

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

**Title: “Consultancy to provide Technical Assistance to the Government of Tajikistan (relevant Ministries) on carrying out Joint Sector Review by using WASH Bottleneck Analysis tool (WASH-BAT)”**

**Type of engagement Included in Annual Workplan:**

**[x]  Consultant [x]  Yes**

**[ ]  Individual Contractor** **[ ]  No, please justify: will be included**

**Consultant sourcing: [ ]  National [x]  International [ ]  Both**

**DUTY STATION/DURATION:**

*Estimated duration: 55 working days within 5 months (September 2021 – January 2022)*

*Duty station: Dushanbe, Tajikistan*

*On-site working days: 55 w/ds*

*Off-site working days: n/a*

*Supervisor: WASH Specialist (IP), UNICEF Tajikistan*

*Reporting to: WASH Specialist (IP), UNICEF Tajikistan*

**BACKGROUND:**

Key WASH indicators for Tajikistan remains less than optimal. Tajikistan is a member of the High-Level Panel on Water launched by the World Bank and the United Nations and has announced its commitment to the Sustainable Development Goal (SDG-6) to “Ensure availability and sustainable management of water and sanitation for all”. Tajikistan also committed to achievement of the SDGs and recognized the access to WASH in schools and health facilities as important favourable conditions for sustainable development in its National Development Strategy 2030, National Water Sector Strategy (2020 – 2030) and Water and Sanitation Plans and National Programme for Children that are in the process of development and endorsement.

According to WHO-UNICEF Joint Monitoring Programme (JMP) 2017 report, only 47.9% of people nationally in Tajikistan have access to safely managed drinking water services (improved source located at premises, available when needed, and free from microbiological and priority chemical contamination). Similarly, at national level, access to drinking water has improved from 51.2 (2001) to 81 percent (2017). For urban setting figures vary between 87 (safely managed water) to 96.2 percent (improved/basic water), with periodical upward and downward trends. Same sources report figures varying between 36 (safely managed water) and 75.6 percent (improved/basic water) for rural settlements.

There is significant gap of access to WASH in HCFs. Referring to the WHO-UNICEF JMP data available for 2020, only 24.1% of the HCFs have basic access to drinking water supply. The data is missing on access to sanitation, hygiene, waste management and cleaning environment. According to UNCEF Tajikistan, as of 2020, out of 73 maternities / maternity departments within Central District Hospitals (CDHs – secondary level HCFs), 47 facilities (65%) do not meet the required WASH standards. Most challenging situation with access to WASH is in up to 3,000 rural medical centers (primary health care level). Up to 80% of these facilities have limited or no access to WASH services. Consumables that are key to effective IPC such as soap, hand sanitizers and chlorine are not always available.

On the other hand according to the JMP data[[1]](#footnote-1) available for WASH in schools indicate that 79% of schools across the country have access to a functioning water supply system, 47% of schools have access to improved sanitation and only 26% of schools have water and soap available in designated handwashing areas near toilets. Large disparities exist in terms of pre-school institutions as well. 48% of urban pre-school institutions have permanent centralized cold water supply against 17% of rural pre-school institutions. A functioning central sewerage system is available only in 7% of kindergartens and early childhood development centers located in rural areas, and in 41% of kindergartens/early childhood development centers in cities.

Tajikistan still facing challenges on increasing expenditures on health that has impacted negatively on the quality of health care nationwide. Problems facing the health care system include obsolete infrastructure and equipment, poor accountability at the HCF level on the application of approved standards and protocols, and inadequate capacity of health care workers to provide quality care. The issues are similar for for allocation of budget for WASH in schools which creates a big challenge of operations and maintenance of WASH facilities in institutions

