

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Provincial Consultant (Aceh)	Duty Station: Banda Aceh
<p>Background</p> <p>UNICEF has supported the Aceh Provincial Government in reducing open defecation practices and promoting hygiene regarding Hand Washing with Soap, as well as WASH in institutions to improve WASH services in schools and health facilities. The initiative to establish a WASH Cluster coordination as part an emergency preparedness & response has also been started with an agreement (during the WASH Cluster coordination/workshop in 2021) on the establishment a WASH Cluster at the provincial level.</p> <p>On the other hand, UNICEF is also committed to supporting the Indonesian government to achieve the Open Defecation Free (ODF) target by 2024 as stated in the new RPJMN 2019-2024. The achievement of ODF Aceh will make a significant contribution to Indonesia because Aceh's OD population is included in the top ten highest provinces in Indonesia. Therefore, since 2018 the UNICEF Banda Aceh office has synergized efforts to reduce maternal and child malnutrition in selected districts with the ODF movement at the provincial level.</p> <p>Under the umbrella of the WASH working group (namely Pokja AMPLS), UNICEF has been working closely with the Aceh Provincial Bappeda in strengthening coordination, planning, implementation, management, and monitoring and evaluation of the water and sanitation development sector since 2018. This strategy was used as part of the creation of an enabling environment that will support the sustainable ODF movement at the provincial level. In 2022, technical support will continue with a focus on supporting the expansion of Aceh WASH Pokja technical assistance to selected district WASH Pokjas, not only to eliminate open defecation but support will also be continued with efforts to improve WASH services through strengthening the capacity for managing safe sanitation services or safely managed sanitation in selected districts/cities.</p> <p>Given the ongoing pandemic situation, consultants will be asked to be involved in the COVID-19 response. The consultant will have the task of supporting the coordination of the government response at the provincial level, including supporting the strengthening of regular WASH planning and strengthening the capacity of WASH Cluster coordination, as well as bridging the communication of the stakeholders involved in it, such as Provincial Disaster Management Agency (as known BPBA), Indonesian Red Cross (as known PMI), Provincial Social Affairs Office, and other related institutions or agencies. The consultant will also be involved in coordinating the facilitation of public campaigns and strengthening local government capacity in safely managed sanitation services in the pilot cities.</p> <p>Purpose of Assignment:</p> <p>Under the direct supervision of the WASH officer, this consultancy work aims to deliver high-quality technical support to Pokja AMPLS at the provincial level and in selected districts. He/she should provide daily assistance to Pokja AMPL/AMPLS in supporting the provincial government & selected districts in achieving its vision in WASH sector. This Terms of Reference is developed to recruit a Provincial Consultant in WASH sector, preferably who already has significant experience in WASH sector development.</p> <p>UNICEF Indonesia is seeking the services of a dedicated Consultant to provide technical support for the WASH programme in Aceh and provide project management and technical services with the following arrangement:</p> <p>Contextualize the planned initiatives and activities related to strengthening the capacity of Provincial WASH Working Group in Aceh on capacity building, institutional strengthening, programme documentation, knowledge sharing, and horizontal learning in WASH programme. Facilitate capacity building, institutional strengthening, and knowledge management aspect of WASH programme, including but not limited to the safely managed sanitation, hygiene promotion in communities, schools, and health care facilities, and WASH in an emergency in Aceh.</p> <p>The Consultant will work under the overall guidance of the Chief of Field Office in Banda Aceh and the day-to-day supervision of the WASH Officer based in Banda Aceh.</p> <p>Scope of Works:</p> <p>Key tasks include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Assess the Coordinating Platform (WASH Working Group/ Pokja AMPLS) capacity in Province & selected districts level 	

- Develop WASH situation mapping at the provincial level. The data will be used for the inputs of WASH WG annual activities planning.
- Facilitate a series of coordination/consultation meetings with Provincial WASH Working Group/Pokja AMPLS, local governments/selected districts, and other stakeholders in assessing the institutional & financial capacity of the WASH-related issues, such as WASH cluster coordination, WASH in institutions, and safely managed sanitation.

2. Identify the training needs via assessment, and support the implementation & evaluation of capacity building program implementation

- Conduct training need assessment (TNA) on WASH-related issues (regular WASH, WASH Cluster, WASH in Institutions, safely managed sanitation) capacity building program, including in adopting the WASH in climate resilience topic.
- Develop the implementation plan and provide technical support in the implementation of WASH-related issues capacity building programmes (Training of Trainers, training/workshops).
- Facilitate the training on developing the City-wide sanitation strategy (as known as SSK) for selected districts that adopt the WASH in climate resilience topic.

