develop communication strategies and their operationalization.
4. Support in the development of SBC adaptations/innovations at national and state level.
5. Support in designing and the implementation of campaigns of WASH flagships and other WASH priorities, including climate change and environmental sustainability.
6. Support in developing content for campaigns and dissemination of IEC materials.
7. Support in building communication capacities for achieving the goals of WASH flagships and priorities.
8. Coordination with technical capacity building teams to ensure that IEC capacity building is integrated in all capacity building content and its operationalization.
9. Monitoring and quality assurance support for capacity building activities including implementation and monitoring frameworks. Providing need-based support to states/districts in developing monitoring framework for better reporting of SBCC interventions.
10. Expansion of partnerships (NGOs, CBOs/CSOs/FBOs) to increase communication outreach.
11. Support in sourcing best practices, human interest stories and other content from states.
12. Support for generating evidence for key behavioural practices.
13. Knowledge management of IEC products.
14. **WASH in Emergencies**

UNICEF plays an important role in preparedness, response and rehabilitation to ensure WASH services are sustained during emergencies. UNICEF also has the global responsibility to coordinate the WASH sector emergency response. The following key areas have been identified toward supporting emergency WASH in India:

1. Technical assistance and capacity building planning and implementation for WASH emergency preparedness and response at national and/or state level.
2. Support and advocacy efforts for embedding the WASH emergency preparedness and response activities into routine/developmental governmental planning processes.
3. Support for the development and roll out of harmonized monitoring/planning/budgeting tools and approaches for emergency WASH preparedness and response.
4. Support and coordination of emergency WASH sectoral partners at various levels and platforms and encourage collaboration and coordination between UN, CSO, NGO, government counterparts and other relevant stakeholders.
5. Intra and intersectoral coordination and collaboration to advance agenda of linking humanitarian and development to improve sustainability of development results.
6. **WASH for Climate Change and Environmental Sustainability**

In order to ensure that WASH services are sustainable, it is important to invest in the resilience of WASH services and infrastructure. This is especially important to ensure that the achievements realized under key flagship programmes such as Swachh Bharat Mission, Jal Jeevan Mission, Swachh Bharat Swachh Vidyalaya (WASH in Schools) and Kayakalp (WASH in Healthcare Facilities) are sustained and built upon to strengthen community resilience, as well. Under this thematic area, support is required to advocate for

1. more streamlined integration of climate resilient WASH planning, evidence generation and implementation activities into ongoing technical assistance provided to key flagship programmes (e.g. SBM, JJM, Kayakalp, etc.)
2. develop climate and environmentally sensitive behaviour change communication material to complement on-going initiatives.
3. greater support to documenting best practices on ground and identifying potential for scaling up of new technologies.
4. **WASH Monitoring and Evaluation**

UNICEF develops monitoring frameworks for ongoing WASH programmes which includes support to state and national government. As part of monitoring some of the key areas support are as follows:

1. Quality assurance process for internal monitoring processes such as the RAM and SMQ reporting processes.
2. Support in development of indicators for monitoring WASH programmes in discussion with output managers and state field offices.
3. Development of dashboards for relevant monitoring requirements for ongoing WASH programmes to report on non-negotiable deliverables to donor.
4. Support in analysis of information collected through monitoring frameworks and dissemination through interactive platforms/mode.

For research and evaluation, some of the key areas of support are:

1. Drafting TORs for research studies.
2. Monitoring and reporting on the status of PRIME and non-PRIME studies.
3. Quality assurance of research tools and products for ongoing research studies.
4. Dissemination of research findings in creative and innovative way, and support towards the publication of work(s).
5. **WASH Knowledge Management and Documentation**

Knowledge management is the practice of improving knowledge capture, review and dissemination structures within and between organisations. UNICEF's WASH programme is interested in improving its internal and external knowledge sharing systems better institutionalize WASH information and ensure that UNICEF is actively contributing to key dialogues and policy informing channels. This requires an understanding or background in also developing key products to make them useful, which includes having clear communication skills, ability to conduct quality assurance, and an understanding of what advocacy and knowledge sharing tasks entail. There is a need to strengthen investment in all of the above, to ensure that the right audience is reached with the right material at the right time.

