

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	International Consultant: Emergency WASH Consultant - Cholera and Flood Response	
Requesting Section	WASH	
Location	Place of assignment: Malawi, Blantyre with travel to the field in the target districts	
	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based - within the District Office in the Ministry of Water and Sanitation, Blantyre, Malawi	
Contract Duration	8 Months	
Number of working days	Monthly	
Planned Start and End Date	From: 1 May 2023	To: 31 December 2023

BACKGROUND

Tropical Cyclone Freddy hit Malawi on 13 March 2023, causing 563,602 internally displaced people residing in 576 camps, according to Malawi's Department of Disaster Management Affairs (DoDMA) on 22 March 2023. In recent days, some sites hosting displaced people have begun to see a reduction in the number of people sheltering in them. However, many people remain fearful of returning home or unable to do so as their homes have been destroyed. Many people also remain stranded in areas where access via road is currently impossible. An estimated 178,000 people are currently sheltering in camps that are not accessible by road.

Health facilities have been destroyed or flooded, leaving communities without adequate access to health services. Despite cholera case continued to decline, with 1,424 cases recorded in the week ending 20 March 2023, compared with 1,956 the previous week, public health risk remains high within communities. However, the case fatality rate remains over 3 per cent, above the acceptable threshold of 1 per cent.

The factors contributing to the spread of cholera include limited human and financial resources, low safe water coverage, and low latrine coverage aggravated by poor hygiene and open defecation. The floods due to Cyclone Freddy caused a rapid deterioration of the already fragile hygienic and sanitary conditions in many communities, with many drinking water sources contaminated.

UNICEF, as highlighted in the Core Commitments for Children (CCC) in Humanitarian Action, is fully committed to interagency humanitarian reform and supports this through provision of leadership and participation in assigned clusters and sectors. UNICEF plays a crucial role in ensuring a strategic, coordinated and effective humanitarian response and it is co-leading the Water and Sanitation (WASH) Cluster in collaboration with the Ministry of WASH and other WASH partners. Data and maps are accessible: [Water Sanitation & Hygiene | Humanitarian Response](#).

The Cluster approach ensures clear leadership, predictability, and accountability in international responses to humanitarian emergencies by clarifying the division of labour among organisations and better defining their roles and responsibilities within the different sectors of the response. It aims to

make the international humanitarian community better organised, more accountable, and professional and be a better partner for the affected people, host governments, local authorities, local civil society, and resource partners.

Improving access to WASH infrastructures by rehabilitating and upgrading WASH infrastructure destroyed by the Cyclone Freddy and the subsequent flooding can significantly help reduce pathogen load in the environment and overcome the causes of infectious, preventable diseases. It is against this background that UNICEF is proposing an integrated approach and response covering WASH across prioritized districts with the highest number of cases.

JUSTIFICATION

With the ongoing response to the flood and cholera emergency, UNICEF declared L2 Emergency and is deploying a technical team to be based in Blantyre to supervise the humanitarian response. The WASH section already deployed WASH experts for coordination and field supervision but considering the large zone to be covered and the increasing number of implementing partner to be supervised, there is the need for additional WASH expertise to support the effective WASH response. Currently, UNICEF manages very well its Cluster-lead role, but field implementation requires the services of an Emergency WASH Consultant to supervise the Humanitarian Programme Cooperation signed with United Purpose and Malawian Recross and others.

PURPOSE OF THE ASSIGNMENT

The main purpose of the consultancy assignment is to manage an integrated cholera and flood emergency response with a focus on WASH programming to prevent and control outbreaks in hotspot districts.

Under the supervision and technical guidance of the Chief of WASH, the Emergency WASH Consultant will be responsible for managing and coordinating the day-to-day activities of the response in collaboration with other WASH emergency focal points. This includes planning, implementing, and monitoring all WASH cholera and flood response activities.

SCOPE OF WORK/OBJECTIVES

The Emergency WASH **Consultant** will be based in the district office of the Ministry of Water and Sanitation in Blantyre with frequent monitoring visits to cholera and flood affected districts in Malawi. Duties will include, but are not limited to, the following:

1. Implementation of the cholera case-area targeted intervention (CATI) and cluster case targeted intervention (CLUSTI) supporting district health authorities to deploy the rapid response teams or cholera outbreak response teams (CORT) and support to implementing partners' WASH training needs and orientation to field response teams, including reviewing of monitoring tools for cholera response.

2. Conduct site assessments and regular updates on the cholera situation and flood to identify the needs for the response, including updates for the 5W matrix (the matrix plots Who is working Where on What activities; When and with What resources) and partner coverage maps.
3. Safeguard and improve the public health of the affected population by ensuring access to safe drinking water and excreta disposal and promoting safe hygiene practices, ensuring overall efficiency, effectiveness and delivery of results following UNICEF's Core Commitment for Children in Emergencies (CCCs) and national and international humanitarian standards.
4. Dissemination of cholera behaviour change activities through various media in consultation with the Social and Behaviour Change (SBC) manager; and the health education unit of the Ministry of Health (MoH).
5. Ensure cholera supplies are identified, procured, distributed, and used effectively.
6. Support the implementation of all WASH related activities for flood response.
7. Support Monitoring and evaluation of all WASH implementing partners (United Purpose, Malawian Red Cross, hygiene village, Oxfam and other).
8. Coordinate the response with local WASH authorities, as well as sub-national and national including attending coordination meetings on cholera response.
9. Support the WASH cluster coordination and provide periodic updates (including daily / weekly updates), situation reports (Sitreps) and final reports on the cholera response.

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/ communication lines):

- UNICEF WASH Chief

What type of reporting will be expected from the consultant, and in what format/style will the submissions of reports/outputs be done?

