

Terms of Reference Individual Consultant

Title	National Consultant for Developing WASH Sector Performance Report 2020
Purpose	To finalize the 2020 WASH Sector Performance Report for the Ministry of Sanitation and Water Resources (MSWR)
Location/duty station	Accra
Duration	2.5 month (52 working days) over 4 months
Expected Start Date	1 st of August 2021
Expected Fee	TBD
Reporting to	WASH Specialist
Budget Code/WBS No	SC130002
Project and activity codes	Output 11

1. Background

Since 2018 UNICEF has supported the Ministry of Sanitation and Water Resources (MSWR) to re-establish the WASH Sector Performance Report. The report seeks to independently track and capture critical developments and progress in the WASH sector on an annual basis as part of the ongoing development of the Sector Information System (SIS). This is intended to strengthen accountability to key targets, e.g. SDGs, as set out in the relevant sector strategies and plans. It is also expected that it would provide a documentary basis for future sector reviews.

2. Justification

After several years of limited reporting, the establishment of the Sector Performance Report has re-focused attention within the WASH sector on accountability to results, especially at the strategic level. Learning from previous experiences, after two editions since its re-introduction, it is key to further anchor and consolidate the process within the SIS.

This assignment is intended to facilitate the enhancement of the report and the delivery process, further improve the delivery process (more consultative), and its structure and content for better ownership by the government and the broader sector.

UNICEF played a vital role in the re-establishment of the report and has a comparative advantage in ensuring the necessary consolidation and improvement. The assignment is designed as an individual consultancy. However, it requires a certain level of neutrality i.e., this should not be viewed by the sector as a UNICEF report. Furthermore, the need to gather WASH sector information is not immediately available to UNICEF and the professional time needed for data collection and analysis.

3. Purpose of the Assignment

The consultant will focus on developing and finalizing the 2020 WASH sector performance report for Ghana, in collaboration with the MSWR and other stakeholders within the WASH sector.

Specifically, the consultant will:

1. Work with stakeholders to enhance the format developed for the 2020 report.
2. Produce an updated report for 2020, including significant developments, progress and achievements based on the sector's priority indicators based on the latest available data (including MICS, 2017 and GLSS).
3. Facilitate the dissemination of the report within the sector and other key stakeholders.

4. Specific Tasks

The consultant is expected to produce the 2020 WASH Sector Performance Report for Ghana. This will involve the completion of the following tasks:

- Inception report, including a detailed description of the methodology, data collection tools, suggested work plan and proposed layout/ format of the Sector Performance Report – additional thoughts to achieve the desired outcome is encouraged.
- Identification of critical sources of data for monitoring WASH progress in Ghana (notably any new sources of data since the 2018/19 report, and updates from existing data sources where applicable), including the WASH Golden Indicators.
- Discussions with key sector stakeholders, with the support of the MSWR and including the M&E technical Working Group, on their perspectives on the current status of the sector and identifying any additional sources of data they might have.
- Analysis of data, identifying data gaps and conflicting pieces of information in the WASH sector and provision of recommendations for improving the sector.
- Completion of draft sector performance report for validation with sector stakeholders.
- Finalization of the 2020 WASH Sector Performance Report, with total length not exceeding 15 pages, excluding annexes. A 2-page overview report (mainly infographics) on the critical progress and trends in the sector (equal or similar to the Golden Indicators) will also be produced for high-level policy and decision-makers.
- A PowerPoint presentation on important findings will also be produced to enable the MSWR to disseminate findings. (maximum of 15 slides)
- Dissemination of final report within the sector and other key stakeholders.

5. Deliverables and Time Frame for Submission

- Development of Inception Report in line with the quality of content of previous Sector performance report with suggestion for improvement. – by the end of the 1st Month.
- Draft the outline of the Sector Performance Report with enough detail on key features– by the end of the 2nd Month.
- Completed 2020 WASH Sector Performance Report – (the report should be completed in word/pdf, should be a mixture of data tables/graphs/images and not exceed 15 pages) - by the end of the 3rd Month.

- A brief snapshot of the progress and trends in the sector (not exceeding 2 pages) - by the end of the 4th Month.
- PowerPoint presentation of reports key findings (maximum of 15 slides) – by the end of the 4th Month.

