

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>SECTION</b>	CLIMATE RESILIENT WASH
<b>CONSULTANCY TITLE</b>	<b>STRENGTHENING WASH SECTOR SYSTEMS IN ZIMBABWE</b>
<b>TYPE OF ENGAGEMENT</b>	<input checked="" type="checkbox"/> Individual Consultant
<p><b>PURPOSE OF THE ASSIGNMENT:</b> The purpose of the consultancy is to support UNICEF to provide technical assistance to the Government of Zimbabwe (GoZ), primarily the Ministry of Lands, Agriculture, Fisheries, Water and Rural Development (MoLAFWRD) in strengthening Government-led systems to enable affordable, equitable and sustainable water, sanitation, and hygiene services, towards achieving the national set targets in the National Development Strategy 1 (NDS 1) and its Vision 2030.</p>	
<p><b>BACKGROUND:</b> The Government of Zimbabwe has made significant efforts to improve sustainable WASH services by addressing the issues that have negatively impacted effective and sustainable WASH Service delivery. However, the sector still registers an overall decline in coverage levels of WASH services. UNICEF over the years have been providing technical assistance to the Governmnet of Zimbabwe in systematically identifying the Sector bottlenecks and drawing a consensus in addressing the gaps to enable progressing the Sector towards achieveing the nationally set WASH targets and committing to international obligations (SDG.6). Using the Systematic Strengthening approach, and in collaboration with Sector partners under the leadership of MoLAFWRD, UNICEF has provided support in the following analytical and evidence generation tasks including policy and strategic framework development:</p> <ol style="list-style-type: none"> <li>1. Joint Sector Reviews since 2019</li> <li>2. WASH Bottleneck Analysis in 2019</li> <li>3. Adopting the Africa Sanitation Policy Guidelines, used in developing the National Sanitation and Hygiene</li> <li>4. Development of WASH Finance Strategy</li> <li>5. Development of WASH Service Standards</li> <li>6. Development of the Presidential WASH Compact</li> <li>7. Supported review of national sector coordination mechanisms and launching and co-chairing the WASH Sector Working Group</li> </ol> <p>It is against this background that UNICEF will provide continued support to ensure the tasks are brought to finalisation (assent by relevant bodies) and key outcome advocacy and awareness messages are developed and communicated to appropriate levels towards contributing to acheivement of results for children in Zimbabwe</p>	
<p><b>ASSIGNMENTS:</b></p> <p>The Government of Zimbabwe is considerably increasing the systems strengthening activities in 2023 and this is expected to continue into 2024. As such, UNICEF is likely to require additional similar technical expertise in 2024. As the deliverables become clear and funding available in 2024, it is foreseen that additional tasks will be added and this contract extended.</p> <ol style="list-style-type: none"> <li>1. Policy Advocacy: provide high quality technical inputs and drafting of policies, strategies and plans and draft advocacy materials to communicate to and gain support from high level decision-makers       <ol style="list-style-type: none"> <li>a. Provide final edits and readying the National Sanitation and Hygiene Policy for Cabinet approval and launch, and policy brief for advocacy at High levels</li> <li>b. Support the finalisation and launch of the Presidential WASH Compact (briefs, etc)</li> </ol> </li> <li>2. Monitoring: Provide technical support to strengthen sector-wide monitoring of WASH Services       <ol style="list-style-type: none"> <li>a. Provide technical support to the Information and Knowledge Management Task Force to develop a roadmap to revitalize the Rural WASH Information Management System (RWIMS).</li> </ol> </li> <li>3. Financing: Provide techncial support to the development of and advocacy for effective sector financing       <ol style="list-style-type: none"> <li>a. Develop the WASH Financing Strategy Implementation Plan and Policy Brief to advocate for the Plan to be politically and financially prioritized by the Government</li> </ol> </li> <li>4. Coordination: provide preparatory support to enable an effective WASH Sector Working Group, including to draft preparatory and follow up documentation       <ol style="list-style-type: none"> <li>a. Support the Government to develop preparatory materials (policy brief, summary of progress since 2022, etc), prepare the agenda, facilitate the 2023 National Joint Sector Review (JSR) and write up the JSR report, as well as to provide guidance for Provincial JSRs</li> <li>b. Support effective functioning of the WASH Sector Working Group by supporting SWG meeting preparation and reports, providing technical guidance for the WASH Sector Workplan</li> </ol> </li> </ol>	

**REASONS WHY CONSULTANCY CANNOT BE DONE BY STAFF:**

This consultancy requires specialized technical skills to complement those held by UNICEF staff, including significant experience in providing advice and technical support to the Government to strengthen the WASH sector enabling environment. The highly technical tasks are have clearly defined deliverables and will enable UNICEF to broaden and deepen its influence with the Government.

