

Title: WASH Programme Monitoring, Reporting & Information Management Consultant	Funding Code SM200772 4920/A0/06/020/002/002	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor	Duty Station: WASH section- Country Office- Yemen- Sana'a or Remote
Purpose of Activity/Assignment: The consultant shall review and deploy the WASH programme monitoring framework, with its subcomponent, enhanced the capacity of UNICEF Staff and Implementing partners for effective and efficient monitoring and reporting of the WASH Programme.			
Background: In March 2015, Yemen descended into a full-fledged military conflict. More than five years since escalation of the conflict, Yemeni people continue to bear the blunt of ongoing hostilities and severe economic decline. Yemen remains the largest emergency globally, with 24 million people out of the population of 30.5 million in need of humanitarian assistance. The conflict has left 3.6 million people, including 2 million children, internally displaced. Overall, the impact of the armed conflict and violence is now systematic in Yemen – from the implosion of essential public services like health, water and sanitation, and electricity to the eradication of what keeps a society going – education for its children, jobs for its adults, security for its most vulnerable. Today, the protracted crisis in Yemen requires a large-scale systematic and combined response that would be focused on not only life-saving action, but on also ensuring people's means of survival and their right to a life with dignity UNICEF WASH Programme is rolling out its workplan for 2020 and 2021, where, it needs to establish its monitoring and reporting function on firm ground to meet the set standards and help the management to steer the WASH programme effectively and efficiently. The consultant shall review and deploy the WASH programme monitoring framework, with its subcomponent, enhanced the capacity of UNICEF Staff and Implementing partners for effective and efficient monitoring and reporting of the WASH Programme. Scope of Work: <ol style="list-style-type: none"> 1. Support the UNICEF WASH Section at Central level and at Field Offices level in implementing the monitoring and reporting log frame for 2021, through defined sub-activities in line with rolling Workplan 2021 and Yemen HRP 2021. 2. Capacity building of the WASH field staff including IM and WASH partners on WASH Programme monitoring framework, indicators, and indicators reference book, activities, and sub activities. 3. Updating the data collection tools to in line with the WASH Program monitoring framework as well as the WASH cluster, including online tool (Activity Info) for high frequency data collection, and offline tools for periodic data collection. 4. Conduct data analysis and produce relevant information products in consultation with relevant officers. <ol style="list-style-type: none"> a. 			
Budget Year: 2021	Requesting Section/Issuing Office: WASH Section	Reasons why consultancy cannot be done by staff: Due to the huge scale of WASH activities with various outputs for Emergency, Development, Capacity strengthening , it is required international expert to	

		establish a strong data system which will support the WASH programme to generate the reports easily, prepare evidences on impact of WASH interventions, analyse WASH situation in country and supporting on timely systematic planning according to UNICEF's WASH priorities	
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
If Extension, Justification for extension:			
Supervisor: WASH Manager- P4	Start Date: (This can be amended based on the reporting date of the consultant) 01-05-2021	End Date: 31-10-2021	Number of Days (working) 184

[TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS](#)

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
1. Support the UNICEF WASH Section at Central level and at Field Offices level in implementing the monitoring and reporting log frame for 2021, through defined sub-activities in line with rolling Workplan 2021 and Yemen HRP 2021.	a. Review the list of sub-activities with UNICEF WASH Program section and field offices and finalize related indicators handbook b. Review the definitions of sub-activities to align with UNICEF WASH Programme monitoring framework and the WASH cluster. c. Review and modify reporting tool (Activity Info) to make it aligned with UNICEF WASH Programme monitoring framework and related list of sub-activities d. Coordinate with PME section for HPM indicators reporting as well with the WASH cluster indicators e. Review the WASH Programme monitoring framework and harmonize with Yemen Humanitarian Response Plan 2021 monitoring framework.	01-05-2021 to 31-10-2021	24,074
2. Capacity building of the WASH field staff including IM and WASH partners on WASH Programme monitoring framework, indicators, and indicators reference book, activities, and sub activities.	a. Preparing training material on WASH Programme monitoring and reporting requirement. b. Conduct orientation for WASH Programme field staff on WASH Programme monitoring framework, indicators, activities, sub activities. c. Conduct training for WASH Programme partners on reporting requirements, orientation of WASH monitoring framework and reporting tool (Activity Info) along with offline data collection tools as required	01-05-2021 to 31-10-2021	24,074
3. Updating the data collection tools to in line with the WASH Program monitoring framework, including online tool (Activity Info) for high frequency data collection, and offline tools for periodic data collection	a. Modify the Activity Info data collection tool to reflect the agreed sub activities definition such that it is aligned with the WASH Programme monitoring framework, indicators, activities, and sub activities as defined in indicator book. In addition do the required analysis of this information to highlight potential discrepancy and/or concern about the WASH situation b. Coordinate with WASH Programme Section in Sana' and WASH Programme field staff on reporting/analysis requirement and frequency as well as with the WASH cluster c. Generate the required reports as agreed with WASH Programme staff for their utilization. d. Report to the HPM Indicator to PME on agreed template e. Report, as UNICEF and accordingly as a Cluster member to the WASH Cluster on Yemen HRP-2021 agreed indicators and at the requested frequency. f. Develop a data base for all WASH activities and related mapping	01-05-2021 to 31-10-2021	24,074

	g. Support the WASH section on analysis of Yemen WASH data to support prioritization of activities		
Estimated Consultancy fee	\$350 per day (only working days) *22*8 = \$72,222		
Travel International (if applicable)	Depending on the COVID-19 Situation and the time required for visa process . Most of the work is expected to be done remotely		
Travel Local (please include travel plan)	Not applicable		
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> ▪ An Advanced degree in social sciences, information systems, business administration, disaster and emergency management, or related area. ▪ Further education and training in a related discipline will be an asset. ▪ 5 or more years of relevant professional work experience in result based programme management, monitoring and reporting, in a related field. ▪ Training / experience in humanitarian principals and knowledge of Yemen humanitarian context and conflict sensitive approach is highly desirable. ▪ Experience in WASH will be am added value ▪ Fluency in English is required. Knowledge of additional Arabic languages would be an asset. ▪ Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles). 		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		
Request Authorised by Section Head	Request Verified by HR:		
<i>Approval of Chief of Operations (if Operations):</i> _____ <i>Approval of Deputy Representative (if Programme)</i> _____ <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> _____			

ⁱ 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