

# TERMS OF REFERENCE

## INSTITUTIONAL OR INDIVIDUAL CONSULTANCY

**Consultant Title:** Faecal Sludge Management (FSM) Guidance

**Requesting Section:** Water, Sanitation and Hygiene (WASH)

**Programme Area and Specific Project Involved:** WASH

**UNICEF Output 1:** Communities have improved access to basic drinking water and sanitation, including in schools and health facilities, particularly in target countries.

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### 1. Background

The Government of Vanuatu has committed to achieving Sustainable Development Goal 6 – improving WASH services for children and their families in urban communities in Vanuatu. In 2019, with assistance from Engineers without Border, the Ministry of Health, created rural sanitation and hygiene guidelines<sup>1</sup>. The Ministry of Health has asked for assistance to now create emergency and urban sanitation and hygiene guidelines. Engineers without Borders will create the emergency sanitation and UNICEF would like to hire a consultant to help Ministry of Health create the urban sanitation and hygiene guidelines. These guidelines will build on the existing Vanuatu legal framework, including: 1994 Public Health Act<sup>2</sup>, 2018 Public Health Act Amendment<sup>3</sup>, 2016-2030 Sanitation and Hygiene Policy<sup>4</sup>, 2000 Building Code<sup>5</sup>, Pollution Control Act, and Water resources Act.

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### 2. Purpose of the assignment

In Vanuatu, only 48% of the urban population has access to basic sanitation<sup>6</sup>. The majority of the urban population are using limited or unimproved sanitation, with a very small portion defecating in the open. Vanuatu has no piped sewerage, with the entire population having on-site sanitation. There are no subsidies for any portion of the population to improve their sanitation. Poor sanitation can cause intestinal worms, schistosomiasis, trachoma, cholera, diarrhoea, dysentery, hepatitis A, typhoid and polio; exacerbates stunting; is linked to diarrhoeal deaths annually; and contributes to malnutrition<sup>7</sup>. Overall, this lack of sanitation can lead to excreta-related diseases that affect children's physical and cognitive development<sup>8</sup>. In part, as a result of the poor urban sanitation situation, there have been a number of poor water quality results found in near-shore ocean waters<sup>9</sup>. To manage health risks, the government has banned swimming in harbour waters near the central business district. Annually, urban centres in Vanuatu are growing a rate of 4%, meanwhile, the urban informal settlements growth rate is 3% to 12%. By 2023, it is estimate that 43% of the urban centres in Vanuatu will be informal settlements. As Vanuatu continues to urbanize, the poor-quality results will have a greater and greater impact on the health of children. To prevent an even larger problem in the future, UNICEF will support the government of Vanuatu to improve the urban sanitation situation.

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### 3. Objective

The consultant will assist the Government of Vanuatu to:

- Increase understanding among stakeholders of the urban sanitation legislative and regulatory context
  - Create a Faecal Sludge Management institutional framework, and
  - Improve technical specifications for urban household, clinic and school sanitation
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### 4. Scope and methodology

Specific tasks related to each deliverable include ensuring good communication and involvement with government stakeholders. Consultant will incorporate stakeholder comments into key documents and decisions. Consultant will need to spend considerable time ensuring key stakeholders are coordinating and come to agreement regarding key decisions. One on one meetings, small group and workshops may be required.

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### 5. Work Assignment/Specific Tasks

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<sup>1</sup> <https://drive.google.com/drive/u/0/folders/1vxLR-BdCQXBqCuAXREUIXb-IDg8BDBaY>

<sup>2</sup> [https://mol.gov.vu/images/News-Photo/water/DoWR\\_File/van88965.pdf](https://mol.gov.vu/images/News-Photo/water/DoWR_File/van88965.pdf)

