

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Faecal Sludge Management Consultant	Funding Code: Grant: WBS:	Type of engagement <input checked="" type="checkbox"/> Consultant (International) <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Freetown, Sierra Leone (in-country support-no provision for working remotely)
<p>Background:</p> <p>The UNICEF WASH Programme seeks to hire a Consultant for Development of Faecal Sludge Management Guideline for Sierra Leone. The Consultant will work under the direct supervision of the Chief of WASH, and in close collaboration with the Ministry of Water Resources and Sanitation (lead Ministry), Ministry of Environment and Climate Change, Ministry of Health, Ministry of Fisheries and Marine Resources, Freetown City Council, and the District Councils. S/he will be responsible for the development of a National Protocol for Faecal Sludge Management for Sierra Leone.</p> <p>Most of the low income densely populated settlements of large number of cities in Sierra Leone use pit latrines commonly emptied manually by pit latrine emptiers when full. Lack of transportation access and overcrowding due to non-adherence to town planning laws, suggest that manual pit latrine emptying (PLE) may be the only practical option for most of the peri-urban poor population. The practice of manual pit latrine emptying poses so many challenges: it is expensive and not affordable; not well organised; lack safety measures; lead to disposal of the faecal sludge in an unauthorized place such as water bodies; drains-all these are quite alarming and surely call for attention. Lack of professionalism in faecal sludge management as well as the entire sanitation sector necessitates the immediate needs for all the relevant stakeholders in the sector to develop a workable plan that will improve the capacity of all the key actors, (particularly manual pit latrine evacuators) who are involved in the faecal sludge sanitation chain. Meanwhile, AfDB through African Water Facility and the Netherlands Enterprise Agency supported the Freetown City Council to develop a WASH Master Plan, and this includes some elements of waste management including liquid waste. This master plan contains some principles of faecal sludge management but does not have any provision for FSM Guideline/protocol. Already, GOAL-SL is working to get all the manual and mechanized pit evacuators registered with the government even though they operate in Freetown without any specific guideline/protocol. So, there is a need to develop a protocol for FSM operations in the country that will not only ensure both individual and environmental safety but will also create employment opportunities with sanitation chain.</p> <p>The consultant is required to ensure that all key sector players in the country are strategically consulted in all stages for them to make inputs and buy in.</p>			
<p>Purpose and Objectives:</p> <p>In close collaboration with the Ministry of Water Resources & Sanitation, Ministry of Local Government and Community Affairs, Ministry of Environment and Climate Change, and the Ministry of Fisheries and Marine Resources, the Consultant will take a lead in all consultations towards developing the Guideline/Protocol for Faecal Sludge Management (FSM). He/She will also identify potential key players in the management of FSM in Sierra Leone.</p>			
<p>Methodology and Technical Approach:</p> <p>The technical approaches to be employed by the Consultant include the following:</p> <ol style="list-style-type: none"> 1. Review of existing data on practices and all other relevant issues on FSM in the country. 2. Field visits- to verify the prevalent practices across the country. 			

3. Meeting with key sector players/stakeholders to determine what is appropriate for the country, and develop a draft Protocol/Guideline
4. Validation meeting with all relevant WASH sector players for further inputs and endorsement of the Guideline
5. On-the-job training of Government partners (national & district), staff of NGO partners and the civil society organisations on how to use the Guideline to support FSM operations in Sierra Leone.
6. Training of at least 100 pit emptiers working in the Country in operational safety using the FSM Guideline.

Specific Tasks, Activities and Deliverables:

Task	Activities	Deliverables
1. Preliminary desk review and planning with key sector players to identify existing strategies, policies & practices for Faecal sludge management.	1.1 Meet with UNICEF WASH Staff to agree on tasks and work plan 1.2 Review all existing policy documents and strategies to identify the existing practices and strategies related to FSM.	A work plan for the conduct of the consultancy with clear timeline and outputs. Inception report developed and shared
2. Extensive consultations with key sector players in government, civil society and in the private sector.	2.1 Facilitate consultation meetings with all relevant stakeholders in the country to determine what is appropriate for FSM operations. 2.2 Conduct field visits to experience Faecal Sludge evacuation operations in the provinces/ Districts. 2.3 Meet with the Freetown City Council to discuss and factor the Master Plan into the FSM Guideline.	Reports of all key partners' consultative meetings shared.
3. Develop a draft FSM Protocol for further inputs.	3.1 Organise bilateral meetings with technical teams to gather inputs for the draft Guideline. 3.2 Work closely with Supervisor to review progress and gather further inputs to the draft Guideline.	Report of the bilateral meetings and a draft FSM Protocol/ Guideline.
4. Facilitate validation meetings with all relevant players across the national and district levels to harmonise opinions about the operations of FSM in the country.	4.1 Organize and facilitate a national workshop which includes agreeing with supervisor on the key participants, agenda & the methodology that supports good participation for inputs to enrich the draft strategy. 4.2 Document workshop proceedings and outcomes and share with the supervisor.	Report of the validation meeting and final version of the FSM Protocol/ Guideline.
5. Mobilize at national and sub-national levels to create a pool	4.3 Conduct national training for all Sanitation-related WASH Sector players	Clarity and understanding of the key concepts of FSM and the