Despite progress in enabling environment interventions by a number of partners, in order to have a better understanding of the key challenges at hand and address accordingly, UNICEF, under the leadership of the Ministry of Health and Social Protection (MoHSP), Ministry of Education and Science (MoES), Ministry of Energy and Water Resources (MoEWR) and State Unitary Enterprise – Khojagii Manziliyu Kommunali (SUE-KMK) will support conducting a WASH joint sector review using WASH bottleneck analyses tool/approach to identify key issues and devise mitigation strategies specifically to improve coordination, planning, implementation and monitoring. Bottleneck analysis, which applies participatory, consultative approach, will serve as hands-on capacity development of the concerned government institutions both at national and sub-national level. The process will also help enhance the ongoing efforts of strengthening evidence- informed provincial/regional and district level planning and management. There is also a WASH Bottleneck Analysis Tool (BAT) which can be also applicable as appropriate. Through the assessment, key root causes are identified, measures to solve the current sector problems are discussed and consensus is reached among key stakeholders around priorities, sequencing, costs and additional budget needs, and responsibilities. The tool can be used to monitor the implementation of priority interventions and assess their impact once completed as well.

**PURPOSE:**

Under the overall oversight of the Chief, Health and Nutrition and direct supervision of WASH Specialist (international Professional), the Consultant will provide technical guidance and support to the Ministry of Health and Social Protection (MoHSP), Ministry of Education and Science (MoES), Ministry of Energy and Water Resources (MoEWR) and State Unitary Enterprise – Khojagii Manziliyu Kommunali (SUE-KMK) specifically and other relevant governmental counterparts by reviewing policy and regulatory environment, institutional capacities, sector financing capacity and models and undertaking a WASH bottleneck analysis. The WASH Bottleneck analysis is expected to identify key bottlenecks within the parameters of enabling environment, supply, demand and quality and recommend key mitigation strategies and a roadmap overall for the WASH sector and more specifically for WASH in Schools, WASH in HCFs, Urban WASH, Rural WASH and Humanitarian WASH

**DESCRIPTION OF THE ASSIGNMENT:**

1. Desk review, based on the existing relevant quantitative and qualitative data and information, as well as related key documents of the government and other key stakeholders. Define consultative process with national stakeholders, and participation in relevant coordination meetings within the Development Coordination Council (coordination body) to present/consult on progress of work.
2. Develop a workplan outlining the WASH-BAT objectives, outcome areas, activities, responsibilities, timelines and resource requirements.
3. Review of existing WASH related policies, strategies, sector plans and other key government commitments for its alignment with SDGs and human rights to water and sanitation, identifying gaps and key areas of improvement followed by recommendations. This will also include determining the status of WASH at national level and budget/expenditure analysis.
4. Facilitation of joint sector review at national level with help of WASH BAT and SDG-6 costing tool including focus on WASH in schools, WASH in HCFs, Urban WASH, Rural WASH and Humanitarian WASH
5. Final Bottleneck Analysis Report, with a summary PowerPoint presentation, and a summary of key findings.

