

Individual Contractor: Emergency WASH Coordinator (FULL TIME) - Open to Indian Nationals only

Duty Station: New Delhi

Contract Duration: 11.5 months (full-time)

Closing Date: 25th August 2021

1. BACKGROUND / RATIONALE

India is a country that is highly vulnerable to climate change, which has resulted in greater frequency of high-intensity disasters in the country, and has been doubly burdened by the COVID-19 pandemic that has further weakened access to critical water, sanitation and hygiene (WASH) services necessary for promoting healthy development of children and communities.

UNICEF's 2019 report, an Environment Fit for Children, states that **climate change is a direct threat to a child's ability to survive, grow, and thrive**. Extreme weather events such as cyclones threaten their lives and destroys infrastructure critical to their well-being. Floods compromise hygiene and access to water and sanitation facilities and services, leading to diseases such as cholera, to which children are particularly susceptible and vulnerable. Droughts lead to crop failures and rising food prices, which for the poor mean food insecurity and nutritional deprivations that can have lifelong impacts. The wider impact of temperature rise is eroding environmental assets such as ground cover, forest etc., leading to increased frequency and magnitude of natural disasters and wider environmental degradation that compromises children's access to ecosystem services¹.

Massachusetts Institute of Technology (MIT) estimated that **flash flooding will significantly increase** in 78 of India's 89 urban areas if global temperatures rise to 2° Celsius above preindustrial levels. Rise in sea surface temperature has already resulted in **more intense cyclones and sea level rise**. For instance, the first half of 2021 has already witnessed three very severe to extremely severe cyclone events which have caused almost 5 billion USD worth of damage to India's coastlines. The nation is currently also experiencing extreme flooding events in states like Maharashtra, Assam and Bihar wherein urgent water, sanitation and hygiene (WASH) needs at household, community and systems level are clearly visible and loss of development gains of WASH sector of acute nature. The underlying public-health and environmental-health risk at habitation and community level continue to escalate various child deprivations during periods of shocks and stresses.

Because of the growing frequency and intensity and combination of these crisis, there is a need for a strengthened and concerted response from the emergency WASH sector, which includes members of relevant Inter-Agency Groups (IAGs), sectoral coordination leads, UN agencies and government counterparts. Because of the growing frequency and intensity and combination of these crisis, there is a need for a strengthened and concerted response from the emergency WASH sector, which includes members of relevant Inter-Agency Groups (IAGs), sectoral coordination leads, UN agencies, private sector/business and government counterparts. Two cyclones within two weeks in May'2021 along with the ongoing COVID crisis only underscores the need for focus on collective capability development and planning for coordinated action for early recovery of WASH systems and continuity of access to services.

The sector coordination effort currently requires: conducting rapid needs assessments with harmonized tools and approaches; ensuring that affected populations are receiving at least minimal life-saving WASH supplies and services as per the Core Commitment for Children (CCCs) and Sphere guidelines, provide technical assistance to the government in the roll-out of interventions and communication campaigns; such support is also required to monitor the situation in relief camps and communities to identify gaps and shifting needs, analyze data regularly to feed into improving interventions, and develop and disseminate assessment reports for documentation and cross-learning. WASH sector emergency response and sector performance improvement requires urgent technical leadership from UNICEF and other frontline humanitarian organizations in line with global best practices.

Going forward, given the increasing frequency of natural disasters, it is also important to support local, district, state and national governments in also developing preparedness plans and human resources during peace time, so that response efforts can be rapid and efficient when needed. This requires support in advocating for earmarking budgets for pre-positioning WASH supplies and human resources on the ground, in areas that are often affected, capacity building and trainings, and prioritizing building resilience into district level schemes and planning level efforts.

Overall, efficient and operational partnerships are crucial for emergency preparedness and response, and coordination platforms must be strengthened at the national level and in states – including with corporates/private sectors as many of them are willing to support during emergencies.

The activities and deliverables would be in line with the objectives and requirements of four-line ministries that UNICEF is currently a key technical partner of: Ministry of Jal Shakti, Ministry of Health and Family Welfare, Ministry of Education and Ministry of Environment, Forest and Climate Change.

2. PURPOSE OF ASSIGNMENT

The main purpose of the assignment is to help improve coordination of the WASH sector emergency programming during and between natural and public health disasters and enable risk-resilience agenda for sustainability of WASH sector development results. This effort would be in alignment with UNICEF's global Strategic Plan for 2022-2025, under which Goal Area 4 states that UNICEF will work to ensure that 'every child, including adolescents, has access to safe, resilient water, sanitation and hygiene services and lives in a safe and sustainable climate and environment'. This would be a collaboration between UNICEF WASH and DRR sections.