<sup>3</sup> [https://mol.gov.vu/images/docs/Water\\_Resources\\_Acts/DoWR\\_Files\\_2018/Public\\_Health\\_Amendment\\_Sanitation\\_2018.pdf](https://mol.gov.vu/images/docs/Water_Resources_Acts/DoWR_Files_2018/Public_Health_Amendment_Sanitation_2018.pdf)

<sup>4</sup> [https://mol.gov.vu/images/docs/Water\\_Resources\\_Acts/Final\\_Sanitation\\_and\\_Hygiene\\_policy.pdf](https://mol.gov.vu/images/docs/Water_Resources_Acts/Final_Sanitation_and_Hygiene_policy.pdf)

<sup>5</sup> [https://mol.gov.vu/images/News-Photo/water/DoWR\\_File/Monitoring\\_Evaluation/Vanuatu\\_Building\\_Code\\_-\\_20001.pdf](https://mol.gov.vu/images/News-Photo/water/DoWR_File/Monitoring_Evaluation/Vanuatu_Building_Code_-_20001.pdf)

<sup>6</sup> <https://washdata.org/data/household#!/dashboard/new>

<sup>7</sup> <https://www.who.int/news-room/fact-sheets/detail/sanitation>

<sup>8</sup> <https://www.sciencedirect.com/science/article/abs/pii/S0957178717302886>

<sup>9</sup> <https://drive.google.com/open?id=1VysfVrQmdN4whddGJjj7Z2GY8J4dSnMb>

The specific tasks of the assignment are to:

- Increase understanding among stakeholders of the urban sanitation legislative and regulatory context
  - Review of Vanuatu 1994 Public Health Act<sup>10</sup>, 2018 Public Health Act Amendment<sup>11</sup>, 2016-2030 Sanitation and Hygiene Policy<sup>12</sup>, 2000 Building Code<sup>13</sup>, Pollution Control Act, Water resources Act and other documents
  - Identify existing and missing regulations along the Faecal Sludge Management (FSM) Service Chain. Review policies, country-specific guidelines, strategies, plans, initiatives, ordinances/penal provisions, service standards, tariffs, fee structure, discharge, and resource recovery and reuse (RRR) requirements
  - Share electronic folder with example legislative and regulatory documents from other countries (including relevant effluent and receiving water quality standards and documents such as the [Guidelines and Regulations for Faecal Sludge from On-site Sanitation](#)<sup>14</sup>).
  - Share a presentation regarding the legislative and regulatory context at least two weeks before presentation to all stakeholders
  - Facilitate discussions around the legislative and regulatory context with members of the sanitation board, sanitation and hygiene working group and other key stakeholders after presentation
- Create an FSM institutional framework<sup>15</sup>
  - Meet one on one with institutions involved in FSM, such as Private Sector, Ministry of Health (MoH), Ministry of the Environment (MoE), Department of Water Resources (DoWR), Ministry of Internal Affairs (MoIA), Public Works, Etas Sludge pond operators, and Municipalities (in Port Vila and at least one other Municipal Authorities)
  - Visit hospital wastewater treatment, private operators (such as hotels), Etas sludge ponds, and sludge truck operators
  - Generate a basic draft faecal waste flow diagram<sup>16</sup> with available data and identify what additional data and stakeholder buy in would need to be done to conduct a complete city-wide inclusive sanitation delivery assessment<sup>17</sup>
  - Generate an FSM organization chart delineating roles (including roles around the collection and treatment of FSM, promotion of septic tank emptying and enforcement of proper septic tank construction/emptying)
  - Identify gaps and overlaps but also needed cross-institutional linkages
  - Provide knowledge on required interventions of identified gaps
  - Share options for alternative FSM institutional structures with stakeholders as well as how other countries promote of septic tank emptying and enforce proper septic tank construction/emptying
  - Create a presentation of the FSM institutional framework and email to stakeholders at least two weeks before presentation to all stakeholders
  - Facilitate discussions regarding the institutional framework with the sanitation board, sanitation and hygiene working group and other key stakeholders
- Improve technical specifications for urban household, clinic and school sanitation
  - Share electronic folder with design options from other countries, including a range of low-tech, high water tables and decentralized options, such as DEWATS, and dual pit dry/wet toilets (Note: Hotel and Industry sanitation designs are beyond the scope of this TOR)
  - Draft urban household, clinic and school sanitation and hygiene technical specifications
  - Email draft specifications for feedback at least two weeks before anticipated presentation to WASH Sector Vanuatu google Group ([wash-sector-vanuatu@googlegroups.com](mailto:wash-sector-vanuatu@googlegroups.com))
  - Present urban sanitation and hygiene technical guidelines to the sanitation board, sanitation and hygiene working group and other key stakeholders
- Update institutional framework and technical specifications based on feedback from stakeholders
- Email updated institutional framework and technical specifications to stakeholders
- Present final institutional framework and technical specifications to the sanitation board, sanitation and hygiene working group and other key stakeholders
- Finalize institutional framework and technical specifications plan for uploading to website