**KEY DELIVERABLES/TIMEFRAME/PAYMENT SCHEDULE:**

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| **Tasks/Milestone** | **Deliverables/Outputs** | **Number of days** | **Payment schedule** |
| 1. **Desk review, based on the existing relevant quantitative and qualitative data and information, as well as related key documents of the government and other key stakeholders. Consultation of national stakeholders and participation in relevant coordination meetings within Development Coordination Council (develop coordination forum) to present/consult on progress of work**
2. **Produce inception report on how tasks will be carried out with clear timeline of each deliverable and adopted methodology**
 | Key findings from the desk reviewInception report covering outline, methodology, resources required, workplan, timelines, objectives, outcomes, activities, key indicators and process to be followed for the delivery of all parts of the assignment as outlined below. This should include the use of WASH-BAT specifically.  | 1. days
 | 10% payment |
| 1. **Review of existing WASH related policies, strategies and sector plans for its alignment with SDGs and human rights to water and sanitation, identifying gaps and key areas of improvement followed by recommendations. This will also include determining the status of WASH at national level and budget/expenditure analysis**
 | * 1. Consultative meetings with UNICEF and relevant government lead departments at national level (Dushanbe) to develop a clear understanding of the assignment and tasks with sequence
	2. Report covering outline, methodology and process to be followed for the development
 | 3 days | 40% payment |
| 1. Review of an existing WASH related policy/strategy, facilitation of consultation with civil society, stakeholders, target groups, government departments and public representatives and identifying key recommendations
2. WASH sector analysis and resource mapping
3. Developing and sharing of preliminary sector analysis (Status) report based on review of policy frameworks, available data, resources allocation, operational environment including comprehensive stakeholder’s analysis, equity in resource distribution and access to services
4. Consultations with the sector partners on the findings of the resource mapping sector status report
5. Finalization of the sector analysis and resource mapping report based on the comments and feedback from sector partners
6. Submission of the finalized sector status report to relevant national ministries and departments
 | 1. days
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| 1. Conducting budget analysis at National level from the perspective of equity and universal access to safely managed WASH services including WASH in institutions. This budget analysis should represent WASH sector overall but also specifically on WASH in HCFs and Schools.
2. Documenting budget analysis report
3. Presentation of budget analysis report
4. Conducting expenditure analysis at National level from the perspective of equity and universal access to safely managed WASH services
5. Documenting budget and expenditure analysis report
6. Presentation of expenditure analysis report in comparison to budget allocation
 | 11 Days |
| 1. **Facilitation of joint sector review at national level with help of WASH BAT and SDG-6 costing tool including focus on WASH in schools, WASH in HCFs, Urban WASH, Rural WASH and Humanitarian WASH**
 | 1. Preparation for WASH national JSR including literature sourcing and review, development of facilitation method and handouts for use during consultation
 | 5 days | 50 % payment |
| 1. Conducting consultation workshops/meetings with UNICEF, and National government departments regarding developing clear understanding of the tasks
 | 3 days |
| 1. Facilitation of Joint Sector Review using WASH Bottleneck Analysis Tool (WASHBAT) with due ownership of WASH sector stakeholders. All steps of WASHBAT are required to be followed. Different sub-activities are as below
* Initiation of discussion with relevant government and nomination of committee as per the WASHBAT process and ensuring invitations are sent in time to WASH sector partners including MoHSPP, MoES, MoEWR, SUE-KMK, Municipalities, Vodokanals, , CSOs, UN agencies and other relevant stakeholders etc.
* Facilitation of a 2 days consultative workshop using WASHBAT and SDG-6 costing tools at National Level.
 | 5 days |
| 1. Developing a consolidated JSR report incorporating the finding of the consultative process. Report should be submitted to UNICEF for review and to participating selected WASH sector partners for their feedback before finalization.
 | 5 days |
| 1. Presenting the finalized report jointly to relevant ministries and departments at national level to seek endorsement
2. Final concise synthesis report incorporating comments of stakeholders (through UNICEF) presenting findings, conclusions, lessons learnt and sound recommendations based on the results of the analyses. Additionally, the consultant will submit a power point presentation of key findings and recommendations that can be used for dissemination; and advocacy and a stand-alone
3. Easy-to-read summary of key findings and recommendations to be used for dissemination and advocacy.
 | 5 days |

**Note:** Due to COVID 19, the work and deliverables are subject to change. Consultant need to be flexible to adjust to any unforeseen adjustments that might occur during the implementation

**Performance indicators for the evaluation of results:**

The evaluation of the results will be based on:

1. Technical and professional competence (quality of the products delivered to UNICEF);
2. Scope of work (e.g. clarity of work plan);
3. Quality of work (quality of methodology, draft, and final report);
4. Quantity of work (completing the tasks indicated in the table above within the set timeframe)

In addition, such indicators as work relations, responsibility, drive for results, and communication will be taken into account during the evaluation of the Consultant’s work.

**QUALIFICATION REQUIREMENTS:**

***Education:*** A university advanced degree (Masters or Ph.D.) in one of the following fields is required: public health, civil engineering, water engineering, sanitation engineering, social sciences, research or another relevant technical field.

***Work Experience:*** a minimum of 5 years of proven work experience in research and analysis of WASH development and humanitarian programs, reviewing and summarizing both quantitative and qualitative data and information. Experience in undertaking Joint sector reviews and bottleneck analysis.