3. OBJECTIVE/S

- Support coordination of emergency WASH sectoral lead partners, including UNICEF, Sphere, Oxfam, WaterAid, NIDM in developing a technical assistance and capacity building plan at national and state level
- Support development of harmonized monitoring/planning/budgeting tools and approaches – e.g. rapid needs assessments adapted to various disasters- which can be streamlined into existing Sphere tools, and run independently by state governments
- Support advocacy efforts for embedding the WASH coordination group into routine governmental planning processes, nationally and for selected states
- Coordinate with emergency WASH sectoral lead partners in working with government entities such as NDMA, NIDM, Ministry of Jal Shakti, etc. to earmark resources for emergency WASH response through strengthened supply and service chains
- Support intra and intersectoral coordination and collaboration to advance agenda of linking humanitarian and development to improve sustainability of development results.

4. MAJOR TASKS TO BE ACCOMPLISHED

The following tasks will be supported on a monthly basis, depending on the requirements of the emergency WASH sectoral partners, government entities, and UNICEF:

Major tasks:

- Ensure secretariat role for the emergency coordination at the national level, including preparation and facilitation of meetings, minutes/report drafting, follow-ups on action points agreed upon, etc.
- Support coordination and tool development efforts led by the emergency WASH sectoral lead group including UNICEF, Oxfam, WaterAid, Sphere India, and other partners
- Respond to requests from line ministries and departments in regard to developing emergency WASH technical guidance and tools
- Work with NDMA and NIDM to integrate WASH training and capacity building needs into annual schedules, and ensure that all relevant organisations are included

- Coordinate with UNICEF WASH, DRR and other sections to ensure that inputs are properly reflected in the development of advocacy and technical products developed by the emergency WASH sectoral lead group
- Support development of training materials for WASH sector at national and state level that build capacities to effectively coordinate and respond to disasters including through knowledge management and cross-learning initiatives
- Post-successful joint rapid needs assessments develop and rollout WASH sector strategic response plan at IAG level, along with setting of sector targets and process to distribute roles and responsibilities across agencies.
- Develop protocol for sector performance review after many major response to an emergency.

5. DELIVERABLES AND DEADLINES

The contractor will be paid on a monthly basis for 11.5 months, against concise monthly work plans and progress reports on deliverables, with the understanding that the key deliverables will be accomplished within the set contract period, in addition to supporting daily coordination efforts.

Some key deliverables that will be worked towards under this contract, on a monthly basis include:

- Plan for capacity building for WASH coordination lead organisations and key stakeholders in government and on ground
- Reviewed WASH training modules for strengthening emergency response in key states
- Advocacy briefs or reports developed and/or reviewed to ensure that WASH sector needs and response are adequately documented
- Protocol for sector performance review is updated and disseminated
- Sector meeting minutes and action points documented and followed-up on
- Development of other necessary resources and tools as decided on in the sectoral plan

Months	Major Task	Deliverable	Specific delivery date/deadline for completion of deliverable	Estimated travel required for completion of deliverable
1 – 11.5	<ul style="list-style-type: none"> • Ensure secretariat role for the emergency coordination at the national level, including preparation and facilitation of meetings, minutes/report drafting, follow-ups on action points agreed upon, etc. • Support coordination and tool development efforts led by the emergency WASH sectoral lead group including UNICEF, Oxfam, WaterAid, Sphere India, and other partners • Respond to requests from line ministries and departments in regard to developing emergency WASH technical guidance and tools • Work with NDMA and NIDM to integrate WASH training and capacity building needs into annual schedules, and ensure that all relevant organisations are included • Coordinate with UNICEF WASH, DRR and other sections to ensure that inputs are properly reflected in the development of 	A monthly report capturing progress made against tasks and deliverables outlined	Progress report to be submitted monthly	Consultant will be expected to travel for a total of 25 days, to up to five states in which UNICEF is working

	<p>advocacy and technical products developed by the emergency WASH sectoral lead group</p> <ul style="list-style-type: none"> • Support development of training materials for WASH sector at national and state level that build capacities to effectively coordinate and respond to disasters including through KM and cross-learning initiatives • Post-successful joint rapid needs assessments develop and rollout WASH sector strategic response plan at IAG level, along with setting of sector targets and process to distribute roles and responsibilities across agencies. • Develop protocol for sector performance review after major response to an emergency. 			
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6. DUTY STATION

The consultant will be required to work from home for the next few months, but report to the supervisor(s) based in the New Delhi office. Starting in September 2021, there will be reconsideration for protocols around out-of-office travel, based on government recommendations.

7. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

The contractor will potentially be required to travel to five states, for up to five days per trip, to support coordination and training needs. Total travel requirement would be 25 days.

8. ESTIMATED DURATION OF CONTRACT (PART TIME / FULL TIME)

This is a full-time contract that will last 11.5 months

9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

The following are required and desired qualifications.

Required Experience and Skillset:

- A bachelors degree in any of the related fields (e.g. public health, engineering or technology, public health, environmental sciences, development, programme management) with specialized knowledge on water, sanitation, and hygiene programming and research in India, as well as demonstrated expertise in qualitative and quantitative research and writing
- At least 5 years of experience in WASH or WASH-related sectors e.g. public health, environmental sciences, etc.
- At least 5 years of experience working closely with government institutions in India at national or state level, with demonstrated familiarity with governance structures and processes in India
- Experience in emergency coordination efforts in WASH, COVID-19 or other related fields
- Experience in developing impactful information, education and communication content
- Familiarity with Sphere standards for WASH humanitarian response, globally and in India
- Demonstrable experience in developing national policies related to WASH and/or emergency programming
- Demonstrable experience in promotion inclusion of vulnerable or marginalized communities
- Excellent written and communication skills in English, as well as presentation skills are MANDATORY for this position, especially for proposal writing; familiarity with local languages (Hindi, etc.) is preferred
- Proven ability to advocate effectively with national state and district level officers of counterpart and other departments; experience working with governments is an advantage

- Has experience in developing monitoring tools for assessing WASH gaps and needs (e.g. rapid needs assessments) in vulnerable communities, and using simple analysis tools such as Microsoft Excel
- Has demonstrated experience in developing training content and running capacity building workshops

Desired Experience and Skillsets:

- Experience in large-scale data management is highly desired
- Previous experience working with UN or bilateral agency will be an advantage
- Experience in fostering public-private partnerships
- Familiar with UNICEF’s Core Commitments for Children (CCC)

Possible Physical Labour Involved in Completing Work for this Position:

- **Note that the UNICEF Delhi office has a ramp at its entrance for additional accessibility**
- Working at the office a few days a week (space will be granted on the first floor if necessary or other working alternatives can be negotiated)
- Photocopying, printing, etc.
- Possible travel involved on flight, in car, etc. to various state offices (can be negotiated)
- Attending offline meetings and moving between office rooms for discussions, etc. and carrying necessary work tools (e.g. laptops, notebooks) for taking notes
- Maintaining stock of the section’s library (consisting of knowledge products in tangible form such as event standees, posters, coffee-table books, publications)

10. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

The technical evaluation criteria (75 points in total) will be split as follows:

1. Cover letter (max 2 pages) and CV highlighting relevant past experience (**45 marks**); cover letter should be two pages maximum and demonstrate expertise in this sector, ideally with government bodies at national or state level, and other large multilateral organisations (WHO, World Bank, etc.)
2. Interview with WASH section during which candidate will be asked about relevant experience and understanding of the WASH sector in India (**30 marks**)

S. No.	Criteria	Maximum	Minimum
Stage-I	(1) Cover letter (two pages maximum) explaining how you would fit the role and be able to meet the tasks outlined	15	10
	(2) Relevant Education Qualifications	10	7
	(3) Relevant work experience	20	15
	Candidates who score overall 32 marks and above, out of 45, as well as the minimum marks in each of the criteria (1), (2) and (3) will be shortlisted for an Interview		
Stage-II	Interview	30	20
	Total technical score (A)	75	52
Stage-III	Financial (B)	25	NA

- Candidates scoring overall 52 out of 75 marks in Technical evaluation (A) as well as the minimum marks in each of the technical criteria will be considered technically qualified and their financial offers will be opened.
- Candidate receiving maximum score after combining their Technical Score(A) and Financial score (B) will be selected.

11. PAYMENT SCHEDULE

Payment towards professional fee will be made upon submission of satisfactory deliverables and Out of Pocket will be reimbursed at actuals.

HOW TO APPLY:

The application to be submitted through the online portal should contain three separate attachments:

- i. A Cover letter explaining how you would fit the role and be able to meet the tasks outlined **(to be uploaded online under “Cover Letter” tab)**
- ii. Curriculum Vitae (CV) **(to be uploaded online under “Resume” tab)**
- iii. A financial proposal indicating all-inclusive monthly professional fee and other expenses as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab)**.

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 3 documents, your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

For any clarifications, please contact:

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