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

**Full-Time WASH Contractor for UNICEF Chennai Office**

1. **Background**

UNICEF in Tamil Nadu and Kerala is supporting the roll-out of state specific initiatives that contribute to the national flagship objectives outlined by the Swachh Bharat Mission Grameen, Jal Jeevan Mission, Swachh Bharat Swachh Vidyalaya, and the Kayakalp effort in healthcare facilities.

The Swachh Bharat Mission Grameen (Clean India Mission Rural) programme sought to eliminate open defecation by October 2019. Subsequently the Government has launched SBM Phase II, which seeks to focus on improving the sustainability of the sanitation service chain, which includes liquid and solid waste management, handwashing with soap, and continuing to enable behaviour change.

Under the Jal Jeevan Mission, another flagship programme under the Ministry of Jal Shakti, the two state governments are committed to providing piped water supply to all households by 2024. For this, UNICEF is supporting with technical guideline development, capacity building efforts, improving community ownership and engagement, and implementing robust monitoring and evaluation frameworks at the state and national level.

With the Ministry of Education and the Ministry of Health and Family Welfare, the line state governments will also be overseeing, with UNICEF support, the roll-out of WASH programming institutions such as schools, anganwadis and healthcare facilities, under the respective Swachh Bharat Swachh Vidyalaya and Kayakalp initiatives. These efforts seek to improve access to WASH services and practice of good and healthy WASH behaviours in key public entities with high foot traffic and impact. For instance, proper access to WASH services in schools is known to influence attendance and ability to focus on gaining an education, especially for girls who require support in practicing menstrual hygiene management while studying.

Given Tamil Nadu’s and Kerala’s precarious climactic context, the two states are prone to flooding, cyclones, and other climate-related disasters. In addition, the current COVID-19 pandemic has been devastating communities in its wake, and requires concerted effort

While all of these initiatives are undertaken by separate ministries and their line state departments in Kerala and Tamil Nadu, there is an invested interest in promoting convergence amongst them to better amplify the outcomes and sustain the results going forward, especially when improving access to WASH for marginalized communities, women and children.

The major reason for progress so far under each of the outlined programmes can be attributed to the adoption of community process such as Community Approaches to Sanitation (CAS) wherein the emphasis is on community mobilization and a conscious impetus on strengthening and integrating with community based organizations with increased people’s participation in the programme for ensuring the sustainability of the ODF declared communities. Therefore, it requires requires technical support of State consultant in planning for developing of ODF-S/ODF Plus planning in consultation with government counterpart, integrating post ODF sustainability measures.

1. **Purpose of the assignment**:

The purpose of the consultancy is to provide technical support to:

Support the UNICEF Chennai Office in providing technical assistance to key line departments (Rural Development & Panchayati Raj, Department of Health, Public Health and Engineering Department, Department of Education) under the lead of the Chief of Field Office in Chennai and Chief of WASH, to strengthen the roll-out of the outline programmes for the purpose of achieving the established goals within the agreed upon timeframes. The consultant will contribute to operationalizing districts plan at all levels for the relevant programmes, and support complementary efforts to promote long-lasting behaviour change and community buy-in through social and behaviour change campaigns and interventions.

1. **Programme area and specific project area:**

The consultancy will contribute towards the following Intermediate Results as envisaged in the WASH Rolling Work Plan (RWP) 2021, which forms an official agreement with the Govt. of TN regarding UNICEFs contribution to WASH in the State:

* Output 1- Government and partners are able to plan and implement the delivery of equitable, COVID-19 sensitive, gender responsive, and quality hygiene and safe sanitation services at scale, for households in the most vulnerable and deprived communities.
* Output 2- Government and partners are able to plan and implement the delivery of equitable, COVID-19 sensitive, gender responsive and Climate resilient safe drinking water in selected settings targeting the most deprived families and households.
* Output 3- Output 303: 3.a.b By 2022 government and partners are able to plan and implement the delivery of COVID-19 sensitive, gender responsive and quality WASH package in schools, Anganwadi centres, and health care facilities, in the most vulnerable and deprived communities.
* Output 4- Government, partners, and civil society at national and state level have adequate institutional capacity to support social and behaviour change and COVID-19 sensitive communication to enable the most deprived to access and use WASH services in selected states.