***Competencies:*** Strong analytical and conceptual thinking. Excellent writing skills. Excellent communication and presentation skills with stakeholders and the ability to work under pressure and commitment to work to a tight timeframe.

***Language:***  Excellent working knowledge and communication in English is required. Knowledge of Tajik and Russian is an asset and preferable

**REQUIREMENTS:**

***Qualified candidates are requested to submit:***

1. Cover letter/application/CV.
2. A technical proposal with the proposed methodology/approach to managing the project, showing understanding of tasks.
3. Work plan.
4. Financial quote for the consultancy in Tajik Somoni for National consultants and in USD for International consultants per deliverable, stating also the timeframe for completion of deliverable and/or daily rate in Tajik Somoni/USD.
5. Examples of previous, relevant work related to the deliverables.
6. At least two references

Queries can be sent to: dushanbe@unicef.org with subject line **“Consultancy to provide Technical Assistance to the Government of Tajikistan (relevant Ministries) on carrying out Joint Sector Review by using WASH Bottleneck Analysis tool (WASH-BAT)”** Applications must be received in the system by the **August 23, 2021** at UNICEF website.

Travel costs and DSA will be covered in accordance with UN rules and regulations. No other remunerations apply. As a general principle, the fees payable to a consultant or individual contractor follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible cost.

Please note that consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.

**EVALUATION PROCESS AND METHODS:**

Individual consultants/contractors will be evaluated based on a cumulative analysis methodology. The award of the Contract shall be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) having received the highest score out of a weighted set of technical and financial criteria.

During the selection, the ratio between the technical evaluation and commercial offer is 70 to 30.

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| ***Criteria*** | ***Weight*** | ***Max. Point*** |
| ***TECHNICAL QUALIFICATION (max. 70 points)*** | ***70%*** | ***70*** |
| ***Overall Response (20 points)*** |  |
| Understanding of tasks, objectives and completeness and coherence of response |  | *10* |
| Overall match between the TOR requirements and proposal |  | *10* |
| ***Proposed work plan (10 points)*** |  |
| Quality of proposed work plan |  | *10* |
| ***Technical Capacity (40 points)*** |  |
| ***Education:*** Advanced university degree in one of the following fields is required: public health, civil engineering, water engineering, sanitation engineering or another relevant technical field. |  | *10* |
| ***Work Experience:*** a minimum of 5 years of proven work experience in research and analysis of WASH development and humanitarian programs, reviewing and summarizing both quantitative and qualitative data and information. Experience in undertaking Joint sector reviews and bottleneck analysis.  |  | *10* |
| ***Competencies:*** Strong analytical and conceptual thinking. Excellent writing skills. Excellent communication and presentation skills with stakeholders and the ability to work under pressure and commitment to work to a tight timeframe. |  | *10* |
| Excellent working knowledge and communication in English is required. Knowledge of Tajik and Russian is an asset and preferable |  | *10* |
| ***FINANCIAL PROPOSAL (max. 30 points)*** (daily rate) | ***30%*** | ***30*** |
| **TOTAL SCORE *(max. 100 points)*** |  |  |

Only candidates who obtain a minimum of 49 points in the Technical Criteria evaluation will be considered for the Financial Evaluation.

**Financial Proposal**

Please provide an all-inclusive price for delivering professional services in accordance with the assignment described under this TOR.

The formula for the rating of the Financial Proposals will be as follows:

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

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| /Prepared by WASH Specialist: **Ammar Orakzai** | Signature/Date:  |
| Reviewed by Deputy Representative Operations: **Samson Chibada**  | Signature/Date: |
| Endorsed by Section Chief: **Anthony Asije** | Signature/Date: |
| Approved by Deputy Representative: **Zainab Al-Azzawi**  | Signature/Date: |

1. WHO/UNICEF (2017). “Joint Monitoring Programme”. Available: <https://washdata.org/data/household#!/> [↑](#footnote-ref-1)