

United Nations Children's Fund (UNICEF)

Vientiane, Lao PDR

**International Individual Consultancy: Sanitation Social Mobilizations Assessment, UNICEF
Vientiane, Lao PDR**

Terms of Reference

1. Background:

Over 700 children under the age of five die each year from diarrhoea in Laos, yet most diarrhoea could be prevented by use of basic sanitation facilities, regular handwashing with soap and safe drinking water. About one in three children in Laos are stunted, with potentially significant impacts on their growth, development and on their capacity to achieve their potential. Multi-dimensional analysis in Laos indicates strong correlation with sanitation, hygiene and safe water deprivations.

Despite the significant impacts of poor sanitation, in 2017 only 71% of households had access to basic sanitation facilities and nearly one in four households (24%) continued to practice open defecation. Whilst there have been significant reductions, indicating that open defecation may be eliminated by 2030, rates and improvement amongst the poorest remains a significant challenge. Large inequities in open defecation also existed geographically, with two in three of Saravane Province households and more than two in five remote rural households defecating in the open. Similar inequities existed amongst the Chinese-Tibetan households and households led by people with no or early childhood education.

The lack of evidence on success and sustainability of the current rural sanitation behaviour change communication (BCC) approach has resulted in a range of differing (and sometimes conflicting) BCC approaches being implemented under different partner programmes, with minimal overall national progress at the time of the 2017 LSIS national survey. The challenges are exacerbated by variable capacity of provincial and district government staff to implement, often dependent upon the level of development partner support and the limited investment by government.

However, significant steps forward in the development of national guidelines for the implementation of a Lao PDR version of community led total sanitation (CLTS) and of the national rural WASH strategy, together with the joint commitments of provincial Governors and development partners to achieve open defecation free (ODF) provinces in December 2019, has seen a rapid acceleration in programming and results. Already, Borikhamxay has been declared the first ODF province, providing a potential catalyst for a step change, with significant interest being shown by other provinces to learn from Borikhamxay's experience. In 2019, after a decade of CLTS implementation, only 11% of villages were ODF. In the subsequent 2-3 years this figure has reached 45%, despite the significant challenges associated with COVID-19 for much of this period.

The Government of Lao PDR is looking to develop a roadmap to achieving national ODF status, building on this growing momentum. In order to do so, it is important to understand the factors that are contributing to the recent success, so that they can be replicated. It is also important to understand what the constraints are to achieving national ODF, successes that have been achieved in addressing them, as well as remaining challenges and gaps.

2. Purpose:

The purpose of this assignment is to provide a coherent understanding of the progress of the national sanitation mobilization approach, the Lao PDR version of CLTS, the constraints to eliminating open defecation and proposing costed strategies to facilitate sustainable national ODF status.

The assessment will provide actionable recommendations to the Government of Lao PDR, UNICEF and other partners in national sanitation programmes. By identifying challenges and gaps in understanding, this assessment is intended to contribute to the design and implementation of an inclusive and equitable roadmap to achieving national ODF and supporting guidelines and approaches. The broad objectives of this consultancy are:

- To assess and document the implementation approach and process of CLTS across the main partners implementing in Lao PDR, in terms of the outcomes/impacts of the CLTS approach including identification of key challenges, limitations, deficiencies, weaknesses and strengths.
- To assess and document a detailed outline of the innovations and technologies adopted in CLTS approaches.
- To document the lessons learnt from this approach.
- To assess and document the factors (social, cultural, geographical, economical, technical and others) behind the successes and failures of the approach.
- To make recommendations for accelerating CLTS in other areas, for improving the CLTS approach and for improving policy making and action at the local, national and international levels.

3. Work Assignments:

The assessment will be undertaken through literature review, available data and information, desk-based analysis and stakeholder and expert consultations, supported by field validation. Note that a national consultant (or consultancy) will be engaged by UNICEF to support the International consultant in data collection, consultations and field validation. The final reports are expected to be endorsed jointly by UNICEF, Government and relevant government partners.

