

TERMS OF REFERENCE – Individual Consultant

Summary

Title	Sanitation Financing Assessment - International
Purpose	To assess the different financing options being implemented to support household sanitation in Ghana and inform strategies for scaling up
Expected fee	To be determined
Location	Accra as well as Consultant's home base
Duration	Effective 3 months spread over 5 months
Start Date	January 2020
Reporting to	Chief WASH
Budget Code/WBS No	WBS/1620/AO/05/803/007
Project and activity codes	Programme Outcome 3, Output 7, Activity 7.1

Background

Household access to basic sanitation (toilets) in Ghana has increased over the past five years, with investment from government, development partners and households. In achieving these results, government and development partners have invested in different financing approaches, including targeted and blanket hardware subsidies, different financing mechanisms (loans), and capacity support for the private sector.

With Government currently planning to review the Environmental Sanitation Strategy and develop a national ODF plan, it is an appropriate time to take stock of the impact of these initiatives and review the breadth of what is going on in the sector. This research will ensure that strategic decisions for sanitation financing are based on evidence. This research will also provide evidence for selecting cost-effective strategies that deliver sustainable and inclusive results in line with the Ghana Beyond Aid Agenda.

Justification

This assignment is required to help the Ministry of Sanitation and Water Resources (MSWR) assess sanitation financing options to inform national investments for increasing household sanitation access. It is important that an independent consultant be engaged to facilitate discussion and develop evidence-based strategies together with stakeholders at national level.

Objective of the Assignment

The assignment has the overall objective of providing the WASH sector with evidence to inform decision making on the appropriate strategies for household sanitation financing.

Specific Tasks

This consultancy will involve completion of the following tasks:

1. Draft an Inception Report within the first two working weeks of the assignment confirming financing approaches identified, key stakeholders to be engaged, key questions to be addressed in the final report and updated workplan.
2. Prepare a draft report on household sanitation financing in Ghana with the following details and present for sector review:
 - key household sanitation projects and programmes in Ghana including relevant data on financing of toilets.

- information on past, present and future interventions relating to sanitation financing.
 - findings of global research that may inform financing in Ghana and/or address information gaps. The research should include those that have investigated the impacts of sanitation financing (social and economic)
 - gaps in sector understanding of sanitation financing for the purposes of future research
 - analysis of household sanitation financing options
3. Finalize the assessment report on household basic sanitation financing options in Ghana
 4. Draft a 2- 4 pages summary on the key household sanitation financing options for key policy makers
 5. Develop a PowerPoint presentation on key findings to enable the MSWR to disseminate findings (maximum of 20 slides)

Methodology

The selected consultant would be responsible for collating inputs from WASH stakeholders who are currently implementing or funding the Government of Ghana to implement sanitation financing activities. This input is expected to feed into the review of the financing arrangements for household sanitation in Ghana. The review is expected to be done using the following determinants as a framework for analysing the different financing mechanisms:

1. Enabling environment
 - a. Social Norms: This sub-category refers to social rules of behaviours that are widely followed within a society.
 - b. Legislation/Policy: This refers to the existence and implementation of laws and policies at different levels of society.
 - c. Budget/Expenditures: The efficient and equitable allocation and utilization of resources is a common constraint to effective coverage.
 - d. Governance/Partnerships: While the term “governance” has broad and varied connotations, the focus will be on roles, accountability, coordination and partnerships
2. Supply:
 - a. Availability of essential commodities/inputs: Essential commodities/inputs required to deliver a service or adopt a practice
 - b. Access to adequately staffed services, facilities and information: This refers to the target population’s physical access to the relevant services, facilities and information. Depending on the sector, the most critical determinant for access may relate to infrastructure, the presence of qualified personnel, the information channels, or a combination of these
3. Demand:
 - a. Financial access: direct (e.g. user fees, purchase of required inputs by households) or indirect (cost of transportation, time, etc.) for services/ practices. Financial barriers often prevent deprived groups from utilizing available services or adopting certain practices.
 - b. Social and cultural practices and associated beliefs: Individual/ community beliefs, awareness, behaviours, practices, attitudes.

- c. Continuity of use: Completion/ continuity in service, practice. The effectiveness of a service, practice, or other intervention generally depends on the continuity of use over the medium to long term. While many target groups may start using a specific service or facility or adopting a desired behaviour, it is often the case that participants drop out after a period or do not complete all the required aspects or steps. Note that while some financial and socio-cultural barriers can be measured directly, others are measured indirectly by measuring the actual utilization of the service or the adoption of the practice.
4. Quality:
 - a. “Quality” implies adherence to the minimum required standards, as defined by national or international norms.
5. Equity
 - a. Are poor and vulnerable households benefiting: To what extent are the financing models reaching the poorest in the society.
 - b. Improving sanitation coverage for an ODF Ghana: To what extent are the financing mechanisms reaching those practicing OD and enabling these households to become first- time users of latrines

In addition, the methodology should provide for the following key questions to be answered.

