

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND INSTITUTIONAL CONTRACTORS

Title of Consultancy:	Requesting Section/Hiring Manager:	Type of engagement	Duty Station:
Village Water Committee Training Material Creator	Emily Rand, Vanuatu	<input checked="" type="checkbox"/> Consultant (ZCON) <input type="checkbox"/> Individual Contractor (ZIND) <input checked="" type="checkbox"/> Institutional Contract	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based <input type="checkbox"/> N/A

Background and Purpose of Activity/Assignment:

[A review of water committee data in Vanuatu](#) revealed that communities with an established and functioning village water committee (VWC) were more likely to have an operating water supply. When women were in key water committee roles water systems were more likely to have regular meetings and revenue collection improved. The Department of Water Resources (DoWR) would like to improve current pre- and post-construction training materials for Village Water, Sanitation and Hygiene Committees (VWC) in Vanuatu and explore viable VWC support mechanisms in Vanuatu.

Currently, communities in Vanuatu operate and maintain their own water systems. If communities want DoWR assistance to make substantial upgrades to their village water system, they can follow a process summarized on the Ministry of Lands [community water supply webpage](#) and discussed in detail in the [National Plan for Safe and Secure water \(NIP\)](#) and related [Capital Assistance Plan \(CAP\)](#). As part of these activities, communities create a [Drinking Water Safety and Security plan \(DWSSP\)](#) and [register a VWC](#). For the past three years a [DWSSP training of facilitators](#) has been conducted each year and now at least 225 DWSSPs are in the [government database](#). Communities with DWSSPs are then risk ranked. Those risk ranked the highest are nominated by the Provincial Water Resources Advisory Council (PWRAC) and approved for CAP funding by the National Water Resources Advisory Council (NWRAC). Communities then have some pre-construction training, based on this [Plumbers training teachers guide](#). After construction is complete, VWC receive [Village Water Management Training](#). Given the difficulty and expense involved in reaching remote locations, each of these trainings are usually offered for five days straight in the village. In 2017, an experiment was done with two communities together with the cooperatives board to see they could offer additional trainings for water committees to strengthen their financial and operational management. In 2018, UNICEF helped DoWR by paying for the creating of an Operation and Maintenance manual in [English](#) and [Bislama](#) that could be adapted to each village water system.

The UNICEF/WHO [Joint Monitoring Programme](#) found that 91 percent of households in Vanuatu had access to 'basic' water supply. However, a [review of water resources inventory \(WRI\)](#) started by the government in 2014, found that only 79 percent of systems were functioning. Rainwater systems (80 percent) were slightly more likely to be functioning than piped (74 percent) and borehole/protected wells (73 percent). Over 50 percent of repairs were reported to be completed in 30 days on all system types, but 25 percent of boreholes and 10 percent of piped water systems had yet to be repaired at the time of the WRI.

DoWR would like the existing materials adapted and additional training materials created that they, contractors and NGOs could use to improve communities' ability to maintain water systems. DoWR would also like to explore possible maintenance support systems that might improve long-term operation and maintenance in very remote locations.

Scope of Work:

The consultant will be required to work with DoWR to: 1) create pre-construction training syllabus and teaching materials 2) create post-construction training syllabus and teaching materials and 3) review remote village water system management models and tools. It is anticipated the following tasks will be needed:

- Review [Existing legislation](#), sample provincial, municipal and area council by-laws, community training materials from Vanuatu, listed above and other countries paying special attention to clarity of materials, use of activities to engage participants and how user-friendly the materials are (3 days)
- Observe pre and post trainings. If timing and travel allows, join pre and post trainings (10 days) If not an option, read training reports and conduct individual interviews with training facilitators and participants (2 days)
- Draft training syllabus, including key topics to be covered and proposed method of instruction such as video, slides, and activities. Make an effort to include climate change, sanitation and hygiene in the trainings. For example, include reminders to set up hand-washing station and have hand-washing before meals/tea (5 days)
- **Present training syllabus** to WASH Sector (1 day)

- Incorporate comments into syllabus and create draft training materials, in an easy to use format such as [these DWSSP materials](#). (20 days)
- **Present draft pre and post construction training materials** to WASH Sector (1 day)
- Incorporate comments into the draft materials (3 days)
- Trial curriculum. (15 days if in country travel allowed, 5 days if not)
 - o If border is open or contractor is in Vanuatu, facilitate one pre and one post construction training (15 days). If timing and travel does not allow, virtually train DoWR staff to trial the training (5 days)
- **Submit finalized training materials.** Incorporate comments into the creation of final construction materials (3 days) -
- **Conduct a training of pre-and post- construction facilitator** training. (15 days if in country travel allowed, 5 days if not)
 - o If border is open or contractor is in Vanuatu, facilitate one pre and one post construction training (15 days). If timing and travel does not allow, virtually train DoWR staff to train additional facilitators (5 days)
- Research possible options for long-term support remote village water systems in other countries, such as knowledge exchanges between village water committees, cooperatives, training needs or WASH positions in the area council government structure (3 days)
- **Present possible remote village water system management models options to WASH Sector** in regular coordination meeting (1 day)

Given current COVID travel restrictions and location of the recommended consultant, the scope of work will include two scenarios, one with at least two in-country visits and one with virtual consultations and trainings facilitated by UNICEF and DoWR. Both scenarios will require a great deal of consultation to ensure DoWR ideas and vision are included in the final product. The contract duration will allow time for community trainings to align with construction schedules.

Reasons why consultancy cannot be done by staff:

UNICEF staff are completely busy supporting existing long-term OR funded projects and responding to TC Harold and COVID. This activity was already requested by MoH for this for this year. Given the fast scale up in WASH in Healthcare facilities as a result of COVID, this activity is urgently needed in a timeframe that UNICEF staff can't currently provide.

Start Date:	End Date:	Number of Days (working)
<i>1 October 2020</i>	<i>1 September 2021</i>	<i>76 days (If in country) 48 days (If travel in country not an option)</i>

Work Assignment Overview		
Tasks/Milestone:	Deliverables/Outputs:	Timeline
Conduct desktop review, observe current trainings and draft syllabus including proposed methodology	Present Draft training syllabus	1 months after contract signed
Incorporate WASH Sector comments and create training video, slides, and activities	Present draft pre and post construction training materials to WASH Sector	2 months after contract signed
Incorporate WASH Sector comments, trial materials with VWC and submit finalized video, slides, and activities	Submit finalized VWC training materials	6 months after contract signed
Research possible options for long-term support remote village water systems in other countries and lead a discussion about options among WASH Sector partners	Present long-term support to VWC options and facilitate discussion	7 months after contract signed
Create materials and conduct a training of pre-and post-construction facilitator	Submit facilitator training materials	11 months after contract signed
<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input checked="" type="checkbox"/> Other</p> <p>15 years of experience</p> <p>Enter Disciplines:</p> <ul style="list-style-type: none"> - Rural water system plumbing - Rural Development - Civil Engineering - Adult Education - International Development 	<p>Knowledge/Expertise/Skills required:</p> <p>The consultant should have experience:</p> <ul style="list-style-type: none"> - Strengthening Rural Water Committees - Creating Training Materials for adult learners - Operating and Maintaining Remote Water Systems (Rainwater harvesting, boreholes, solar panels, gravity fed systems) - Keeping basic financial records - Working in the Pacific (Vanuatu preferred) - Knowledge of local / village context, sanitation and hygiene promotion and management arrangements an advantage 	