

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title		Type of engagement	Duty Station
Contractor for Knowledge Documentation and Sharing for South Sulawesi Province		<input type="checkbox"/> Consultant (ZCON) <input type="checkbox"/> Individual Contractor Part- Time <input checked="" type="checkbox"/> Individual Contractor Full- Time	Makassar
Purpose of Activity/Assignment (Link with AWP/ MYWP or IMEP) <p>The purpose of this assignment are twofold:</p> <ol style="list-style-type: none"> (1) To provide project management and technical support to provincial and districts governments on knowledge documentation and sharing as well as strengthening horizontal learning of water, sanitation and hygiene (WASH) programme in South Sulawesi province (2) To act as the focal point on knowledge management on WASH at the provincial level, as well as its linkages to the national and district levels. <p>This purpose is in line with AWP Output 2.1, 2.2, 2.3, 2.4, and 2.5.</p> <p>Background and Purpose</p> <p>The UNICEF WASH program supports the acceleration of the government sanitation program on achieving sanitation targets of Safely Managed Sanitation and Open Defecation Elimination. Furthermore, UNICEF WASH also advocates for adequate WASH facilities (hardware and hygiene promotion) in schools and health facilities.</p> <p>South Sulawesi province has achieved 85.40 per cent access to basic sanitation in 2020. However, only 1.92 per cent of the population in this province has access to safe sanitation (Bappeda Kab/Kota, 2020). The Government's priority as stated in the RPJMN 2020-2024 is to achieve at least 90 per cent basic sanitation, including 15 per cent safe sanitation. Therefore, improving the quality of sanitation access also needs to be prioritized, to fully achieve SDGs targets on safe sanitation.</p> <p>Throughout the pandemic, South Sulawesi ranked as the 4th highest province reporting the largest number of COVID-19 cases. WASH is considered an important intervention in preventing the spread of coronavirus through interventions promoting basic hygiene and the management of environmental health. After implementing immediate emergency support response in 2020 and 2021, further interventions are needed to reach the WASH targets, including addressing emerging issues of WASH in institutional facilities, resiliency in WASH, WASH in emergency, as well as and climate change.</p> <p>As per AWP 2022, priorities have been established with government and CSO counterparts to ensure the effective and strategic interventions in South Sulawesi province. The focus is to enhance the role of the province as a knowledge broker to its districts to be able to improve the capacity of the stakeholders, utilize the available budgets more effectively, and formulate evidence-based policy to achieve the specified targets, through knowledge documentation and sharing, horizontal learning, and assisted coaching.</p> <p>Purpose of Assignment</p> <p>UNICEF Indonesia is seeking the services of a dedicated contractor to support the project implementation, including knowledge management (KM), as part of WASH programme in South Sulawesi province.</p> <p>The contractor will work under the overall guidance of the Chief of Field Office Makassar and day-to-day supervision of the WASH Officer based in Makassar, South Sulawesi province.</p> <p>Scope of Work</p> <p>Key tasks include, but not limited to:</p> <ol style="list-style-type: none"> 1. Leverage communities' awareness and demand on safely managed sanitation <ul style="list-style-type: none"> ▪ In coordination with local governments, select pilot location for the initiative on communication for the development of safely managed sanitation. ▪ Identify and engage potential community groups to work together on the public communication on safely managed sanitation. ▪ Develop a draft communication plan in coordination with C4D colleagues. 			

- Support the development of communication material including infographics, IEC materials, social media content, blog posts, case studies, etc.

2. Mobilize alternative financing for safely managed sanitation

- Assess current financing sources for investment/development of safely managed sanitation, including coming from users through tariffs or fees.
- Identify potential financing sources to support households in having access to safely managed sanitation, particularly vulnerable households.

3. Advocacy support on urban sanitation climate resilience

- Develop an advocacy plan which will include the identification of key stakeholders and decision makers, preparation of high-level meetings, monitoring of the advocacy efforts etc, while the UNICEF WASH officer is responsible for advocacy material development and clear target setting as a result of advocacy efforts to drive.
- Arrange regular meetings or discussions with relevant stakeholders.