6. Methodology

The assignment will be coordinated by the Policy, Planning Budget, Monitoring and Evaluation (PPBME) directorate of the MSWR. The directorate will support contacts with relevant stakeholders and will convene related meetings with different organizations, and in close collaboration with the M&E Technical Working Group, who may act as the main technical reference group for the assignment.

It is envisaged that process that the consultant would be required to facilitate would include:

- An Inception Meeting with the MSWR, then M&E Technical Working Group and other relevant stakeholders – **At the end of the Inception Phase**
- Consultative/ Progress/ Validation Meetings with M&E Technical Working Group – **At least 2 No.**
- Stakeholder Validation Meeting – **To review the Draft Final Report**
- Sector Review Meeting - **Convened as necessary by UNICEF/ MSWR**
- Any other specialized meetings – **Convened as necessary by UNICEF/ MSWR**

Reference documentation would include, but would not be limited to the following:

- Sector policies, strategies, plans and result frameworks
- Agency reports and SIS related output reports
- Previous Sector Performance Reports

7. Supervision and Reporting Arrangement

The consultant will report to the WASH Specialist, UNICEF and the MSWR (through the Chief Director and the Director of PPBME). Concise monthly progress reports (max two pages, or other format agreed during the assignment) shall be submitted.

8. Payment and Payment Schedule

The consultant shall receive payment in three instalments as follows:

- 20% on completion of the Inception Report.
- 50% upon completion of the first draft of the Sector Performance Report for discussion.
- 30% of the total fee will be made on submission of the completed 2018 WASH Sector Performance Report.

9. Timeframe

It is expected that the assignment will take 2.5 person-months (52 working days) spread over four months based on the work plan to be agreed with the supervisor.

10. Expected Qualifications, Experience, Specialized Knowledge/Skills and Competencies

- Advanced university degree in one of the disciplines relevant to the following areas: Civil Engineering, Public Health, Education, Mechanical Engineering, Geology, Hydrology, Sanitation Engineering, or a relevant field.
- Seven years of progressively responsible professional work experience within the WASH sector in Ghana, with a solid background in sector project management, studies and assessments and / or development of strategic frameworks.
- A solid, demonstratable understanding of developments in the sector policy environment in Ghana (i.e. strategies, frameworks and targets), institutional and M&E arrangements and key reporting commitments (local and international) will be a clear advantage.
- Demonstrable experience in the formulation of technical reports at the strategic level is highly desirable.
- Good skills in data analysis and presentation
- Fluency in English required.
- Strong writing and communication skills, with proven ability to develop concise, informative and accessible pieces of literature.
- Strong computer skills, particularly Microsoft Word and Publisher, other publishing and photo editing software experience is an asset.
- Initiative and resourcefulness. Proven ability to develop and maintain effective working relationships with other team members and partners.
- Gender equity and diversity awareness.

11. General Conditions: Procedures and Logistics

- The consultant will be provided with the applicable DSA when travelling outside his/her regular duty station (Accra) for work purposes.
- The consultant will be provided with transport for field trips with strict compliance with UN Ghana COVID-19 travel protocols. Alternatively, the consultant can be requested to make transport arrangement and be reimbursed. This must be agreed in advance with the supervisor in consultation with Admin Section about cost.
- The consultant will not be provided with a computer and office supplies for the assignment, and they should provide their own equipment.

12. Policy, both Parties, should be aware of

- Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section.

Modality of Dissemination:

a) **Advertising vacancy**

Newspaper E-mail UNICEF Website Relief/External websites
UN Agencies

Other Please specify: (e.g. inviting experts in the field of)

b) **Selection from Roster**

c) **Other** Please specify: XXX

Interviews planned:

Yes No

Application Procedure:

Interested candidates should apply on-line to the link provided attaching current CVs and indicate their daily or monthly professional fees in Ghana Cedis. Also attach a three-paged technical proposal demonstrating understanding and approach to the assignment to ensure effective and timely delivery. The applications will be evaluated based on CV/Resume and the write up. There may be an assessment for shortlisted candidates.