**TERMS OF REFERENCE**

**Purpose of the Assignment:** Emergency WASH Officer, Beira based

**Section Submitting:** WASH

**Purpose and Objective:**

Mozambique is a country prone to several risks of both man-made and natural disasters such as conflicts and tropical storms, as well as outbreaks of cholera and COVID-19.

The ongoing conflict in Cabo Delgado province has already displaced more than 700 people, mostly in the cabo Delgado province it-self, but 60,000 IDP have also settled in the nearby Nampula province. the vast majority of the funding and the coordination effort for the response is occurring in Cabo Delgado province, while response and coordination is Nampula remains insufficient. UNICEF is currently responding mostly through government authorities.

In January 2021, tropical Cyclone Eloise brought heavy rainfall and flooding to areas affected by Tropical Storm Chalane three weeks before and which were also devastated by Cyclone Idai less than two years ago. 350,000 people were affected, among which 50,000 newly displaced in existing Idai resettlement areas. mostly in Sofala province, but also in Manica and Zambezia. A WASH cluster has been activated for the central regional’ Eloise response, led by UNICEF and co led by the Provincial Directorate and Public Works. It congregates many WASH partners operational in the area, among which 4 NGOs funded by UNICEF.

Cholera outbreak regularly occurs in Mozambique, often affecting areas where population is already affected by other crisis. In 2019 following to Idai cyclone, a cholera outbreak occurred with 7000 cases. In 2020/21, a cholera outbreak occurred in Cabo Delgado and Nampula province with 4000 cases.

UNICEF WASH Section is looking for a consultant to support the WASH emergency responses in Mozambique. **This position is based in Beira and focused on the cyclone Eloise**, but the consultant will also be asked to support emergency response in other province outside Cabo Delgado. The Consultant will cover coordination of the Central region WASH cluster and the planning and operationalization of the UNICEF WASH programmatic response. The Consultant will work in coordination with the UNICEF team in Sofala, Zambezia and Nampula, as well as the WASH team in Maputo and cluster partners at provincial level.

1. **Methodology and Technical Approach:**

Under the supervision of the Beira Chief of Field Office and Emergency WASH Manager, in close coordination with Government authorities and in line with national agreed strategies and prioritization, to perform as a WASH cluster coordinator at sub-national level, based in Beira, and to manage the field level implementation of UNICEF WASH emergency response interventions from Sofala provinces, included but not limited to activities in Manica and other surrounding provinces that have been affected by cyclones Chalane, Eloise and others during the consultancy period.

The Consultant will provide technical support to implementing partners and sector stakeholders and contribute to the implementation of UNICEF overall response to the emergency. S/He will work in close coordination with WASH cluster coordination and information management (national) and other members of the UNICEF Sofala field office and the WASH team at national level and, particularly those working on the overall management of UNICEF WASH response at national and field monitoring, as well with other WASH cluster members, including UN Agencies, NGO and CSO partners, etc.

1. **Activities and Tasks:**

Under the framework of the sector strategy and response plan as per defined by the WASH cluster, in coordination with other WASH stakeholders and sectors within UNICEF, and with a focus on the activities coordinated from Sofala and Manica province, the Consultant will be responsible for:

* Support Government of Mozambique in their emergency response, with a focus on activities being coordinated from Sofala and Manica provinces, by assuming overall responsibility for co-ordination of the sub-national WASH cluster, or supporting the government in doing this.
* Ensure appropriate coordination mechanisms are in place between all WASH humanitarian partners at the provincial level. Establish effective links, communication and information sharing between the provincial actors and the national cluster.
* Support analysis of WASH sector needs and priorities and definition of sector strategies and standards to ensure WASH response is implemented as per national and international humanitarian standards.
* Overall management and the monitoring the implementation of UNICEF WASH emergency response, including strategies, outcomes, target population, etc. as per WASH cluster standards and UNICEF CCCs, including identification of requirements for implementation (i.e. funding, supplies, implementing partners, etc.).
* Implementation of monitoring plans for emergency response and overall and follow up implementation of UNICEF’s response in the WASH sector through implementing partners, incorporating required changes into planned activities.
* Reporting of UNICEF WASH response interventions within UNICEF, WASH cluster and other reporting requirements.
* Design and follow up of emergency WASH works funded by UNICEF and implemented through the government agencies (DPOP, Fipag)
* Follow up of UNICEF supplies distributed by UNICEF to beneficiaries through government and NGO: monitoring of WASH stock, analysis of supplies request from partners, request for raising Release Order, follow up of release t IP, follow up of reporting and post distribution monitoring from partners
* Follow up of implementation of hygiene voucher program in collaboration with WFP
* Coordinate with Government and partners (including UN, Donors, NGOs, CSOs, etc.) in the different stages of the emergency programme implementation following up on cooperation agreements, recommendations and other UNICEF’s commitments for the emergency response, including the development of national partners’ capacity.
* In coordination with other members of the WASH team, explore possibilities to strengthen UNICEF’s WASH regular/development programme/intervention through recovery/reconstruction/stabilization activities
1. **Deliverables and Payments:** Payments will be processed upon acceptance of the corresponding deliverable and against an invoice that will make reference to the contract reference and deliverable number. Payments will be approved by the respective section chief.