4. Provide assessment to Coordinating Platform (Pokja PKP) capacity and support development of provincial roadmaps building on the SDG-6 plan in the Province level

- Assess and analyse the capacity of the Provincial WASH Working Group on institutionalisation and localisation of sanitation targets and its needs for knowledge sharing.
- Contextualize the planned initiatives and activities related to strengthening the capacity of Provincial WASH Working Group in South Sulawesi on knowledge documentation, knowledge sharing, and horizontal learning in WASH programme.
- Lead technical discussions with key stakeholders, and prepare necessary materials including analysis of current WASH progress, review of strategies and budgeting to help local government develop their roadmaps.

5. Assist the province and selected districts on the identification and compilation of WASH best practices for scaling up and cross-learning to address WASH challenges and bottlenecks for achieving universal WASH access

- Facilitate a series of consultation meetings with selected District WASH Working Group and CSO implementing partners on the promising WASH best practices/case studies to be showcased.
- Identify lessons learned and key factors and barriers that prevent or impede, as well as support, strategies, and interventions.
- Review, draft, and support compilation of best practices or lessons learned at districts levels, especially, but not limited to, on STBM and SMS issue.
- Conduct a series of consultation meetings with other potential collaborators for knowledge showcasing/horizontal learning (youth groups, universities, and private sectors).

6. Analyze enabling factors and document WASH best practices together with actionable recommendations

- Gather necessary information and data collection from relevant parties, including CSO partners and government partners, which is not limited to conducting desk reviews on current governments policies and strategies, as well as relevant best practices and lessons learned on addressing challenges in the WASH implementation.
- In collaboration with the implementing CSO partner, review and compile the documentation of piloting activities in several districts (behaviour change promotion/OKY campaign/sanitation inspection tools piloting).
- Consult with KM Officer/WASH Officer/Specialist to gather relevant reviews/inputs to the compendium.
- Draft and finalize KM compendium from case studies/piloting from selected districts for national consumption.
- In collaboration with implementing CSO partner, contribute to the development of communication materials including infographics, IEC materials, and social media contents.

7. Set up strategies for scaling up WASH best practices, adopting learnings and its monitoring at the provincial level including cross-learning opportunities

- Develop KM dissemination action plan with Provincial Pokja PKP and its follow up activities (showcasing/horizontal learning).
- Provide technical support on the knowledge showcasing and/or horizontal learning activities, and their monitoring and reporting.
- Develop a review report on KM documentation and sharing in South Sulawesi province.

Key Deliverables:

The consultant will develop several outputs, i.e.:

