

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Type of engagement	Duty Station:
National Consultant for developing Hand Hygiene for All Operational Guidelines.	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Lusaka with possible travel to other provinces
Purpose of Activity/Assignment: To assist the WASH sector in developing operational guidelines for implementing the National Hand Hygiene for All Roadmap (NHH4AR).		
Scope of Work: <p>The overall objective of this assignment is to contribute to ensuring that Zambia has a comprehensive NHH4AR for all contexts and settings with links to COVID-19 and other diseases supported by Operational Guidelines with minimum standards, quality assurance (QA) check lists, protocols and communication materials for all contexts.</p> <p>The specific role of the national consultant is to work with the different sectors involved in implementation to develop Operational Guidelines, Minimum Standards, QA checklists and certification protocols; and communication materials for use in the delivery of hand hygiene programmes in all contexts and settings. These will incorporate gender dynamics, taking into consideration the factors informing the differences in roles of men and women in hand hygiene practices and the learnings from the outbreak of COVID-19 to make the NHH4AR gender responsive.</p> <p>The assignment will also include providing technical support for testing HH4A initiatives in three (3) settings, one district/growth centre, one rural and one urban.</p> <p>Tasks to be completed are as follows:</p> <ul style="list-style-type: none"> (i) Develop/Review Minimum standards, including QA & certification protocols for HH4A for all settings and contexts in the country (ii) Provide technical support to collaborating sectors to implement pilot HH4A activities and consolidate information from pilot activities into draft operational guidelines for each sector (iii) Provide input for developing the hand hygiene roadmap based on lessons learnt from supporting implementation of pilot HH4A activities (iv) Develop operational guidelines for various sectors (WASH, Education, Health, Correctional Facilities, Private Sector, Civil Society etc) to promote/enforce HH4A in relevant settings and contexts in the country in collaboration with key national and sub-national actors. This should cover both development and emergency programming including risk Communication and Community Entry (RCCE) for hand hygiene in emergency situations (v) Develop/review a communication strategy for HH4A through review of existing promotional materials to make it target (audience) specific for all contexts and settings including that for COVID-19. The tasks include: <ul style="list-style-type: none"> ○ Review existing research and documentation to carry out hygiene behavior analysis to identify barriers and enablers in relation to adoption of practices and recommend key be-haviour performance indicators for monitoring. ○ Identify and recommend key communication tactics and channels that can be used to counter key behavioral barriers as well as promote enablers to sustain hygiene practices. 		

In undertaking the above assignment, the Consultant will be required to submit a detailed methodology during the inception phase. The following are guidelines on key aspects of the methodology.

Working with Government and WASH Sector Stakeholders

The Consultant will be required to work closely with the MWDS at national level with visits to target GoG-UNICEF WASH Programme -supported provinces as required.

She/he will join the international consultant developing HH4AR in holding regular planning and review meetings (at least once a month) with the UNICEF and the MWDS sanitation and hygiene focal point.

Collaboration with the International Consultant

To facilitate the development of a comprehensive HH4AR for Zambia, the national Consultant will work together with the International consultant to be recruited by:

- (i) engaging in joint consultations with the coordination platform established to enable government, donors, private sector, civil society organisations (CSOs) to work together in developing the national HH4AR.
- (ii) providing the International consultant with a national perspective from the experiences gained from implementing testing phase of HH4A initiatives in three (3) settings, one district/growth centre, one rural and one urban.
- (iii) co-facilitating consultative workshops with partners including preparation and delivery of power point presentations of the key contents of relevant documents.
- (iv) co-facilitating the validation workshop with key partners including sector stakeholders, private sectors partners, NGOs and CSOs etc. with a focus on the Hand hygiene operational guidelines.

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](#)

Budget Year: 2022	Requesting Section/Issuing Office: WASH Section/UNICEF Zambia.	Reasons why consultancy cannot be done by staff: This assignment requires dedicated time input of 6 months working across the different sectors. Given commitments to ongoing projects, staff cannot afford the time required for this specific assignment. Hence a National Consultant with the required experience will be engaged to undertake this assignment.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes . <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International. <input type="checkbox"/> Both Consultant selection method: <input checked="" type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: NA			
Supervisor: WASH Specialist (sanitation and Hygiene)	Start Date: 01 November 2022	End Date: 30 September 2023	Number of Days (working) 180 days within an 11- month period.

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs :	Timeline	Estimate Budget
1. Develop Minimum standards, including QA & certification protocols for HH4A for all settings and contexts in the country.	Minimum standards including QA & certification protocols submitted	30 days	16.67%
2. Provide technical support to collaborating sectors to implement pilot HH4A activities and consolidate information from pilot activities into draft operational guidelines for each sector.	A report on experiences from the collaborating sectors and indicative steps for sectoral operational guidelines submitted	30 days	16.67%
3. Provide input for developing the hand hygiene strategy based on lessons learnt from supporting implementation of pilot HH4A activities.	A comprehensive review of the proposed hand hygiene strategy undertaken, and written input provided for its refinement.	5 days	8.33%
4. Develop operational guidelines for various sectors (WASH, Education, Health, Correctional Facilities, Private Sector, Civil Society etc) to promote/enforce HH4A in relevant settings and contexts in the country in collaboration with key national and sub-national actors. This should cover both development and emergency programming including risk Communication and Community Entry (RCCE) for hand hygiene in emergency situations.	Operational guidelines for various sectors to promote HH4A in relevant settings and contexts including Risk Communication and Community Entry for hand hygiene in Emergency situations in Zambia submitted.	45 days	25%
5. Develop/review a communication strategy for HH4A through review of existing promotional materials to make it target	A communication strategy with recommendations for audience specific	60 days	33.33%

(audience) specific for all contexts and settings including that for COVID-19.	communication materials for all contexts and settings in Zambia submitted.		
Total		180 days	

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Disciplines: Water and Sanitation, Public health, Programme Communication with a bias in Water, Sanitation and Hygiene related subjects or a field of study relevant to water and sanitation. Additional training in Health Education, or Social and Behaviour Change Communication (Programme Communication) an asset.	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> • At least 5 years, 3 of which should be in the WASH Sector particularly in Hygiene Promotion and Social and behaviour change communication. • Excellent interpersonal and professional skills in interacting with the government and development partners and other stakeholders. • Experience in undertaking similar assignments. • Strong analytical, writing and communication skills • Familiarity with the local social and cultural context is highly recommended 		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/> The consultant will be responsible for his/her office space, internet and personal laptop to perform his/her professional duties. The consultant will be responsible for his/her accommodation, travel and subsistence costs, as applicable.		
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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

Text to be added to all TORs:

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.