1. **Objectives**

The objective of the consultancy is to support the Chennai office WASH programme roll-out in alignment with the agreed upon annual rolling workplan, for the duration of the contract.

Going forward, UNICEF will also be reviewing its support through the lens of climate resilience, and thus will be seeking to incorporate relevant facets into ongoing programmatic efforts, to ensure that services are as resilient as possible in the face of flooding, droughts, sea level rise, and heatwaves.

1. **Major Tasks to be Accomplished**

*Planning and Implementation of COVID-19 Response*

* Support supply procurement for implementing emergency WASH interventions in urban and rural areas of Tamil Nadu and Kerala, as required
* Coordinate with key state departments (PHED, DoHFW, DoE, etc.) to align with key messages being promoted by the respective entity
* Support IEC development under the guidance of the supervisors and in collaboration with the key state departments
* Input into donor and internal reports on funding utilization, gaps and needs
* Support internal convergent efforts by coordinating as necessary with health, nutrition, education, and other UNICEF programmes

*Implementation of Chennai Office WASH Annual Rolling Work Plan (2021-22)*

* Provide key technical assistance to the following flagship initiatives led by state departments, as per the activities under the UNICEF WASH rolling workplan for the Chennai office: Swachh Bharat Mission Grameen (Phase II), Jal Jeevan Mission, Swachh Bharat Swachh Vidyalaya, Kayakalp, WASH in anganwadis, and any other key initiatives that arise
* In alignment with the annual rolling workplan for 2021-2022, implement programming that will achieve the outlined key objectives under four outputs: community sanitation, water supply, WASH in institutions (schools, healthcare facilities, anganwadi centres), and social and behaviour change communication (SBCC); this also includes supporting climate resilient WASH activities
* In alignment with the existing RWP, provide key technical assistance to state departments in Tamil Nadu and Kerala for: informing policies, shaping campaigns and interventions, supporting evidence generation activities, building capacities of key stakeholders, piloting new projects, documenting best practices and lessons learned, developing or informing robust and comprehensive monitoring frameworks, providing inputs on international and donor reports, etc.
* Support state-level advocacy and training efforts under the key WASH flagship programmes through workshops for master trainers, government officials, frontline workers, etc.
* Foster state-level WASH networks and be an active coordinator/member of ongoing networks that help implement state-led initiatives, policies and campaigns
* Regular review of allocation and expenditure as per state/districts plan to reach out to most marginalize vulnerable and deprived communities

*Support for Other Emergency Response (e.g. natural disasters)*

* Tamil Nadu and Kerala are both states prone to experiencing natural disasters, especially in the form of flooding, sea level rise, cyclones, etc. UNICEF is a key partner to the state governments in leading and coordinating on emergency response efforts in line with the global Sphere humanitarian standards and national disaster management protocols. The contractor will be responsible for supporting these efforts if the need is ever present

1. **Deliverables and Deadlines**

On a monthly basis, for 11.5 months, the contractor will be supporting UNICEF in responding to government requests for support and priorities. This will include addressing any of the above major tasks in a day to day basis.

The contractor will be required to submit a monthly report and invoice summarizing key deliverables achieved. By the end of the contract period, the contractor will be required to produce a final report documenting key deliverables supported and/or achieved, as well as bottlenecks and lessons learned that can assist the office in adapting WASH programming going forward. The report guidelines will be agreed upon with the WASH supervisors at the beginning of the contract.