<ol style="list-style-type: none"> 1. Public communication plan, which will include a list of pilot locations, proposed activities, and local institutions involved with clear roles and responsibilities. 2. Draft communication materials as required for the public demand and awareness raising activity. 3. Assessment report on financing source for safely managed sanitation. 4. Draft advocacy plan on urban sanitation climate resilience. 			
Supervisor:	Start Date:	End Date	Number of Days (working)
WASH Officer Makassar	June 2022	February 2023	Full time for 8 months
Work Assignment Overview (SMART)*			
Tasks/Milestone		Deliverables/Outputs	Timeline
Consultant for Knowledge Documentation and Sharing for South Sulawesi Province – The key deliverables are outlined below			
Leverage communities' awareness and demand on safely managed sanitation	<ul style="list-style-type: none"> - A list of pilot locations for communication for development of safely managed sanitation - A briefing note on potential community groups with a clear expected role in conducting public communication on safely managed sanitation - A draft communication plan in coordination with C4D colleagues - Draft communication material including infographics, IEC materials, social media content, blog posts, case studies, etc. 		
Mobilize alternative financing for safely managed sanitation Advocacy support for urban sanitation climate resilience	<ul style="list-style-type: none"> - Assessment report on current financing sources for investment in safely managed sanitation. - A list of potential financing sources with proposed investments - Draft advocacy plan - Minutes from meetings or discussions with relevant stakeholders 		
Review the capacity of Provincial WASH Working Group on KM, mapping best practices, and stakeholders Develop an action plan on knowledge documentation, knowledge sharing, and horizontal learning in WASH programme.	<ul style="list-style-type: none"> - Review report on the capacity of Provincial Pokja PKP on knowledge documentation and sharing - Initial mapping documents on knowledge documentation at the Province level - Monthly report 		
Facilitate a series of consultation meetings with selected District WASH Working Group and CSO implementing partners on the promising WASH best practices/case studies to be showcased Identify lessons learned and key factors and barriers that prevent or impede, as well as support, strategies, and interventions	<ul style="list-style-type: none"> - Mapping document of potential best practices/case studies from districts on WASH (SMS/STBM) and its stakeholders - Monthly report 		
Gather necessary information and data collection from relevant parties, including CSO partners and government partners, which is not limited to conducting desk reviews on current governments policies and strategies, as well as relevant best practices and lesson learned on addressing challenges in the WASH implementation	<ul style="list-style-type: none"> - The first draft of a compendium of case studies in districts in South Sulawesi, with its plan for potential showcasing/horizontal learning activities - Monthly report 		
In collaboration with implementing CSO partner, review and compile the documentation of piloting activities in several districts (Behaviour Change	<ul style="list-style-type: none"> - The First draft of a compilation of implemented piloting activities in South Sulawesi - Monthly report 		

<p>promotion/OKY campaign/Sanitation Inspection Tools piloting)</p> <p>Consult with KM Officer/WASH Officer/Specialist to gather relevant reviews/inputs to the compendium</p>		
<p>Draft and finalise KM compendium from case studies/piloting from selected districts for National consumption</p> <p>In collaboration with implementing CSO partner, contribute to the development of communication materials including infographics, IEC materials, and social media contents</p>	<ul style="list-style-type: none"> - The final draft of KM compendium from case studies from districts/pilot activities in South Sulawesi - Monthly report 	
<p>Develop KM dissemination action plan with Provincial Pokja PKP and its follow up activities (showcasing/horizontal learning)</p> <p>Provide technical support on the knowledge showcasing and/or horizontal learning activities, and their monitoring and reporting</p>	<ul style="list-style-type: none"> - Action plan for KM dissemination (showcasing/horizontal learning) - Detailed final report highlighting the achievement of deliverables, challenges, assessment, and way forward - Monthly report 	
Minimum Qualifications required:	Knowledge/Expertise/Skills required	
<p><input type="checkbox"/> Bachelors</p> <p><input checked="" type="checkbox"/> Masters</p> <p><input type="checkbox"/> PhD</p> <p><input type="checkbox"/> Other - <i>please describe</i></p>	<ul style="list-style-type: none"> ▪ One suitably qualified professional with a degree in Environmental Engineering, Public Health, Environmental Studies, or Social Sciences with solid experience of working on review and documentation, especially linked to WASH issues ▪ Minimum 5 years of relevant experience ▪ Have knowledge and experience of the urban/rural water supply and or sanitation programmes (e.g., PPSP, Pamsimas, STBM, IUWASH), at the National and/or Sub-national level ▪ Understanding the WASH sector in the Indonesian context as well as the related Government structures for program implementation at the sub-national and national level i.e., National Program for Sanitation Development is an advantage ▪ Have experience and interested in the knowledge management, advocacy, and participatory monitoring and evaluation; preferably have published advocacy and scientific briefs already ▪ Should be updated on development issues, social policies, and economic issues, and can liaise with various departments, institutions, NGOs and experts. ▪ Knowledge, the ability to use computer, MS Office, is essential. ▪ Excellent written and oral communication skills in Bahasa Indonesia is mandatory, capability of speaking and writing in English is a very strong asset. 	