- What are the mechanisms and structures set up to deliver each financing approach?
- Are the structures and mechanisms established to implement the financing approaches suitable to deliver the approach effectively and efficiently, from the perspective of the financial organization and the beneficiary (and any relevant third party, such as artisans receiving funds directly)?
- What are the successes and challenges associated with each financing approach?
- What factors account for the successes and which ones have hampered progress?
- Are the various financing approaches financially sustainable and viable?
- Are the structures and system of the financing approaches scalable and replicable on a larger scale? What aspects of the approaches require correction to meet a scalability test?
- What mechanisms are in place for the various financing approaches to assess the impacts on target beneficiaries and broader impacts on communities? What impacts have been identified and how socially sustainable are the financing approaches?
- How are the mechanisms addressing the needs of those in the poorest quintile? How are the mechanisms addressing the needs of people practicing open defecation, using public toilets or other shared sanitation facilities and who need support to become first time users of household toilets
- What are the opportunities to enhance the financing approaches to enable a sustainable scale- up at national level?
- What are the major threats and risks to scaling the financing approaches?

It is recognized that some questions will have responses that are both collective and different for each financing approach, and that subtle variations on the same approach may result in significantly different responses.

The above is an indicative list of questions and applicants are to provide their final methodology in their proposal.

The consultant will be responsible for reporting to the National Technical Work Group for Sanitation as well as the Water and Sanitation Sector Working Group on key findings and to get direction of those stakeholders on the areas of focus for the final report. The consultant will also present the draft report to WASH Development Partners (DPs) group for their input and feedback

Once complete the final report will be widely circulated within the sector as the status of financing of household sanitation facilities in Ghana in 2020. Where data discrepancies or gaps exist that cannot be resolved by the consultant S/he in consultation with the sector stakeholders, will acknowledge these as discrepancies or gaps, and appropriate strategies identified to address these gaps.

Expected Deliverables

Task	Deliverable	Time frame (after commencement of assignment)
1	Inception report of household sanitation financing options in Ghana for discussion and to inform the direction of the Ghana household sanitation financing report	2 nd week
2	Draft Ghana household sanitation financing report	3 rd Month
3	Completed Ghana household sanitation financing Report (the report should be completed in word/pdf, should a mixture of tables/graphs/images and not exceed 40 pages)	4 th month
4	A brief for policy makers summarizing approaches to household sanitation financing in Ghana (not exceeding 2-4 pages)	5 th month
5	PowerPoint presentation of reports key findings (maximum of 20 slides)	5 th month

Reporting

The consultant will report to the Chief WASH. However, he/she will work closely with Director of Environmental Health Ministry of Sanitation and Water Resources and provide regular update. For reporting, a concise monthly progress reports (max 2 pages, or other format agreed during the assignment) shall be submitted.

Payment Terms

The consultant shall receive three payments:

- 20% upon completion of the Inception report (within 2 working weeks of assignment commencement)
- 40% on completion of the draft report (3 working months into the assignment)

- 40% on submission of the final report, 2-page brief and final PowerPoint presentation (end of May 2020)

Travel

The consultant will travel to Ghana for a month to undertake the first phase of the assignment and return for a period of two weeks to undertake the second phase. The first phase will involve data collection and engagements with sector stakeholders whilst the second phase will cover validation of the draft report

Required qualification and Experience

- Advanced university degree in one of the disciplines relevant to the following areas: Public Health, Civil Engineering, Public Finance, Economics, Sanitation Engineering, or a relevant field.
- Qualifications and experience in areas of communication and writing are highly desirable
- Eight years of progressively responsible professional work experience within the WASH and/or finance sectors; with demonstrated strong experience in both areas
- Regional and Ghanaian experience an advantage
- Fluency in English required.
- A demonstrable expert understanding of the latest developments and innovations within sanitation financing
- 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

Submission Requirements

- Candidates should submit their CVs and cover letter via the online form. They should also submit a 2-3 pages brief on how they intend to approach the assignment, and a piece of similar work they have completed during past experience. They should also include the fees and other related costs in their submission.

General Conditions: Procedures and Logistics

- UNICEF will bear the cost of two round trips based on economy class travel
- The consultants are expected to work from their own premises both at station and in remote locations where required
- The consultants are to provide their own working equipment and office supplies
- The consultants will not be authorized to access UNICEF transport and should therefore make adequate provision for means of transport for field work

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.
- UNICEF will make provision for travel for the consultant

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)

Application Procedure:

Interested candidate should submit technical and financial proposal (quotes should be in US dollar) clearly stating their understanding of the assignment, experience profile, detailed approach, methodology and financial expectation for executing the assignment with Curriculum Vitae of the consultant. Discussions will be held with consultant on arrangements for international travel and DSA, at the selection stage.