*Deliverable 1:* Monthly report #1

Delivery timeframe: End of month 1

Deliverable/product(s):

* 2 pages report with activities performed during the month
* HACT monitoring visits uploaded in Etools.
* Minute of meeting of the WASH cluster meeting uploaded in WASH cluster website
* Monthly report of UNICEF IPs
* Consolidated report on UNICEF Ips’ project indicators
* WASH site matrix and 3W matrix updated with data from cluster partners working in the target province
* Reports of needs assessment implemented
* Completed financial processes done with government agencies (DCT, FACE authorization + contract, FACE liquidation + invoice)
* Procurement processes done by government agencies (tender, quotation)
* Report from partners on supplied provided

Payment: 33.3% of contract value

*Deliverable 2:* Monthly report #2

Delivery timeframe: End of month 2

Deliverable/product(s):

* 2 pages report with activities performed during the month
* HACT monitoring visits uploaded in Etools.
* Minute of meeting of the WASH cluster meeting uploaded in WASH cluster website
* Monthly reports of UNICEF IP
* Consolidated report on UNICEF Ips’ project indicators
* WASH site matrix and 3W matrix updated with data from cluster partners working in the target province
* Reports of needs assessment implemented
* Completed financial processes done with government agencies (DCT, FACE authorization + contract, FACE liquidation + invoice)
* Procurement processes done by government agencies (tender, quotation)
* Report from partners on supplied provided

Payment: 33.3% of contract value

*Deliverable 3:* Monthly report #3

Delivery timeframe: End of month 3

Deliverable/product(s):

* 2 pages report with activities performed during the month
* HACT monitoring visits uploaded in Etools.
* Minute of meeting of the WASH cluster meeting uploaded in WASH cluster website
* Monthly reports of UNICEF IP
* Consolidated report on UNICEF Ips’ project indicators
* WASH site matrix and 3W matrix updated with data from cluster partners working in the target province
* Reports of needs assessment implemented
* Completed financial processes done with government agencies (DCT, FACE authorization + contract, FACE liquidation + invoice)
* Procurement processes done by government agencies (tender, quotation)
* Report from partners on supplied provided

Payment: 33.3% of contract value

1. **Management and Supervision:**

The WASH Officer will work under the direct ine management of of the Chief of Field Office, Beira, and the technical management of the emergency WASH manager based in Maputo. He/she will work in close interaction with WASH team in Maputo and Beira, Government and WASH cluster / UNICEF implementing partners as appropriate.

1. **Qualifications and Specialized Knowledge:**
* Advanced university degree or equivalent experience in Environmental Public Health, Civil Engineering, or other WASH related field.
* Proven experience in management of WASH emergency response in development countries. Specific experience in Mozambique will be an asset.
* Experience of coordinating peers as well as managing a team;
* A minimum of 5 years of experience with either the UN and/or NGO
* Fluency in English (verbal and written) and in Portuguese (working proficiency).
1. **Conditions of Work:**

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| **Items** | **Provided by UNICEF** | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness | x |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | x |  |
| Office Space | X |  |  |
| Computer in office premises | X |  |  |
| Access to printer in the office premises | X |  |  |
| Airtime |  | X | Data up to: amountVoice up to: amount |

1. **In-country Travel.**

Consultancy is based in Beira city. Consultant will not receive DSA while in Beira city. Consultant will be in charge of accommodation and living expenses and should include this as part of his / her all-inclusive fee. Other travel outside Beira city, will be organized by UNICEF through a Travel Authorisation per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

1. **Evaluation Criteria**

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided. The office shall select the individual who quoted the lowest fee from the list of individuals who are deemed technically suitable for achieving all tasks in time. The technical evaluation criteria are stipulated below.

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| **Item** | **Technical Criteria/Qualifications**  | **Max. Points** |
| **1** | **Education**  |  |
| **1.1** | University degree or equivalent experience in Environmental Public Health, Civil Engineering, Development or other WASH related field |  |
| **2** | **Work Experience**  |  |
| **2.1** | Proven experience in management of WASH emergency response |  |
| **2.2** | Previous experience in WASH sector / cluster coordination |  |
| **2.3** | Previous experience in supporting UNICEF programmatic response |  |
| **3** | **Technical Skills and Knowledge**  |  |
| **3.1** | Familiarity with Mozambique WASH in emergency standards and approaches |  |
| **3.3** | Language skills  |  |
|  | ecblank**Total Technical Score** | **70** |
|  | **Minimum Technical for pass to financial assessment** | **50** |
|  | *Only those candidates meeting the minimum technical score will be eligible for further review.* |

1. **Remarks:** *Provide any other comments as necessary.*

This new hiring is to replace current consultant Albino Macuacua, who has been hired to be WASH cluster coordinator in Pemba

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| **Child Safeguarding** Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?        [ ]    YES   x   NO     If YES, check all that apply:                                                                                                                                                     **Direct contact role**[ ]  YES     [ ]   NO  If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

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 **Child data role**[ ]  YES    [ ]   NO  If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

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More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)   |