of Resources for FSM Protocol use.		principles including the contents of the protocol.
6. Capacity development for FSM operators (Faecal Sludge Evacuators)	Conduct training for pit emptiers (manual and mechanised) in Freetown and at least two districts in operational safety and guide the government partners to cascade to pit emptiers in other districts.	Report of the training and the list of pit emptiers who participate.
7. Capacity Building of Government partners at the National and District levels for Operational Sustainability.	7.1 Identify training needs and design training package/requirements for the implementation of FSM Guideline/operations. 7.2 Organise the training Government partners at the National and District levels	Report of the training and the list of government staff in attendance.

Management, Organization and Timeframe:

Chief of WASH and Ministry of Water Resources and Sanitation provides overall guidance and support to the Consultant to deliver the results mentioned above. The Consultant will prepare and present weekly progress updates (one-pager every Friday) and monthly progress reports against agreed targets at the end of each month and the final report at the end of the contract to the Supervisor.

Child Safeguarding

Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

* **Expected timelines for completion are estimated and may vary depending on progress**

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Payment
1) Desk Review: Desk review and planning with key sector players to identify existing practices in the country	<ul style="list-style-type: none"> • A work plan for the conduct of the consultancy with clear timeline and outputs. • Inception report developed and shared 	Within 1 week of contract start date	20%
2) Stakeholders' Meeting: Extensive consultations with key sector players in government, CSO, Development Partners and the private sector.	<ul style="list-style-type: none"> • Reports of all key partners' consultative meetings shared. 	Within 3 weeks of contract start date	
3) Draft Protocol/GL: Develop a draft FSM Protocol for further inputs.	<ul style="list-style-type: none"> • Report of the bilateral meetings and a • Draft FSM Protocol/ Guideline. 	Within 6 weeks of contract start date	30%
4) Validation workshop: Facilitate validation meetings/ workshop with all relevant players across the national and district levels to harmonise opinions about the operations of FSM in the country.	<ul style="list-style-type: none"> • Report of the validation meeting • Final version of the FSM Protocol/ Guideline. 	Within 9 weeks of contract start date	
5) Local Capacity building: i) Identify key technical staff at national and sub-national levels to create a pool of resource persons for FSM Protocol use. ii) Design training package and conduct training for FSM operators (Faecal Sludge Evacuators) across the country. iii) Design training package and conduct training for Government partners at the National and District levels for Operational Sustainability	<ul style="list-style-type: none"> • Clarity and understanding of the key concepts of FSM and the principles including the contents of the protocol. • Report of the training and the list of pit emptiers who participate. • Report of the training and the list of government staff in attendance • FSM Training Manual for practitioners. 	Within 12 weeks of contract start date	30%
6) Document the process of consultancy, final report,	Final consultancy report and presentations developed and shared.	Within 14 weeks of contract start date	20%

and the printable version of the FSM Guideline.		Printable version of the FSM Guideline with clear graphics and maximum of 40 pages.	
Budget Year: 2024	Requesting Section/Issuing Office: WASH Programme Section	Reasons why work cannot be done by staff: Requires specific technical skills & experience in WASH facility management approach and a substantial amount of time for the tasks.	
Included in Annual/Rolling Workplan: <input type="checkbox"/> X Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New Consultancy <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: N/A			
Supervisor: Bishnu Timilsina	Start Date: March, 2024	End Date: June, 2024	Number of Months (working): 3.5 months

Estimated Consultancy fee			
Travel International (one round trip)			
Travel Local (please include travel plan)			
Work Permit and other airport expenses (based on actuals)			
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Advanced degree (Master's or higher) in Civil/Sanitary engineering; Water Resources Management</p>	<p>Years of Experience and Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> A minimum of eight years of relevant professional experience at national and international levels in sanitation systems strengthening including development policy framework and strategies and Safely Managed Sanitation management. Experience working with optimization of design or sanitation management capacity building in Rural or large-scale systems. Experience with quality assurance and site monitoring for civil engineering projects especially for various sanitation technology options. Experience in contract administration and working with multiple stakeholders, especially government partners, in the management of various components of sanitation interventions. Strong communication skills and flexibility working with various government stakeholders. Previous work experience with UNICEF or other international organizations working in the WASH Sector in developing countries is an asset. Computer skills, including internet navigation and various office applications. Fluency in English is required. 		
<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p>Transportation arranged by the office: <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>		
<p>Request Authorised by Section Head</p> <hr style="width: 30%; margin-left: 0;"/>	<p>Request Verified by HR:</p> <hr style="width: 30%; margin-left: 0;"/>		

Endorsed by Deputy Representative

Approved by Representative

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.

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.