

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

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| <b>Title:</b><br><b>International consultancy:</b><br>Development of National Costed Roadmap for WASH in Health Care Facilities   | <b>Funding Code</b><br>N/A | <b>Type of engagement</b><br>Individual Consultant | <b>Duty Station:</b><br>Phnom Penh, Cambodia |
| <b>Purpose of Activity/Assignment:</b><br>The purpose of this consultancy is to develop the <b>national costed roadmap for WASH in health care facilities</b> based on the findings from the relevant national assessment conducted by National Institute of Public Health (NIPH), Ministry of Health.<br>The national costed roadmap will focus on the development of the <b>strategic activities and estimated costs</b> for each domain of WASH in health care facilities (water, sanitation, hygiene, waste management and environmental cleaning) and considering the five enabling pillars of (1) policy and strategy, (2) institutional arrangement, (3) financing, (4) planning, monitoring and review and (5) capacity development to achieve the Sustainable Development Goals for basic level of WASH services in all public health care facilities by 2030.   |                            |  |  |
| <b>Scope of Work:</b><br>The work assignment under this consultancy includes the following tasks (with estimated time inputs in number of working days):<br><ol style="list-style-type: none"> <li>1- <b>Task 1 (10 days):</b> Conduct a qualitative assessment of the enabling environment via desk review of policy, regulatory framework and implementation mechanism related to WASH in the health care facilities and semi-structure interviews with a limited number of key stakeholders at different levels (national and sub-national), including field visit to interview with sub-national level and to see the facilities.</li> <li>2- <b>Task 2 (2 days):</b> Review the final draft national assessment report of WASH in HCF as quality check/quality assurance before processing for endorsement by MoH.</li> <li>3- <b>Task 3 (5 days):</b> Prepare tool for collecting inputs and facilitate consultation workshop to develop the 1<sup>st</sup> draft national roadmap with estimated costing on WASH in health care facilities.</li> <li>4- <b>Task 4 (5 days):</b> Draft the 1<sup>st</sup> draft national roadmap with estimated costing on WASH in health care facilities based on the deliberations from the above workshop, in continued consultation with relevant technical departments, Ministry of Health, and key stakeholders who are working on WASH in health care facilities.</li> <li>5- <b>Task 5 (2 days):</b> Consolidate comments and finalize the national roadmap with estimated costing on WASH in health care facilities</li> <li>6- <b>Task 6 (2 days):</b> Support and facilitate the dissemination workshop on national costed roadmap on WASH in health care facilities.</li> </ol> |                            |  |  |
| <b>Child Safeguarding</b><br>Is this project/assignment considered as " <a href="#">Elevated Risk Role</a> " from a child safeguarding perspective?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO   If YES, check all that apply:<br><br><b>Direct contact role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:<br><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div><br><b>Child data role</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):  |                            |  |  |

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

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| <b>Consultant sourcing:</b><br><input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both |   | <b>Request for:</b><br><input checked="" type="checkbox"/> New SSA – Individual Contract |  |
| <b>Competitive Selection:</b><br><input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster      |   |  |  |
| <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)  |   |  |  |
| <b>Supervisor:</b><br>Michele Paba, Chief of WASH, Climate & Environment   | <b>Start Date:</b><br><i>1<sup>st</sup> December 2023</i> | <b>End Date:</b><br><i>31<sup>st</sup> May 2024</i>                                      |  |

| Work Assignments Overview   | Deliverables/Outputs  | Delivery deadline | Estimated Budget |
|---|---|-------------------|------------------|
| <p><b>Task 1 (10 days):</b> Conduct a qualitative assessment of the enabling environment via desk review of policy, regulatory framework and implementation mechanism related to WASH in the health care facilities and semi-structure interviews with a limited number of key stakeholders at different levels (national and sub-national), including field visit to interview with sub-national level and see the facilities.</p> | <p><b>Deliverable 1:</b> Short report on enabling environment on WASH in health care facilities (40%)</p>                 | Mid Jan 2024      | 38%              |
| <p><b>Task 2 (2 days):</b> Review the final draft national assessment report on WASH in health care facilities as quality check/quality assurance before processing for endorsement by MoH</p>  | <p><b>Deliverable 2:</b> Final national assessment report on WASH in health care facilities (7%)</p>                      | Feb 2024          | 7%               |
| <p><b>Task 3 (5 days):</b> Prepare tool for collecting inputs and facilitate consultation workshop to develop the 1<sup>st</sup> draft national roadmap with estimated costing on WASH in health care facilities</p>  | <p><b>Deliverable 3:</b> draft national roadmap with estimated costing on WASH in health care facilities (18%)</p>        | End Mar 2024      | 35%              |
| <p><b>Task 4 (5 days):</b> Consult the 1<sup>st</sup> draft national roadmap with estimated costing on WASH in health care facilities from the workshop, with technical departments, Ministry of Health, and key stakeholders.</p>  |   |                   |                  |
| <p><b>Task 5 (2 days):</b> Consolidate of comments on the national roadmap with estimated costing on WASH in health care facilities and finalization</p>  | <p><b>Deliverable 4:</b> Final national roadmap with estimated costing on WASH in health care facilities disseminated</p> | Mid-May 2024      | 20%              |
| <p><b>Task 6 (2 days):</b> Support and facilitate the dissemination workshop on national costed roadmap on WASH in health care facilities.</p>  |   |                   |                  |

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| <p><b>Minimum Qualifications required:</b></p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <ul style="list-style-type: none"> <li>- Advanced degree in Environmental and Public Health, Sustainable Development, Civil Engineering or Sanitation Engineering or other related fields</li> <li>- At least 10 years working experiences in WASH sector, especially in WASH in health care facilities. Previous experiences in developing a costed roadmap, especially on WASH in health care facilities would be a plus.</li> </ul>   | <p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>- Excellent knowledge and understanding of Cambodia WASH and Health sectors.</li> <li>- Demonstrated experiences in facilitating participatory stakeholder consultations</li> <li>- Excellent analytical and report writing skills</li> <li>- Strong communication and interpersonal skills</li> <li>- Fluent in English, both written and spoken. Understanding on Khmer language is preferable</li> </ul> |
| <p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p>A) Technical Evaluation (100 Points) – 70%</p> <ul style="list-style-type: none"> <li>- Relevant education background (30 points)</li> <li>- Relevant working experiences (70 points)</li> </ul> <p>B) Financial Proposal (100 Points) – 30%. A financial proposal template is attached in the other link.</p> <p>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 65 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p> <p>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.</p> |   |
| <p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>  | <p><b>If office based, seating arrangement identified:</b> <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>  |

<sup>1</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

**Text to be added to all TORs:**

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 and Individual Contractors. Consultants and individual contractors 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 selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected

candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.