3. Support development of provincial roadmaps building on the SDG-6 plan

- Lead technical discussions with key stakeholders, and prepare necessary materials including analysis of current WASH progress, review of strategies, and budgeting to help local government develop their roadmaps
- Provide technical support to review the draft Provincial Sanitation Roadmap (PSR) and provide inputs in developing Sanitation Action Plan (including HWWS action plan and adopting WASH in climate resilience issues), as a basis for implementing the acceleration of sanitation development.
- Desks review the existing BAZNAS guidance at the national level & from another region as a reference and adopting the relevant content for BMA a technical guideline development.
- Provide technical inputs for Baitul Mal Aceh (BMA) in developing technical guideline on utilization of ZISWAF (Zakat, Infaq, Shadaqah and Wakaf) for providing WASH facilities assistance, including supporting the implementation of Faecal Sludge Management (FSM).
- Facilitate the Provincial WASH Working Group in developing the WASH Contingency Plan

4. Identify & support the development of potential Knowledge Management products from the WASH program implementation at the provincial & selected districts level

- Provide technical support/guidance to identify & monitor the potential lessons learned, and best practices, including Human Interest Story on the implementation of safely managed sanitation (SMS) in selected districts.
- In collaboration with implementing CSO partner, review and compile the documentation of piloting activities in selected districts (Hygiene Behaviour Change promotion/ MHHM & Oky app promotion/ Sanitation Inspection Tools piloting)
- Contribute to the development of communication materials including infographics, IEC materials, and social media contents
- Conduct a series of consultation meetings with other potential collaborators for knowledge sharing/ horizontal learning (youth & adolescent groups, universities, and private sectors)

5. Compile & produced Knowledge Management Products in Province & at the selected districts level

- Draft and finalize KM product from case studies/piloting from selected districts
- In collaboration with implementing CSO partner, compile & document the communication materials including infographics, IEC materials, and social media contents
- Identify potential best practices & lessons learned to be disseminated at the provincial level

6. Submission of Final Report document to UNICEF including the draft of Aceh WASH working group annual report

- Analyze the achievement/ results of WASH program implementation during the consultancy period by highlighting achievements of deliverables, challenges, evaluation, and way forward)
- Provide the Final Report document including the draft of Aceh WASH working group annual report

Supervisor: <i>Eko Widodo</i>	Start Date: <i>01 June 2022</i>	End Date <i>28 February 2023</i>	Number of Days (working) <i>Full time for 9 months (273 days)</i>
---	---	--	---

Work Assignment Overview (SMART)*

**) Ref CF.AI.2013-001 Amend 2, work assignment should be: specific, measurable, attainable, results-based and time-bound ("SMART")*

Tasks/Milestone	Deliverables/Outputs	Timeline	Estimated payment terms
Provincial WASH Consultant for Aceh Province – The key deliverables are outlined below			
<p>Develop WASH situation mapping at the provincial level. The data will be used for the inputs of WASH WG annual activities planning.</p> <p>Facilitate a series of coordination/consultation meetings with Provincial WASH Working Group/Pokja AMPLS, local governments/selected districts, and other stakeholders in assessing the institutional & financial capacity of the WASH-related issues, such as WASH cluster coordination, WASH in institutions, and safely managed sanitation.</p>	<ol style="list-style-type: none"> (1) A draft of WASH sector enabling environment situation analysis of 23 districts across Aceh. (2) Assessment report & recommendation on institutional & financial capacity of Provincial government & selected districts. 	30 June 2022	10% of Consultancy fee
<p>Conduct training needs assessment (TNA) on WASH-related issues (regular WASH, WASH Cluster, WASH in Institutions, safely managed sanitation) capacity building program, including adopting the WASH in climate resilience topic.</p> <p>Develop the implementation plan and provide technical support in the implementation of WASH-related issues capacity building programmes (Training of Trainers, training/workshops).</p> <p>Facilitate the training on developing the City-wide sanitation strategy (as known as SSK) for selected districts that adopt the WASH in climate resilience topic.</p>	<ol style="list-style-type: none"> (1) WASH training needs assessment document (2) WASH capacity building program report. (3) Draft SSK documents from selected districts (adopted the WASH in resilience topic) 	31 August 2022	20% of Consultancy fee
<p>Lead technical discussions with key stakeholders, and prepare necessary materials including analysis of current WASH progress, review of strategies, and budgeting to help local government develop their roadmaps</p> <p>Provide technical support to review the draft Provincial Sanitation Roadmap (PSR) and provide inputs in developing Sanitation Action Plan (including HWWS action plan and adopting WASH in climate resilience issues), as a basis for implementing the acceleration of sanitation development.</p> <p>Desks review the existing BAZNAS guidance at the national level & from another region as references and adopt the relevant content for BMA technical guideline development.</p> <p>Provide technical inputs for Baitul Mal Aceh (BMA) in developing the technical guideline on utilization of ZISWAF (Zakat, Infaq, Shadaqah and Wakaf) for providing WASH facilities assistance, including to support the implementation of Faecal Sludge Management (FSM).</p> <p>Facilitate the Provincial WASH Working Group in developing the WASH Contingency Plan</p>	<ol style="list-style-type: none"> (1) An updated/reviewed draft of PSR Action Plan (including the HWWS action plan & adopting the WASH in resilience topic). (2) A draft of BMA technical guideline on utilization of ZISWAF for WASH facilities assistance. (3) Facilitation report on developing Provincial WASH Contingency Plan 	31 October 2022	20% of Consultancy fee
<p>Provide technical support/guidance to identify & monitor the potential lessons learned, and best practices, including Human Interest Story on the implementation of safely managed sanitation (SMS) in selected districts.</p>	<ol style="list-style-type: none"> (1) A draft of identified potential lessons learned & best practices for the implementation of SMS. 	31 December 2022	20% Consultancy fee

