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

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| **Title**  FIELD MONITORS FOR WATER DISTRIBUTION IN HLIANG THARYAR | **Funding Code**  **GC** | **Type of engagement**  Consultant  Individual Contractor Part-Time  Individual Contractor Full-Time | **Duty Station:**  Yangon |
| **Purpose of Activity/Assignment:**  The Monitor will be responsible for ensuring regular monitoring of water distribution in Hliang Tharyar, compile daily report including a few good proven distribution photos in the field and also systematically obtain feedbacks from the service/end users. | | | |
| **BACKGROUND**  As part of Humanitarian response, UNICEF has received formal approval to distribute bottled drinking water to 10,000 households (approximate 50,000 population) mainly comprising vulnerable families including family with children, pregnant women, and breast-feeding mothers.  Drinking water will be distributed by engaging a private water distribution company and with facilitation by partners and community volunteers. Water will be distributed households for 90 days with 40 liters x 2 times per week per household (2 liters per person for 5 members of average household size). The distribution will be supervised by UNICEF's WASH officers and implementing partners as well.  Considering the daily need for monitoring of daily distribution and reporting, UNICEF has decided hire two field monitors one each for *Yae Oke Kan village tract and Ward 20 in Hliang Tharyar Township*. These monitors will work under the Supervision of UNICEF WASH in Emergency officer.  **Scope of Work:**  Ensure regular monitoring of UNICEF supported Water distribution in Hliang Tharyar with one monitor assigned *each for Yae Oke Kan and Ward 20:*   1. Carry out independent monitoring and assessment of the quality and quantity of UNICEF’s water distribution, validate the reports submitted by UNICEF implementing partners, and obtain feedback from the service/end users 2. Compile and submit daily and comprehensive weekly monitoring/assessment reports comprising but not limited to the following:  * Validation of the facts and figures reported by the IPs in the field and report on key achievements by the IPs during water distribution * Documentation and reporting on delivery of UNICEF’s supplies and any identified gaps observed during the field visits (including feedback on access, use, quality,quantity and relevance from end users) * Identification of any specific issues/bottlenecks with regard to implementation of UNICEF WASH programs, including the effectiveness of the approach from the view of the end-usesr/beneficiaries. * Information about unmet needs of women and children and key emerging issues arising from the field affecting children, adolescents, or women  1. In addition to the detailed monitoring/assessment report, the field monitors are also expected to contact WASH in Emergency officer phone and email or in person about any issues or gaps in programme activities that need to be urgently addressed. 2. Liaise daily between volunteers, private distribution company/implementing partners and authorities and submit daily report to the authorities ( such as township GAD (General Administration Department)offices 3. Support communications team in documenting Human Interest story 4. Regular meetings between Field Monitors and UNICEF staff and IPs for direct feedback / discussion. 5. A de-brief meeting with the entire monitoring team and UNICEF towards the end of the contract to consolidate experiences and identify progress and main challenges. 6. Any special assignments required by the management with regard to quick assessments, in-depth analysis of specific case/s 7. Field monitors will also be required to monitor, document and report security-related incidents and other impediments to delivery of humanitarian response.  |  |  |  | | --- | --- | --- | |  | **Major duties and responsibilities** | **Expected results** | | 80% | Field Visits to *Yae Oke Kan/ Ward 20 in HLT* to undertake monitoring activities and carryout daily/regular liaison with partners and authorities | Daily/weekly report | | 10% | Compile Monthly summative report/ end of assignment report and Human Interest Story/Case Study | Summative and monthly report | | 10% | Debrief with UNICEF WASH, APC, Supply, PME staff etc. | Direct feedback of field visits to UNICEF | | | | |
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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       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:     |  | | --- | | The field monitors will not have direct contact with Children. They will only be involved in monitoring of water distribution. |     **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):     |  | | --- | |  |   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) | | | |

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| **Budget Year:**  **2021-2022** | **Requesting Section/Issuing Office:**  **WASH/ Myanmar** | | **Reasons why consultancy cannot be done by staff:**  **It is a requirement that UNICEF staff/ representative need to be present every day at water distribution which is part of emergency assistance. Although UNICEF staff are covering up for monitoring during initial days, UNICEF staff have multiple other engagement and do not have sufficient time for daily presence and field monitoring. Thus field monitors are required.** | | | |
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| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | | | | | | |
| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension:** | | | | |  | |
| **Supervisor:**  **Htoot Min** | | **Start Date:**  **15 October** | | **End Date:**  **31 December** | | **Number of Days (working)**  **2.5 months, full time, regular office hours.** |
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| **Work Assignment Overview** | | | |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline | Estimate Budget |
| Field Visits to *Yae Oke Kan/ Ward 20 in HLT* to undertake monitoring activities and carryout daily/regular liaison with partners and authorities | Daily morning report | Every day |  |
| Compile Monthly summative report/ end of assignment report and Human Interest Story/Case Study | Monthly report | Monthly |  |
| Debrief with UNICEF WASH, APC, Supply, PME staff etc. | Debriefing meeting presentation and meeting minutes and final report | Once |  |
| **Total** | | |  |

***Remark : Total duration of the assignment will be 2.5 months. Payment will be made monthly based on the proposed monthly rate but only upon the satisfactory achievement of deliverables (listed in the table) agreed and expected in each month.***

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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:**   1. **EDUCATION**   -University degree in one of the disciplines relevant to the following areas: Public Health, Civil Engineering, Mechanical Engineering, Geology, Hydrology, Sanitation Engineering, or a field relevant to international WASH related development assistance.  - Additional training in Health Education or Communication for Development (Programme Communication), an asset.   1. **WORK EXPERIENCE (Indicate the length and type of practical experience required.)**   - At least five years of progressively responsible relevant work experience in the UN or other international development organization, national government or the private sector on WASH related programmes.  - Field work and field monitoring experience an asset.  - Experience on post distribution monitoring and reporting  -Liaison with authorities and partners - Background/familiarity with emergency response an asset.   1. **LANGUAGES (Indicate the languages required and desirable.)**   Good knowledge, both written and oral, of English and Myanmar |
| Bachelors  Masters  PhD  Other  Enter Disciplines |  |
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| **Administrative details:**  Visa assistance required:  Transportation arranged by the office: | Home Based  Office Based: Field bases  If office based, seating arrangement identified:  IT and Communication equipment required:  Internet access required: |
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