

**ANNEX A: EXPRESSION OF INTEREST**

Individual Contract (National) **National Consultant for Sanitation and Hygiene including Handwashing Promotion in Nay Pyi Taw** (Terms of Reference attached)

*Consultant Summary Profile:* ***Please attach complete Curriculum Vitae***

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| --- | --- |
| Name |  |
| Please specify for which consultancy you are applying.  |  |
| Date of Birth |  |
| Email address |  |
| Languages |  |
| Degrees/qualifications |  |
| Experience in carrying out investment planning (no. of years and key clients, including UN) |
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| Experiences | Years | Key Clients |
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| List names and emails of three referees |  |

Q1: In no more than one page, please describe your experiences on CATS/CLTS approach related to ToT training, working with Basic Health Staff (BHS) and State and Regional level DPH, Sanitation monitoring and maintaining ODF status, Promotion of Handwashing practices and developing resource center. Please attach the copy or weblink of your work with the application if possible.

Q2: If you are chosen, how would you prepare to set up CATS/CLTS resource centers, improving the data collection on sanitation and ODF status sustainability and monitoring plan for use of handwashing stations and promotion of handwashing practices in no more than one page.

Q3: Given the duration of the assignment and deliverables; what is your **all-inclusive offer**? All estimated expenses including; professional fees, all travel / allowance/ per diem related expenses and all other estimated costs are to be inclusive in the proposed fees. Please fill the table below for the payment against deliverables.

Remark: The consultant will be based in Nay Pyi Taw (about 25% of his/her time) and work closely with DPH. The consultant will have to visit to UNICEF, Nay Pyi Taw office as and when required. Remaining 75% of the time will be spent for field travel to Southern Shan and Rakhine States, and Magwe Region. The consultant will have to travel each place once a month and need to spend 2 or 3 days in each region. For Rakhine, Southern part is more accessible than Northern part to travel to the field.

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| **Tasks** | **End Products/Deliverables** | **Duration/****Deadline/ % of fee payable** | **Proposed Fees** |
| * Conduct meetings with data focal persons at State and Regional level for discussing data monitoring process and uniform data reporting format which is line with HMIS in Shan and Magwe, and at Union level if necessary.
* Conduct Township level meetings with officials from Township Medical Office to discuss data monitoring process and regular reporting process at 3 townships in Southern Shan State and 3 Townships in Magwe.
* Prepare concept note and plan for sanitation market mapping and establishment of WASH Technical Support Institute or Resource centres at National / State and Regional Level.
 | Field trip report submitted attached with **meeting minutes*** meetings with Deputy Director Generals and 2 data focal persons in Shan State and Magway Regional DPH on data processing and verification process
* Meetings with Township Medical Officers and 3 Sanitation data focal persons from 6 Townships in Southern Shan and Magwe and on data processing, verification and reporting process (quarterly)
* Draft concept note and plan of action developed for sanitation market mapping and WASH technical Support Institute or Resource centres at National / State and Regional Level
 | 1st month(9%) |  |
| * Carry out field visits in 2 villages under each RHC and visit 2 RHCs in each of 6 townships in Southern Shan and Magwe every month together with DPH counterparts for data verification of village level sanitation and hygiene data.
* Monitor the progress of sanitation data collected quarterly; visit and motivate the villages which has slow progress and find out the barriers/causes and then link with the local suppliers for sanitation goods/products if necessary.
* Monitor the functionality of essential WASH services such as handwashing stations to ensure the accessibility of handwashing services at this critical time to prevent the transmission of COVID-19 disease
* Monitor the distribution of COVID-19 message to promote handwashing with soap and good hygiene behaviors at critical times for all communities in the targeted areas in Southern Shan, Magwe and Rakhine
* Coordinate with 3 State and Regional DPH Directors for setting up resource centre for Sanitation and Hygiene
* Recruit and train 50 local trainers (Basic Health Staff) in 3 States and Regions (Shan, Magwe and Rakhine) to establish State/Regional WASH Technical Support Institute/resource centers. (also need to consider possibility for establishment of resource centre at township level).
* CLTS implementation in Rakhine: conduct CATS/CLTS approach trainings together with State DPH staff to all Basic Health Staff from 2 or 3 townships in southern Rakhine as well as participate in data collection and processing of sanitation and hygiene baseline.
* Attend State/Regional or Township level WASH sector coordination meetings as appropriate
* Assess and map local suppliers of Sanitation goods/products in the project Townships together with UNICEF Field Officers in Magwe, Southern Shan and Rakhine
 | **Monthly Deliverables:*** Monthly field trip report submitted on the progress of CLTS intervention and field monitoring findings from 24 villages of 6 project townships in Southern Shan State and Magwe Region by using data validation form
* Field trip report on the functionality and use of handwashing stations and provision and use of COVID-19 message for promotion of handwashing practices
* 3 Trainings of Trainer (ToT) on Sanitation and Hygiene including CLTS approach conducted to 50 (Basic Health Staff) from 3 States and Regions. 3 Resource centres or WASH Technical Support Institute are agreed to set up. (At the end of the trainings, all BHS will understand and are confident in implementing CATS/CLTS approach.)
* The progress and key achievements are shared at 3 State and Regional WASH sector coordination meetings.
* Feasibility study and report produced and submitted to UNICEF which include barriers and recommendations on the current situation of supply chain mechanism for Sanitation goods and products at Township level
 | 2nd month3rd month4th month5th month6th month7th month8th month9th month10th month(81%) |  |
| * Review and prepare lesson/learnt and recommendations on the establishment of WASH technical support Institute
* Final report prepared and shared with Directors of DPH at 3 States and Regions (Magwe, Southern Shan and Rakhine)
 | * Report with findings and way forward for WASH technical support Institute submitted.
* Final report submitted to UNICEF
 | 11th month10% |  |
| **Total Fees Proposed (100%) / All-Inclusive** |  |

Proposed monthly fees = .......................................

Q4: The assignment is scheduled to begin in July 2020 until May 2021 for total of 11 months. Please indicate your earliest availability and your ability to commit to this assignment.

Q5: If not successful in participating in this round of consultancy, would you be interested to be considered for possible future similar consultancy?

 **Thank you.**