**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](#)

Tasks/Milestone:	Deliverables/Outputs:	Timeline & payment schedule*
<p><b><u>Policy Advocacy</u></b></p> <p><b>Sanitation and Hygiene Policy:</b> Finalisation and readying for Cabinet approval and facilitating drafting of required communication package for Cabinet submission purposes, including (lists of stakeholders consulted, process notes and reports summarising issues raised; and Aide Memo; writing a National Sanitation and Hygiene Policy Brief.</p>	Edited National Sanitation and Hygiene Policy Document (Final Draft) for consideration to OPC including Cabinet submission communication package and a National Sanitation and Hygiene Policy Brief	<p><b>7 days</b> <b>16%</b></p>
<p><b><u>Presidential WASH Compact :</u></b></p> <p>Finalisation and readying for Cabinet approval and facilitating draft of responses and communications arising at all stages; and the Presidential Declaration process. Develop Cabinet Package evidencing stakeholder consultations (lists of those consulted stakeholders, process notes/reports summarising issues raised, and Press Statement) for consideration to Cabinet via OPC</p>	Revised and edited Compact for Cabinet approval, drafted Cabinet approval submission document; and launch documents including technical inputs to a press package	<p><b>5 days</b> <b>11%</b></p>
<p><b><u>Monitoring</u></b></p> <p>Support the IKMT to develop a costed roadmap to revitalize RWIMS in 2023-2024, including capacity building plans, detailed costing, proposed schedules, update on the status of RWIMS, recommendations on how to use the updated RWIMS</p>	Draft and final Roadmap to revitalize RWIMS, including facilitating consultations and drafting outcomes of IKMT meetings	<p><b>5 days</b> <b>11%</b></p>
<p><b><u>Financing</u></b></p> <p><b>WASH Financing Strategy:</b> Finalisation and preparation of accompanying strategy implementation plan; and developing package for advocacy communication and launch of the Strategy</p>	Edited WASH Financing Strategy, drafted Implementation Plan, WASH Financing Policy Brief, Powerpoint Presentation and launch and press release material requirements	<p><b>8 days</b> <b>18%</b></p>
<p><b><u>Coordination</u></b></p> <p><b>2023 WASH Joint Sector Review:</b> designing and facilitating review processes at Provincial and National</p>	Design and documentation of sub-national and national JSR process; Brief Sector Overview Report, National JSR workshops facilitated,	<p><b>14 days</b> <b>31%</b></p>

<p>level in consultation with relevant Technical and Steering Committees. Provided guidance and support in developing workshop materials to include agenda in consultation with the JSR Technical and Steering Committees and other relevant stakeholders, and facilitated the workshop. Producing synthesised reports on key deliberations and key outcomes of the JSR.</p>	National JSR Reports (Long and Abridged Versions)		
<p><b>WASH Sector Working Group strengthening:</b>          Provides direct substantive support to include Sector Working Groups Meetings, by offering strategic advice, facilitating dialogue, giving technical guidance and proposing agenda topics, identifying participants, and preparation of documents and presentations; and development of a Sector Action Plan.          Develop a capacity strengthening sector working group plan including related subnational level activities.</p>	Overview Report on state of sector coordination, draft and final Working Group Terms of Reference, preparatory guidance/agenda for two SWG meetings, drafting of the WASH Sector Plan		<b>6 days</b> <b>13%</b>
<b>TOTAL</b>	<b>45 days</b>		<b>100%</b>
<p><b>Minimum Qualification required:</b>  <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  <b>Enter Disciplines:</b> Masters or higher degree(s) in policy, economics, or a relevant technical discipline          Languages          English          Experience: at least ten years with a Masters' degree or higher. In lieu of a Masters' degree; 12 years plus a Bachelors degree.</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>A minimum of 10 years' experience in undertaking similar analytical work e.g. strategy, policy and capacity development in a relevant discipline or sector;</li> <li>Good knowledge of the working of the Government of Zimbabwe (systems, protocols and procedures), primarily the WASH Sector, but also linkages to WASH as an enabler to education, health and child protection sector outcomes.</li> <li>Experience in governmental requirements for policy/declaration formulation and Cabinet approval processes.</li> <li>Experience in undertaking similar works e.g., Joint Sector Reviews; Public Policy formulation; public sector planning, finance/budgeting, strategic planning in a relevant discipline or sector;</li> <li>Experience of facilitating High Level multi-stakeholder dialogue focused on government-based (both central and local government) in partnerships with donors, CSOs, private sector etc</li> </ul> <p><b>Desirable:</b> Familiarity with UNICEF mission, mandate and WASH programme is desirable.</p>		
<b>Supervisor:</b>	<b>Start Date:</b> <b>4 September 2023</b>	<b>End date:</b> <b>29 December, 2023</b>	<b>Total Working Days: 45</b>
<b>Consultant Sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both	<b>Consultant Selection Method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/ Desk Review/Interview)		
<b>Payment</b>	<b><sup>1</sup>Lumpsum or monthly:</b> Paid upon deliverables completed. Two payments, one each of 51% and 49%.		
<b>Travel International (if applicable)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Travel Local (please include locations)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

	Locations: Mainly to Provincial Capitals (Mutare, Gweru, Bulawayo, Gwanda, Bindura, Chinhoyi, Lupane, Marondera, Masvingo)
<b>DSA (if applicable)</b> Approximate number of days: 15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/> (for field trips)	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>
<b>Provide Justification for requesting</b>  - Travel for the consultant - Access to use of UNICEF ICT equipment - Access to UNICEF email and shared	
Guidance on Travel and Access to UNICEF email and Resources for consultants	<a href="#">Individual Contract types (sharepoint.com)</a>
<b>Application requirement</b>	<input checked="" type="checkbox"/> Technical Proposal (No more than 3 pages focusing on proposed workplan and methodology) <input checked="" type="checkbox"/> Financial Proposal

**Text to be added to all TORs:**

<sup>1</sup> 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.

Consultants are an important temporary work force that contribute with their knowledge, skills and expertise in their respective fields of work.

The assignment of these contracts requires compliance with policy and guidelines and HR practitioners are best positioned to provide the assistance and advise to manager and hiring offices to ensure the effective and efficient use of this resource.

This page provides information regarding policy and guidelines, forms and documents required for the creation and management of contracts.

Please contact us at [nyhq.consultants@unicef.org](mailto:nyhq.consultants@unicef.org).

Contracts are delivery-based, i.e., the consultant is required to produce pre-determined, tangible, and measurable outputs/deliverables, aligned to the delivery schedule outlined in the Terms of Reference. Any single contract should not exceed 36 months duration to produce a single or set of deliverables under the same contract, to ensure best value for money based on periodic competitive reviews by the office.

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.