**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

|  |
| --- |
| **PART I**  |
| Title of Assignment | *Project Manager for Private Sector Partnerships (PSP)* |
| Section | **WASH** |
| Location | ***Bujumbura*** |
| Duration | **4 months** |
| Start date | **From: 15 May 2020**  |  **To: 14 September 2020** |

**Background and Justification**

*In the context of the ongoing COVID19-epidemic, UNICEF plans a partnership with a soap producer. The soap partnership is part of a broader strategy composed of three pillars. UNICEF and the soap producer will 1) reduce the retail price of soap, 2) launch mass communication campaigns through all media to promote hand washing and inform people about the reduced price of the soap, 3) advocate for opening of public fountains 24/7 free of charge in the whole country. With soap and water available and the willingness to wash hands, UNICEF will successfully change handwashing behaviour in Burundi.*

*This form of partnership is unusual and requires important efforts in terms of supervision and monitoring, due diligence, making sure that beneficiaries benefit effectively from the action, while reducing the risk of resources lost for the cause of children. Public relations will have to be managed proactively so that the action is well understood and perceived by the broader public, both in Burundi and abroad. The action also includes the management of relations with the Government.*

*In addition to the soap partnership, the Construction unit is currently discussing a potential partnership with a solar energy company, which would involve the delivery of hygiene items and of solar installations for Healthcare Facilities and Schools. The discussion is still ongoing, and the partnership is not yet agreed upon; however, if it materialises, the consultant would also manage this project. For the related tasks s/he would be supervised by the Construction Manager.*

*Given the innovative nature of the task, and the limitation of the action to a duration of 3-6 months, an International Consultant is best placed to carry out the tasks.*

**Scope of Work**

1. ***Goal and Objective*:** *Under the supervision of the Chief WASH, the consultant will manage one or two private partnership projects, namely the soap project, and potentially the solar panel project. Management of these project contains the planning of the partnership activities, communication with the partner, weekly coordination meetings with partners and UNICEF-internally, field supervision missions, production of monitoring reports, and final reporting on the projects.*
2. ***Provide details/reference to AWP areas covered:***

***Activity 2.5:*** *Assurer la préparation et la réponse à l'urgence des zones à haut risques à travers la fourniture des services minimum d'accès à EAH.*

1. ***Activities and Tasks:***
* *Overall management of soap and solar panel projects;*
* *Planning of the partnership activities;*
* *Communication with the partners;*
* *Propose and implement support actions for small producers who are not part of the soap network;*
* *Organisation of weekly coordination meetings with partners and UNICEF-internally, and sharing the minutes;*
* *Carrying out field supervision missions, and collaborating with construction engineer to obtain their support in solar equipment implementation follow-up;*
* *Carrying out due-diligence tasks on partnerships;*
* *Production of monitoring reports;*
* *Final reporting on the projects;*
* *Contributing to resource mobilisation for the partnerships and other activities that will be determined;*
* *Providing other tasks related to his/her competences according to the needs of the CO.*
1. ***Work relationships:***
* *Under the delegated responsibility of the Chief WASH, the consultant carries out all activities in relation to the soap partnership.*
* *Under the delegated responsibility of the Construction Manager, the consultant carries out all activities in relation to the solar panel partnership*

*The consultant ensures a functional link with the office's Emergency Unit in order to participate in the coordination forums and to report on the actions undertaken in this framework.*

1. ***Outputs/Deliverables:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **Duration****(Estimated # of days or months)** | **Timeline/Deadline** | **Schedule of payment** |
| Soap partnership: Minutes of weekly status meetings (electronic submission, in French or English); |  | Every week |  |
| Soap partnership: Monthly progress reports (electronic submission, in French or English); |  | Every month | 25% payment at each monthly report, to be delivered 30, 60, 90 and 120 days after contract start date.  |
| Soap partnership: Monthly 1-pagers are prepared and formatted, for distribution to a large audience (UNICEF-internally and externally) (electronically; **in English and French**) |  | Every month |  |
| Soap partnership: Mission reports are shared periodically, for at least 2 field missions per month.  |  | Twice per month |  |
| An operational proposal on how to support small scale soap producers is submitted and finalised with inputs from colleagues |  | 2 weeks after the start of the consultancy |  |
| Solar panel partnership: Monthly 1-pagers are prepared and formatted, for distribution to a large audience (UNICEF-internally and externally) (electronically; **in English and French**) |  | Every month |  |
| Solar panel partnership: Monthly progress reports (electronic submission, **in French and English**); |  | Every month |  |

**Payment Schedule**

*The fees will be paid in instalments of 25% upon delivery of the four monthly soap project reports which are due 30, 60, 90 and 120 days after the contract start date.*

**Desired competencies, technical background and experience**

1. *Education: First degree in a subject related to business or international development;*
2. *Should have at least 5 years’ experience in either business or international development (NGO, Government, or United Nations);*
3. *Required work experience: 5 years;*
4. *Competencies:*
* *Builds and maintains partnerships*
* *Demonstrates self-awareness and ethical awareness*
* *Drive to achieve results for impact*
* *Innovates and embraces change*
* *Thinks and acts strategically*
* *Works collaboratively with others*
1. *Languages: Should be fluent in English and French, both written and spoken.*

**Administrative issues**

* *The consultant will work in close collaboration with the following stakeholders:*
	+ *Main supervisor: Chief WASH (for soap project)*
	+ *Secondary supervisor: Construction Manager (for* Solar panel partnership*)*
	+ *UNICEF colleagues: Chief Communication, Supply Manager, Chief Operations, Head of Emergency Unit;*
	+ *Partners: Different staff of the soap company and the solar panel company.*
* *Progress meetings can take place at UNICEF premises, private companies’ premises, Ministries, during field visits, and online via Zoom, Whatsapp, or Skype.*

**Conditions**

* *UNICEF will provide a workplace and laptop for the duration of the consultant’s assignment.*
* *Should the current COVID19-related work-from-home arrangement still be in place during the consultant’s assignment, the consultant will be expected to work from his home in Bujumbura and organise meetings through online tools such as Zoom, Whatsapp or Skype.*

*S/he should however be available for occasional in-person meetings.*

* *Burundi Country Office entitlements and conditions of service are governed by UNICEF policies.*

**Risks**

*Because of the COVID19 epidemic, travel restrictions that are currently in place make travel to Burundi very difficult. That’s why an international consultant that can be recruited locally would be preferred.*