<p>In collaboration with implementing CSO partner, review and compile the documentation of piloting activities in selected districts (Hygiene Behaviour Change promotion/ MHHM & Oky app promotion/ Sanitation Inspection Tools piloting)</p> <p>Contribute to the development of communication materials including infographics, IEC materials, and social media contents</p> <p>Conduct a series of consultation meetings with other potential collaborators for knowledge sharing/ horizontal learning (youth & adolescent groups, universities, and private sectors)</p>	<p>(2) A draft of the compilation of implemented piloting activities.</p> <p>(3) Documentation of relevant WASH communication materials</p> <p>(4) Analysis report on mapping of stakeholders for knowledge showcasing/horizontal learning activities</p>		
<p>Draft and finalize KM product from case studies/piloting from selected districts</p> <p>In collaboration with implementing CSO partner, compile & document the communication materials including infographics, IEC materials, and social media contents</p> <p>Identify potential best practices & lessons learned to be disseminated at the provincial level</p>	<p>(1) A draft of WASH knowledge management product on safely managed sanitation, WASH cluster & WASH in the institution.</p> <p>(2) Draft of Knowledge sharing/ horizontal learning plan</p>	<p>31 January 2031</p>	<p>20% Consultancy fee</p>
<p>Analyze the achievement/ results of WASH program implementation during the consultancy period</p> <p>Submission of Final Report document to UNICEF including the draft of Aceh WASH working group annual report</p>	<p>(1) Final report submitted including the draft of Aceh WASH working group annual report (<i>Detailed Completion Report highlighting the achievement of deliverables, challenges, evaluation, and way forward</i>)</p>	<p>15 February 2023</p>	<p>10% Consultancy fee</p>
<p>Minimum Qualifications required:</p> <p><input checked="" type="checkbox"/> Bachelors</p> <p><input type="checkbox"/> Masters</p> <p><input type="checkbox"/> PhD</p> <p><input type="checkbox"/> Other - <i>please describe</i></p>	<p>Knowledge/Expertise/Skills required</p> <ul style="list-style-type: none"> • Education in Public Health, Education, Environmental/Sanitation Engineering, Public Health, Environmental Studies, or a field relevant to international WASH-related development assistance. Master is preferable • Technical Knowledge of the theories, principles, and methods in the following areas: WASH advocacy, developing WASH guidelines, WASH in the institution (schools & HCFs), Hygiene promotion, CLTS approach, institutional strengthening, safely managed sanitation, Knowledge Management, monitoring, and evaluation, qualitative research • At least 5 years of experience, previous experience working in WASH programs (e.g., PPSP, Pamsimas, STBM, IUWASH) will be an advantage • Preferably candidate who has strong experience in facilitating institutional strengthening, including developing a strategic plan, coordination, and liaison with various government ministries • Good understanding on Syariah Law and Village Law and its implementation in Aceh • Good communication skills in English, including writing and presentation skills and local Bahasa Indonesia. • Good writing skills • Computer skills, including internet navigation, teleconferencing, file sharing, and various office applications 		