

TERMS OF REFERENCE FO

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

PART I		
Title of Assignment	National Individual Contractor to support the WASH in Schools programme	
Section	Education and Adolescents	
Location	Lilongwe	
Duration	7 months (on a time-based and full-time contract)	
Start date	1 st October 2020	30 April 2021

Background and Justification

The individual contractor will provide high level technical support to the WASH in Schools program within the Education and Adolescents Section whose main programmatic focus is to ensure that all school aged children have access to safe water supply within the school premises, improved sanitation and hygiene including Menstrual Hygiene Management and Health.

Thus, the key objectives of the WASH in schools’ program are to increase access to safe water supply in schools and to increase access to improved sanitation and promote good hygiene practices amongst the learners in schools and outside schools. Additionally, another objective of the program is to properly equip school children, teachers and the community with the knowledge and tools to be able to prepare themselves to become more resilient to the threats of climate change.

As such the contractor will be supporting and providing oversight to the implementation of the WASH in schools programme in collaboration with the Education and Adolescents section as well as technical leadership of the WASH section within the Malawi Country Office. The contractor will focus on ensuring the smooth implementation of the Wash in Schools program as well as planning for interventions for 2021 including partnership management, providing oversight and support to WASH in education contractors and in collaborating with the School Health and Nutrition department in the Ministry of Education in ensuring continuity for the living schools project.

The contractor will report to the Education Specialist (Integrated Services) while maintaining a technical liaison with the WASH section. This program supports the Education and Adolescents section in and through the school platform and contributes to the results under the Integrated services unit while supporting learning outcomes in primary and secondary learning settings.

The individual contractor will focus on supporting the delivery of the WASH in schools programme as per 2019-2023 Malawi Country Programme priorities.

The WASH portfolio key focus has the following elements:

1. Provision of safe water services to schools and hygiene promotion including waste management
2. Representing UNICEF and providing technical leadership to the WASH in school TWG MHM Hub and SHN/Crosscutting TWG
3. Provision of technical support to the SHN department in coordinating with the targeted districts councils and other implementing partners in implementation of WinS program and the living schools project

4. Support the inclusion of WASH in school indicators in the EMIS for easy reporting in Joint Monitoring Programm for WinS
5. Facilitating the collection and reporting of data on key program indicators for target districts in collaboration with WASH counterparts within the office and the SHN department in the Ministry of Education, Science and Technology.
6. Supporting relevant research on key developments in WASH in schools as well as the Menstrual Hygiene Management KAP study

Objectives and Scope of the work

Under the technical guidance of Adolescent Education Specialist (ISU) in Education and Adolescents Section and accountable to Pillar 2 Lead (Chief Education and Adolescents), the incumbent will facilitate the implementation of WASH in Schools program in target districts in collaboration with the UNICEF WASH section and Department of School Health and Nutrition.

Scope of Work

Specifically, the contract will entail the following:

- Provide technical guidance to the WASH in schools programme as aligned to the strategic interventions of the Living schools project and Global Partnership in Education COVID 19 emergency response project
- Provide technical guidance and oversight for partnership management for implementing partners and consultants for WASH in schools program with specific reference to the MHM project, Living schools project, Water for People PCA and Reticulated water provision
- Provide technical guidance and support to the SHN department and district councils in the implementation and reporting of the living schools project and MHM project interventions.
- Support WASH related analysis and reviews including providing input to relevant WASH in education and education strategic documents and guidelines
- Support monitoring and documentation of progress for WASH in school projects.

DELIVERABLES OF THE CONTRACTOR

	Deliverables	Timeline/ Deadline	Schedule of payment
1.	<ul style="list-style-type: none"> • Detailed workplan for the delivery of tasks produced and submitted • Project supervision reports for Water for People; Makankhula water Scheme and Mchoka water scheme and the MHM project • Monthly progress update meeting with Water for People convened and documented • Follow up done with Water for People on liquidation of funds and process funds request for Water for People 	31st October 2020	monthly

2.	<ul style="list-style-type: none"> • Living Schools report in collaboration with SHN department and SHN coordinators for the Swiss grant supporting Nkhotakota, Machinga and Chikwawa compiled • Joint programmatic visit conducted and key lessons for the Water for People partnership and the MHM project as well water projects documented • Status update for GPE component 4 provided 	30 th November 2020	monthly
3	<ul style="list-style-type: none"> • Liquidations for Water for People PCA ensured and final report project report by January 2021 obtained • Living Schools report in collaboration with SHN department and SHN coordinators for the Swiss grant supporting Nkhotakota, Machinga and Chikwawa compiled • Project supervision reports for Water for People PCA; Makankhula water Scheme; Mchoka water scheme as well as other school water projects and the MHM project and reports submitted • Contracts are closed for all completed water supply projects. 	31 st December 2020	monthly
4	<ul style="list-style-type: none"> • Living Schools report in collaboration with SHN department and SHN coordinators for the Swiss grant supporting Nkhotakota, Machinga and Chikwawa compiled • Draft donor reports SC180940, SC190718, SC190941, SC160408, SC180868 and SC170542 submitted to Education Specialist (ISU) 	31 st January 2021	monthly
5	<ul style="list-style-type: none"> • Summary progress reports on GPE WASH implementation in collaboration with the SHN department provided 	26 th February 2021	monthly
6	<ul style="list-style-type: none"> • Living Schools monthly reports for borehole rehabilitation and hygiene promotion and waste management project Project supervision reports for Water for People; Makankhula water Scheme and Mchoka water scheme and the MHM project compiled 	31 st March 2021	monthly
7	<ul style="list-style-type: none"> • Final contractor report submitted 	30 th April 2021	monthly

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 on a monthly basis.

In-country travel costs will be reimbursed on actual expenditures and upon presentation of original supporting documents.

Desired competencies, technical background and experience

- A university degree in one of the following fields is required: Environmental Health, Public Health, Water and Sanitation, global/International Health and Water Supply. Water Resource Management, Water and Environmental Sanitation research, Policy and/or Management, Health Sciences or Public Health-related science field;
- A minimum of two years of professional experience in a developing country in one or more of the following areas is required: WASH, public health, WASH planning and management, community development or Preventive Health services.
- Experience in WASH programming and development
- Knowledge of Malawi's water and sanitation landscape will be an added advantage

Administrative issues

UNICEF will regularly communicate with the individual contractor 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 and individual contractors, the individual contractor 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. Within 5 days of the contract commencement, the individual contractor is requested to complete the applicable mandatory trainings.

Conditions

- 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 contractor.
- The contractor will not be paid for working weekends and public holidays.
- The contractor will be based in Lilongwe (with provision to work from home if the Malawi Country Office is still operating in work from home modality).
- The contractor will be paid an all-inclusive fee (stationery, communication and other miscellaneous expenses) as per 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 contractor is not entitled to payment for overtime, weekends or public holidays, medical insurance and taxes.
- The Individual Contractor will receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month.
- The assignment will require in-country trips. Transport to attend scheduled meetings with partners will be arranged through the recipient section.
- No travel should take place without a travel authorization from section prior to the commencement of the journey to the field.
- 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 contractor 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.
- Contractors will not have supervisory responsibilities or authority on UNICEF budget.

HOW TO APPLY

Interested individual contractors 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.



4. References details