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| --- | --- |
| Deliverable | Timeline |
| Monthly report on activities conducted and deliverables achieved (in line with major tasks outlined above | Monthly |

1. **Duty Station:**

UNICEF Chennai Office; employees will be provided flexible working from home options based on agreement with supervisor and terms of availability to be negotiated as COVID protocols change in the months ahead.

1. **Supervisor**

Chief of Field Office, Chennai, and Chief of WASH, Delhi

1. **Official travel involved (itinerary and duration):**

While COVID-related travel restrictions are currently in plan, it is expected that the contractor will be potentially required to travel between Tamil Nadu and Kerala, including some days with travel to Delhi if needed. Days of travel will be approximately 4 roundtrips to Kerala (of 4 days each) and 2 roundtrips to Delhi (of 4 days each), totaling to 24 days of travel.

1. **Estimated Duration of Contract**

The contract will be for 11.5 months and will be for a full-time position.

1. **Qualifications/Specialized Knowledge/Experience/Competencies (Core/Technical/Functional) /Language Skills Required for the Assignment (please use as applicable):**

* Minimum of master’s degree in environmental health, water and sanitation programming, social work, public health and/or related field from accredited university.
* At least five (5) years’ experience working in water, sanitation and hygiene with at least three years in rural water, sanitation and hygiene (WASH) and community based programming with particular reference to rural sanitation / SBM (G).
* Experience required in working with state or national government institutions; highly desirable if interactions included government entities attached to WASH sector
* Experience in working with NGOs/CBOs; well-versed in rural development in the context of Panchayati Raj systems and functioning of district administration.
* Fully computer literate and able to use word processing, spreadsheet, database, power point and internet/ e-mail.
* Excellent communication skills in English and (Knowledge of Tamil will be an added advantage)
* Proficient in developing strategy, conduct State/District level workshop, writing communication plan based on various consultation and incorporate inputs provided by various stakeholders.
* **Highly desirable:** Good communication skills. Adept at negotiation and advocacy, particularly with government administrators, engineers at State and District level and communities at field level.

**Physical Labor Required for the Position**

* Working at the office a few days a week (space will be granted on the first floor if necessary or other working alternatives can be negotiated)
* Photocopying, printing, etc.
* Possible travel involved on flight, in car, etc. to various state offices (can be negotiated)
* Attending offline meetings and moving between office rooms for discussions, etc. and carrying necessary work tools (e.g. laptops, notebooks) for taking notes
* Maintaining stock of the section’s library (consisting of knowledge products in tangible form such as event standees, posters, coffee-table books, publications)

1. **Selection Process (tick one):**

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

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

There will be a) a technical review including an interview and b) a financial review of all applications submitted for this position.

**Applications are required to submit: 1) a cover letter, 2) a CV, and 3) a financial template**

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| **S. No.** | **Criteria** | **Maximum** | **Minimum to qualify** |
| Technical Review (1) | (1) Language and content of cover letter: demonstrates strong grasp of language and ability to communicate clearly; and reflects key experiences relevant to the position e.g. collaborating with government, projects in WASH sector, etc. | 10 | 7 |
|  | (2) Relevant Education Qualifications | 10 | 7 |
|  | (3) Relevant work experience | 25 | 18 |
|  | Candidates who score overall 32 marks and above as well as the minimum marks in each of the criteria (1), (2) and (3) will be shortlisted for an Interview | | |
| Technical Review (2) | Interview with panel of relevant experts in WASH sector | 35 | 24 |
|  | **Total technical score (A)** | **80** | **56** |
| Financial Review | Financial **(B)** | **20** | --- |

* Candidates scoring overall 56 marks during the technical review as well as the minimum marks in each of the technical criteria will be considered technically qualified and their financial offers will be opened.
* Candidate receiving maximum score after combining their technical and financial scores will be selected

**13.** **PAYMENT SCHEDULE**

Payment will be made on a monthly basis, upon receipt of invoice and submission of monthly deliverables/progress report and satisfactory acceptance of the same by UNICEF.