**7.** **DUTY STATION**

The requirement of WASH consultants would be to provide specialised assistance to WASH specialists and officers responsible for providing technical support to government at the national / state / divisional / district level levels WASH programming in Delhi and UNICEF supported states in India, with specific deliverables to be achieved for improved WASH outcomes. The position would be based at UNICEFs Country Office or State office HQ or selected district HQs within the states.

**Possible locations are:** New Delhi, Bhopal, Bhubaneshwar, Chennai (also the office for Kerala, Gandhinagar, Guwahati, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Patna, Raipur and Ranchi. They can also be at State or District headquarters of counterparts in districts of the respective states. Candidates are requested to specify the list of locations that they prefer as part of the application process.

**8.** **SUPERVISOR**

Respective WASH Specialist/officer-in-charge in Delhi or the respective State office

**9.** **OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)**

Will depend on the contract and requirement of the deliverables.

**10.** **ESTIMATED DURATION OF CONTRACT (PART TIME / FULL TIME)**

Part time / full time depending on the requirement of the programme**.**

**11.** **QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT (Please use as applicable)**

The following qualifications will be required from prospective interested candidates:

1. University degree in Civil, Environment Engineering/ Statistics/ Water Supply/ Hydrogeology/ Environmental Sciences and Management/ Population sciences/ Social Sciences and social work/ urban and regional planning/ Public Health/ Rural Development and Management/ Monitoring and Evaluation/ Research/ Environmental Sustainability and Climate Changes/ Emergency preparedness and Response, or related fields; masters or professional degree preferred
2. Technical knowledge: Knowledge about any of the WASH streams listed above, with emphasis in the areas for which you are applying, especially in the Indian context. Candidates who have strong soft skillsets such as knowledge management and monitoring are preferred.
3. At least 3 years’ progressive experience of working in water, sanitation and hygiene sector in communities and/or institutions. This may include experience in: sanitation and water technology, capacity building, social and behavioural change communication (SBCC), project formulation, data management and analysis, water safety and security planning, monitoring and evaluation, documentation and report writing, climate change and environmental sustainability, and development programmes in urban areas.
4. Knowledge on urban WASH and emergency response will be an added advantage.
5. Proven ability to advocate effectively with national state and district level officers of counterpart and other departments.
6. Demonstrated excellent motivational skills to achieve behaviour change in communities.
7. Basic knowledge of statistics, computation and analysis. Working knowledge on analysis package like SPSS/ EP-Info/STATA will be an added advantage.
8. Computer literacy and conversancy with the ability to use computer software such as MS Office, MS Excel, PowerPoint, online data bases, and internet programmes.
9. Knowledge of WASH Management Information Systems, data bases, monitoring and evaluation tools.
10. Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations.
11. Previous experience working with UN or bilateral agency will be an advantage.
12. Language: Good verbal and written communication skills. Fluency in English and Hindi is required. Knowledge of other local Indian language as relevant to the state is an asset. Good negotiation and influencing skills supported by excellent communication and presentation skills is desirable.

**12. SELECTION PROCESS (tick one):**

**(A) Quality and Cost Based Selection (QCBS) OR**

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Preliminary Quality Metrics (20):

* Has at least relevant minimum education qualifications (20)

Once candidates meet the criteria above, they will be evaluated on the following metrics (80):

* Demonstrates adequate experience in relevant thematic areas of WASH (50)
* Demonstrates adequate understanding of and writing ability in English through submitted one writing sample relevant to WASH; sample should indicate candidate’s authorship clearly and be absent of plagiarism (30)

*\* 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.*