<sup>10</sup> [https://mol.gov.vu/images/News-Photo/water/DoWR\\_File/van88965.pdf](https://mol.gov.vu/images/News-Photo/water/DoWR_File/van88965.pdf)

<sup>11</sup> [https://mol.gov.vu/images/docs/Water\\_Resources\\_Acts/DoWR\\_Files\\_2018/Public\\_Health\\_Amendment\\_Sanitation\\_2018.pdf](https://mol.gov.vu/images/docs/Water_Resources_Acts/DoWR_Files_2018/Public_Health_Amendment_Sanitation_2018.pdf)

<sup>12</sup> [https://mol.gov.vu/images/docs/Water\\_Resources\\_Acts/Final\\_Sanitation\\_and\\_Hygiene\\_policy.pdf](https://mol.gov.vu/images/docs/Water_Resources_Acts/Final_Sanitation_and_Hygiene_policy.pdf)

<sup>13</sup> [https://mol.gov.vu/images/News-Photo/water/DoWR\\_File/Monitoring\\_Evaluation/Vanuatu\\_Building\\_Code\\_-\\_20001.pdf](https://mol.gov.vu/images/News-Photo/water/DoWR_File/Monitoring_Evaluation/Vanuatu_Building_Code_-_20001.pdf)

<sup>14</sup> [http://www.iwmi.cgiar.org/Publications/wle/rrr/resource\\_recovery\\_and\\_reuse-series\\_14.pdf](http://www.iwmi.cgiar.org/Publications/wle/rrr/resource_recovery_and_reuse-series_14.pdf)

<sup>15</sup> Portions taken from: [http://www.iwmi.cgiar.org/Publications/wle/rrr/resource\\_recovery\\_and\\_reuse-series\\_14.pdf](http://www.iwmi.cgiar.org/Publications/wle/rrr/resource_recovery_and_reuse-series_14.pdf)

<sup>16</sup> <https://sfd.susana.org/data-to-graphic>

<sup>17</sup> <https://www.susana.org/resources/documents/default/3-3700-132-1570608548.pdf>

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## 6. Work Schedule/Work Plan

It is anticipated the work will take 90 working-days over the course of now and December 2020. It is anticipated that most work will take place remotely but there must be at least four weeks of working directly daily with government officials in Vanuatu at three different times over the course of the year.