- Monthly monitoring reports on the progress and final report
- Any other regular updates on the progress, especially input to SitReps and data requests

How will the consultant deliver work and when will reporting be done?

- The consultant shall deliver the assignment based at the Ministry of Water and Sanitation, through field monitoring visits, weekly updates, monthly reports and final contract completion report.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the Emergency WASH Consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable monthly
Rapid cholera and flood field response teams mobilised and deployed to affected sites and areas in all targets hot spot districts and Case Area Targeted Interventions (CATI) and cluster case targeted intervention (CLUSTI) implemented and partners' field teams in all hot spot districts trained / oriented on cholera prevention	Progress reports on WASH assessments (including segregated data), flood response, CATI and cluster case targeted intervention (CLUSTI) approaches and training report. CATI and CLUSTI approached introduced and functioning in eleven districts Progress reports all trainings and construction of WASH infrastructures	Monthly	31 December 2023	Monthly
Improved partner coordination in cholera and flood response with a progress report on the 5W matrix and partner coverage maps	Progress report on partner implementation (cholera and flood) , coordination and monitoring of CATI/Cluster implementation	Monthly		
Support the implementation of all WASH related activities for flood response. Support Monitoring and evaluation of all WASH implementing partners IP (UP, MRC, hygiene village, Oxfam etc)	Monthly Progress report on all WASH intervention for cholera and flood including monitoring of IP activities	Monthly		
WASH-based social behaviour change plan finalised and piloted for three months, including drinking safe water, excreta disposal and hygiene messages, cholera behavioural change promotion messages disseminated through	Progress report on implementation, reach and progress towards the impact of WASH SBC programme	Monthly		

various disseminated consultations with SBC and health education unit of MoH in targeted districts				
Monitoring cholera and flood supplies end users monitoring and impact	End-users monitoring report submitted with clear recommendations for the next three months	Monthly		
Support district cluster coordination, Facilitate handover of WASH cluster coordination logistics and processes at subnational level to the Ministry of Water and Sanitation	Lead district WASH cluster and Prepare handover on minutes of meetings, monitoring reports and sitreps.	Monthly		
Final consultancy report identifying key achievements and standard cholera response plan within multiple emergencies	Final Report submitted with key response plan for future cholera, food response plan within multiple health outbreaks.	Monthly		

As the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signing. The monthly report format will also be agreed upon.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstrating high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, upon satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

UNICEF will pay a monthly flat rate (payable for in-country presence), all included consultancy fees, Living costs (DSA), and international Travel (return flight cost).

As per UNICEF operational guidelines, travel for international consultancies will be in economy class and use the most economical route. UNICEF will provide transport for approved official in country travels

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Education and training:

- Advanced university degree or equivalent experience in Environmental Public Health, Civil Engineering, Programme Communication, Sanitation Engineering, or other field related to or other field related to behaviour change communication.
- Additional training in health education, project management and emergency response or Social and behavioural change communication is considered as an asset.

Work Experience:

- A minimum of 10 years of progressively responsible professional work experience in the UN or other international development organization, national government or the private sector is required.
- Solid experience in cholera and flood response programmes is required.
- Background/familiarity with emergency (preparedness and response) is required and familiarity with the IASC cluster approach is an asset.
- Experience on case-area targeted intervention (CATI) and cluster case targeted intervention (CLUSTI) is an asset
- Experience working with government agencies, local authorities, international organizations, NGOs, and communities in the field of water, sanitation and participatory approaches in health and hygiene promotion is required.

Skills required:

- Excellent communication skills.
- Excellent analytical, planning and organizational skills.
- Ability to work in a team with limited supervision.
- Ability to work under pressure.

Language:

- Fluency in spoken and written English is essential.

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the Consultant and provide feedback and guidance, and necessary support to achieve the 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 consultancy, the individual 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 acknowledgement upon acceptance of the offer.

Before the issuance of the official contract, the consultant is requested to complete the applicable mandatory trainings and self-certify that he/she has received the required primary series' of the WHO-'emergency use listed' (EUL) approved COVID-19 vaccines. They must provide proof of a valid COVID-19 vaccination certificate.

The consultant will be expected to work within the Ministry of Water and Sanitation in Blantyre. The Emergency WASH Consultant will use her/his personal laptop and own data. There will be travels to the field to supervise and guide programme delivery – Emergency WASH Consultant is expected to submit his/her monthly travel plan for approval.

CONDITIONS

- The consultancy will be over a period of 8 months to complete the assignment, with the final report submitted at least two weeks before the date of contract closure.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless both UNICEF and the consultant sign the contract.
- The Individual Consultant will be based in Blantyre with field travels.
- The consultant will be paid an all-inclusive fee (DSA, consultancy fee, travel, stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The Individual Consultant is not entitled to payment for overtime, weekends or public holidays.
- UNICEF will provide transport to the consultant during in-country field travel, if planned and approved.
- No travel should take place without an email travel authorization from UNICEF prior to the commencement of the journey from the duty station.
- 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 Individual Consultant 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.

- The Individual Consultant will not have supervisory responsibilities or authority on UNICEF budget.
- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The assignment is an off-site support.

HOW TO APPLY

Interested Individual Consultant should provide the following:

1. Curriculum Vitae
2. Academic certificates
3. Application letter
4. Brief technical proposal (no longer than five pages) demonstrating the Individual Consultant's understanding of the assignment and approach/methodology to the assignment
5. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, stationery, communication, and other miscellaneous costs). Complete the attached form.



Financial
Proposal.xlsx

6. References details of at least the three most recent supervisors