The assignment will include the following key tasks:

1. Inception report on the assignment methodology, reports, process and timelines, including:
 - 1.1. Identification of key stakeholders and planned field visit(s)
 - 1.2. Development of an approach for the assessment, including stakeholder consultation, field data collection, definition of the impact assessment scale and scope
 - 1.3. Indicative Table of Contents for Reports
2. Assessment of the progress of CLTS in Lao PDR, including:
 - 2.1. Assessment of the current status and progress rates of the national CLTS campaign, with a focus on the progress of ODF communities and coverage, identifying areas of high and low progress
 - 2.2. Description of the different approaches adopted by implementing partners (Government and multiple INGOs and NGOs), including description of approach and roles of actors, indicative costs (inclusive of all external costs), ODF conversion rates, approaches to inequity, sustainability of approach, community acceptance, use of subsidies, engagement of private sector, expectations on community/households, constraints, accountability, success factors, strategy moving forward
 - 2.3. Consolidated status and review of approaches analysing critical success factors, challenges, sustainability, costs, engagement of private sector and constraints to identify the factors contributing to sustainable, successful CLTS implementation in Lao PDR
3. Propose recommendations to facilitate scaling up and replicating successful CLTS approaches to achieve national ODF, including recommendations for improving the CLTS approach, addressing gaps in understanding and constraints to progress and for improving

policy making and action at the local, national and international levels. Include indicative cost estimates for the recommended approach(es) and indicators for tracking CLTs implementation at different scales

4. Engage in a multi-stakeholder and multi-disciplinary process. Coordinate with key stakeholders to ensure their inputs are considered in the development and finalization of the study outputs to facilitate ownership of the report conclusions and recommendations

4. Qualifications or Specialized Knowledge/Experience Required:

Qualifications and Experience

- A Master's Degree in Civil Engineering, International Development, Social Sciences, Programme Management or related technical field
- Minimum 8 years of relevant experience at the national and international level in sanitation and development
- Proven experience with national governments and undertaking research projects to provide strategic recommendations
- Previous experience working in the UN is an advantage
- Previous experience working in South-East Asia and specifically Lao PDR is an advantage

Knowledge and Skills

- Demonstrated extensive understanding of principles, approaches associated with sanitation social mobilization approaches

Competencies

- Demonstrated capacity to work across all stakeholders and with national governments to undertake research projects and to provide strategic recommendations

Languages

- Fluency in English, including excellent written and verbal English communications skills
- Knowledge of Lao or ethnic languages in Lao PDR an advantage

5. Reference group

A Reference Group composed of government and development partners will be established and coordinated by Government with support from UNICEF to act as an advisory body and provide inputs on all main research deliverables. The Reference Group is expected to provide feedback during the research process and on the deliverables; comment on the approach and methods and facilitate access to data and information. Representatives of the Reference Group will participate in elaboration of recommendations through active contribution during debriefing meetings and by providing feedback to the draft inception and final reports.

6. Working with National Consultants

A national consultant or organization will be engaged to support this assignment. The national consultant will provide support to collect and interpret data in Lao language. Additionally, they will provide in-country support to interpret during discussions with key partners as required. A professional interpreter will be independently provided by UNICEF as required for milestone presentation meetings. The Consultant is expected to work closely with and provide guidance to the local Consultant or Organization engaged separately by Government/UNICEF on this assignment.

7. Location:

The initial desk review will be undertaken remotely, with the key stakeholder discussions and field visits largely undertaken in-person in Lao PDR. It is anticipated that all work in the country will be completed in a single 2-month block, with the reports finalized remotely. Within Lao PDR, the base will be Vientiane, with intermittent travels to provinces/districts.

8. Duration:

It is anticipated that the assignment will involve 3 months' work over a four-month period. The indicative starting date for this work is 1 July 2022, with completion by 31 October 2022.

9. Deliverables:

The following key deliverables are expected:

1. Inception report on the assignment methodology, process and timelines
2. Multi-disciplinary and multi-stakeholder inception and consultation meetings facilitated to guide and validate the assessment and recommendations
3. Report on the implementation of CLTS in Lao PDR, including description of approaches by various partners including indicative costs, results of programmes, constraints to success, success factors, inclusivity and scalability of approach, sustainability of results and knowledge gaps (draft, final)
4. Report on the recommended costed actions to achieve sustainable national ODF, including key approaches, studies needed to address information gaps, required capacity building, private sector engagement approaches, uncertainties and risks and mitigation strategies (draft, final)
5. Policy briefs, PPT slides, fact sheets on the key findings of the assignment (detailed formats, audience, quantity to be determined during the assignment)
6. Technical Note on the methodology, lessons learned and recommendations for use to share this assignment experience with UNICEF country offices, regional offices and HQ

10. Reporting Requirements:

Reports will be prepared according to the UNICEF Style Guide (to be shared with the awarding company). All deliverables must be in professional level standard English.