Deliverables	Duration (Estimated # of days)	Timeline/Deadline	Schedule of payment
Share electronic folder with example legislative and regulatory documents from other countries	5	2 months after signing of contract	5%
Presentation regarding the legislative and regulatory context emailed to all stakeholders at least two weeks before presentation	5	3 months after signing of contract	5%
Present and facilitate discussions around the legislative and regulatory context	5	4 months after signing of contract	5%
Presentation of FSM institutional framework emailed to all stakeholders at least two weeks before presentation	25	5 months after signing of contract	15%
Present and facilitate discussions regarding the institutional framework	5	6 months after signing of contract	5%
Draft specifications for feedback emailed to all stakeholders at least two weeks before anticipated presentation	20	7 months after signing of contract	15%
Present and facilitate discussions regarding the specifications	5	8 months after signing of contract	5%
Updated institutional framework and technical specifications based on feedback from stakeholders	10	9 months after signing of contract	10%
Present and facilitate discussions regarding final institutional framework and technical specifications	5	10 months after signing of contract	5%
Finalize institutional framework and technical specifications	5	12 months after signing of contract	30%

The long contract duration allows time for Stakeholder feedback on deliverables as well as considerable time for drafting relevant documents. Some activities/tasks may also take longer than anticipated. The contract workplan and schedule will be based on proposals received. Timelines may be updated after discussions with key stakeholders after the start of the contract.

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## 7. Payment Schedule:

As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

See Section 10 for travel costs. Please note that international and national airfare can be billed based on actuals if requested in proposal. The Consultant(s) should budget for and include office supplies, internet, local bus fares, communication costs, etc in the proposal.

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## 8. Supervision

Under the oversight of the WASH Specialist in Vanuatu, the consultant hired will work with the MoH Environmental Health Unit Manager, relevant Municipal authorities, Department of the Environment and Water Resources and Engineers without Border to finalize relevant documents. The WASH Specialist and WASH Chief in Suva will support the Field Office team in the supervision and management of the consultant as required.

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## 9 Official Travel

- The Consultant(s) will arrange his/her own travel from place of residence to Port Vila or Provincial offices if required. Air tickets will be reimbursed based on Economy Class for the most direct and most economical itinerary.
  - A maximum of three international trips will be paid for during this contract.
  - UNICEF will approve quotes prior to purchase of air ticket and reimburse travel costs and subsistence allowances upon submission of receipts.
  - Where applicable living allowance will be paid to cover subsistence and accommodation while traveling. Consultant(s) must put the rate in as part of the financial proposal.
  - The consultant(s) should not travel without a signed contract and authorization to travel prior to the commencement of the journey to the duty station.
  - The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for institutional contracts.
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## 10. Work Place

Support may be partially remote. The consultant(s) must use their own laptop(s). If in Port Vila, consultant should arrange own working space, as MoH Environmental office space is limited.

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## 11. Qualifications

### Requirements

- Demonstrated experience drafting urban sanitation guidelines and implementation plans
- Knowledge of global best practice in urban sanitation policy and implementation

### Desirable

- PhD or over 15 years' experience
- Knowledge of Port Vila and Santo sanitation situation
- Knowledge of gender and people with disabilities design requirements
- Experience working in Vanuatu, Pacific Islands or Small Island Developing States

### Assessment criteria

- Urban Sanitation sector knowledge
- Guidelines and implementation plan creation experience
- Demonstrated writing experience
- Cross-cultural and Pacific working experience

### Languages

- Fluency in English is required

### Competencies

- Communication
- Working with People
- Drive for results
- Relating and Networking
- Applying technical expertise
- Analysing
- Planning and Organizing
- Following Instructions
- and Procedures

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## **APPLICATIONS**

Applicants must submit:

- Technical proposal including the general approach in fulfilling the requirements of this consultancy and proposed dates and timelines (Maximum 2 pages)
- Financial proposal including all professional fees, travel costs and living allowance, if required
- Narrative explaining why the consultant is qualified for this consultancy, including CV with a list of previous urban sanitation experience included
- Links to or copies of at least one similar piece of work, such as urban sanitation guidelines or implementation plan, where the candidate was the lead author
- A company profile or CV paying attention to the description of the expertise in the concerned field
- Track record-list of clients for similar services in the past three years, indicating description of contract scope, contract duration, contract value and contract references
- Signed and dated CV and declaration of availability of involved specialists during contract implementation period
- Reference letters from prior customers, if available