UNICEF will receive and consolidate comments received from Government and sector partners into a response matrix for the two draft reports and request the Consultant to indicate actions taken against each comment in the production of the final reports. Response periods for Government and sector partners will be finalized during the inception stage.

Copyright of all the deliverables to be produced through this assignment will rest with the Ministry of Health (MoH) and UNICEF.

11. Payment Schedule linked to deliverables:

The assignment is deliverable based as per below table on the summary of key deliverables and timeline.

<i>Deliverables</i>	<i>Payment*</i>	<i>Timeframe</i>	<i>Reporting Requirements for each deliverable</i>
1. Inception Report	10%	5 working days	Inception report on the assignment methodology, reports, process and timelines. Multi-disciplinary and multi-stakeholder consultation meeting plan
2. Discussions with key stakeholders and field visits	20%	20 working days	Summary of field notes and interview reports
3. Draft Report on the implementation of CLTS in Lao PDR	20%	10 working days	Report on the implementation of CLTS in Lao PDR, including descriptions of approaches by implementing partners, and consolidated status and review of approaches
4. Presentation of study findings to Government & partner technical staff		2 working days	Meeting report, including summary of key recommendations

<i>Deliverables</i>	<i>Payment*</i>	<i>Timeframe</i>	<i>Reporting Requirements for each deliverable</i>
5. Draft Report on the recommended actions to achieve national ODF	20%	10 working days	Report outlining analysis and recommended actions to improve the CLTS approach and address gaps and constraints, including cost estimates and indicators
6. Presentation of draft report findings in a session to Government & partner technical staff		2 working days	Meeting report, including summary of key recommendations
7. Final reports based on partner feedback	10%	5 working days	2 x Final reports
8. Policy briefs, PPT slides, fact sheets	15%	5 working days	Policy briefs, PPT slides, fact sheets on the key findings of the assignment - detailed formats, audience, quantity to be determined during the assignment
9. Presentation of final report findings in a session involving Government and Development partners		2 working days	Meeting report, including summary of key recommendations
10. Technical Note on the methodology, lessons learned and recommendations for use to share this assignment experience with UNICEF country offices, regional offices and HQ (6 pages)	5%	2 working days	6 pager brief containing key findings and recommendation from desk review

* Including business travel fee. Will be directly linked with satisfactory deliverables

12. Administrative Issues:

- Whilst in Vientiane the consultant will have access to internet, printer and office space. As part of the assignment, the consultant might need to travel to the different provinces. UNICEF will reimburse accommodation cost while on field mission. Travel cost will be calculated based on economy class regardless of the length of travel. The Consultant shall be responsible for his/her travel insurance
- Medical Insurance: the cost of medical insurance, including Medical Evacuation and mandatory COVID-19 insurance for working in Lao PDR should be included in the proposal.

13. Contract supervisor:

The research will be managed by UNICEF Lao PDR Country Office (CO) WASH Specialist who will be responsible for the day-to-day oversight and management of the assignment. The Consultant will ensure the quality and independence of the assessments and guarantee its alignment with Research, Study and Evaluation Standards and Ethical Guidelines and other relevant procedures and provide quality assurance on the relevance of the findings and conclusions, and the implement ability of recommendations.

Additional quality assurance will be provided as needed by Regional Advisers and HQ technical staff. The Final Report will need to be rated as satisfactory by UNICEF's external quality assurance facility.

14. Nature of 'Penalty Clause' to be Stipulated in Contract:

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the

case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Lao PDR.

15. Submission of applications:

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment

The deadline for applications is 28 July 2022

16. Assessment Criteria:

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Applications shall therefore contain the following required documentation:

1. Technical Proposal, including a cover letter, updated CV, and copies of 2 relevant evaluations performed earlier by the consultant or copies of relevant past work produced by the consultant.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, living allowance, medical insurance covering medical evacuation for the whole duration of the assignment, and travel costs to Vientiane (economy class). The travel (if involved) shall be based on the most direct and economy fare.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

- A Master's Degree in Environment, International Development, Civil Engineering, Social Sciences, Programme Management or related technical field with strong development experience (25 points)
- Experience at the national and international level in sanitation and development, undertaking research projects to provide strategic recommendations, including UN and geographical experience (40 points)
- Knowledge of principles, approaches associated with sanitation social mobilization approaches (15 points)
- Quality of past work based on evaluations of past work or copies of relevant work (20 points)

b) Financial Proposal (max. 100 points) weight 30 %

- The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.
- The applicants should provide medical insurance covering medical evacuation for the whole duration of the assignment as part of the financial proposal submission.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview and/or reference checks.