

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: WASH International consultant			Workplace of Consultant: Cox's Bazar Field Office base and support to BCO and other Field Offices
<p>Background:</p> <p>Six years into the crisis, Cox's Bazar District of Bangladesh hosts more than 970,000 Rohingya refugees, of which 52% are children, in 33 congested camps in Cox's Bazar District. Additionally, as part of the Government of Bangladesh's plans to relocate up to 75,000 Rohingya refugees to Bhasan Char, more than 30,748 refugees have been relocated to the island until 31 January 2024. This protracted crisis amidst competing global priorities such as conflicts and other humanitarian crisis elsewhere, combined with donor fatigue, has resulted in decreased funding over the recent years. Given the recent and anticipated decline in funding, it is necessary to improve the effectiveness of the refugee response, gain efficiencies, and look at long-term and sustainable solutions.</p> <p>UNICEF is committed to leaving no child behind and assisting children and their families, especially the most vulnerable, in line with SDG-6, "clean water and sanitation for all". UNICEF's country strategy in Bangladesh supports the government's efforts to advance the universal realisation of children's rights, particularly those most disadvantaged and excluded, to achieve the country's target. One of the outcomes of the UNICEF Country Programme (2022-2026) is to ensure that all children and women have access to and utilise quality, equitable, resilient, and sustainable WASH services and adopt appropriate hygiene behaviours and care practices.</p> <p>Cox's Bazar faces socioeconomic vulnerabilities worsened by the refugee crisis. The district has poor WASH indicators, impacting both host communities and refugees. The influx of Rohingya refugees has put an enormous burden on the poor WASH situation of the host communities. It has also impacted the host community's prices, labour wages, and agricultural lands, including groundwater. It is thus increasingly critical to address the needs of the host communities to reduce tensions and increase the prospects of a peaceful relationship between the refugees and the host community. In Cox's Bazar, UNICEF supports WASH programme activities in the camps and host communities of Teknaf and Ukhiya and other non-JRP sub-districts of Cox's Bazar to enhance collaboration and social cohesion between refugees and host communities. The host community programme has been heavily service-driven and scattered. Strengthening the triple nexus (humanitarian, development, and peacebuilding) is critical to ensure sustainable and long-term solutions. UNICEF intends to scale up its WASH programme in Cox's Bazar District, particularly to strengthen the WASH enabling environment, WASH in institutions and evidence generation and documentation. UNICEF is hiring the service of an individual consultant to support the UNICEF Bangladesh WASH programme in scaling up its programme in the host community and improving the cost efficiency of its Rohingya response.</p> <p>Purpose of Activity/Assignment:</p> <p>The purpose of this consultancy is to provide technical expertise and strategic guidance for strengthening and scaling the sustainable WASH programme in Cox's Bazar, including supporting the identification of best practices to support learning/training opportunities for the wider humanitarian community. The consultant will work with UNICEF WASH teams, government agencies, NGOs, national consultants, and other partners to design and implement effective WASH interventions in Cox's Bazar District.</p> <p>Scope of Work</p>			

The selected consultant is expected to work under the overall guidance of the Chief of WASH and technical supervision of the WASH Manager, and s/he will primarily be responsible for the following tasks:

1. **Evidence generation and funding mobilisation for strengthening sustainable WASH interventions** – The consultant will support the WASH team and partners in designing and leading - specific WASH needs assessment and study to identify potentials for long-term WASH infrastructure to strengthen triple nexus. This will require field visits, engagement with communities, government and other stakeholders, as well as a desktop review of documents. The consultant will also guide the development of assessment tools in consultation with the WASH team and partners. Key tasks for this deliverable will include:
 - 1.1 Conducting feasibility assessment of building shared WASH facilities for refugee camps and host communities such as centralised FSM, Solid Waste Management, water supply system, etc.
 - 1.2 Pre-feasibility study of protection and use of traditional water ponds for drinking water in Teknaf. Make recommendations for conducting a technical feasibility study, including designs.
 - 1.3 Provide strategic support and guidance to the WASH team and partners in conducting a rapid assessment of WASH in Learning Centres in the camps and prepare a plan to improve WASH facilities and services. Design questionnaires for data collection and interviews and support partners or Third-Party Monitoring agency to collect data. Based on the data/information, develop a plan. WASH IM Officer and WASH Officers will work with the consultant for data analysis and reporting.
 - 1.4 This preparatory work main's objective is the development and follow-up of funding proposals for the above and this in collaboration with the Cox's Bazar and Dhaka WASH team.
- 2 **WASH in institutions - schools, learning centres, and health facilities** – The consultant will support a national consultant and WASH team in reviewing the school curriculum to improve WASH in schools. The consultant will also be expected to engage and work with the education section of UNICEF and its partners in Cox's Bazar and other field offices. S/he will support the WASH team and SBC to explore innovative approaches for promoting hygiene behaviours through sport. Tasks under this deliverable will include:
 - 2.1 Guide and support the analysis of the findings from the School Curriculum (Test Book) analysis conducted by Cox's Bazar Field Office and develop a plan for strengthening the WASH in School (WinS) programme in Cox's Bazar district. Assess and make recommendations on the possibility of expanding this to the other Field Offices. A national consultant will review the school curriculum in Bengali and prepare summary of findings in English which will be used for developing WinS programme.
 - 2.2 Develop a Concept Note on Football for WASH (Football for young and adolescent Girls) for the host communities in Cox's Bazar District. This process will need a meeting with the District Education Office and UNICEF Education Team and a visit to selected schools for interviews and FGD.
 - 2.3 Draft a funding proposal for WASH in schools using the Three Star Approach. The proposal will include capacity development of schoolteachers and service delivery in selected districts under the Field Offices.
 - 2.4 Develop funding proposals for WASH in healthcare facilities based on an evaluation of the current WASH conditions in the host population Health Structures.
- 3 **District WASH Plan:** The consultant is expected to support WASH in developing a clear TOR and road map for creating a district WASH plan. S/he will consult various stakeholders on identifying needs and priorities for the district plan to be considered for developing TOR. Key deliverables include:

3.1	Analyze relevant documents and draft Concept Note for developing District WASH Plan for achieving SDG targets.
3.2	Review District and Sub District level sector coordination mechanism. Identify gaps and needs for effective coordination and support to prepare action plans accordingly.
3.3	Facilitate smooth coordination and strategic engagement among WASH partners, government and donors.
4.	Gender inclusion and WASH: The consultant will support developing a TOR for Gender and inclusion review and analysis of the WASH programme in refugee camps (e.g. develop activities for post-menarche adolescent refugee girls, launch female UNVs to support key positions)
5.	The transitional planning process for the takeover of additional camps: provide strategic support, advice and guidance to the WASH team in developing a transitional plan for taking on other WASH responsibilities.
6.	Distance Learning Course: Review and analyse successful WASH programme interventions, identify the topics, and draft Concept Note/proposal for a Distance Learning Course (online learning course) targeting government officials and CSO partners. Two possible areas are FSM and groundwater monitoring in Cox's Bazar.
7.	Undertake any other tasks related to coordination, document preparation, and process facilitation, upon request by the Chief, WASH/ Supervisor.

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Conduct feasibility assessment for construction of shared WASH facilities for refugee camps and host communities, including protection and use of traditional water ponds for drinking water supply in Teknaf and develop funding [proposals in collaboration with the CxB and Dhaka team	Completion of assessment of the feasibility of shared WASH facilities and WASH in learning centres with Report and project proposals.	4 weeks	
Support the national consultant and WASH team in reviewing the school curriculum to improve WASH in schools. Support in developing funding proposals and concept notes to explore innovative approaches for promoting hygiene behaviours through sport.	Analysis of school Curriculum (Test Book) completed. Funding proposals were developed for WASH in schools and health facilities.	8 weeks	
Support WASH in developing a clear TOR and road map for developing a district WASH plan.	Draft Concept Note and TOR for developing District WASH Plan for achieving SDG targets completed	4 weeks	

Support developing a TOR for Gender and inclusion review and analysis of the WASH programme in refugee camps	Draft TOR completed	4	
Provide strategic advice and guidance to the WASH team in developing a transitional plan for taking additional WASH responsibilities.	WASH transitional plan completed through support from the consultant	On need basis	
Review and analyse successful WASH programme interventions, identify the topics and draft Concept Notes/proposals for Distance Learning Course (online learning course) targeting government officials and CSO partners. Two possible areas are FSM and groundwater monitoring in Cox's Bazar.	Review and analysis of distance learning opportunities completed with key topics identified	6week	

Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

Checklist for VA and hiring managers

1. Technical Offer:

Based on the careful study of the TOR and deliverables, provide (1) information on the way you intend to achieve the outputs of the assignment and complete the deliverables. (2) Please elaborate on the timeline and milestones. (3) Also indicate references to the similar assignments that you performed & their contacts, and (4) attach your CV.

2. Financial Offer:

Should be an all-inclusive (lump-sum) fee for all deliverables and complete output of the assignment as described in the TOR. It should include among others consultancy fee, associated administrative cost, all living and travel cost (please see travel plan in the TOR if applicable). UNICEF will not cover any additional cost. Payment schedule that is linked to milestones and completed deliverables should be included.

The offers will be evaluated as follows:

Criteria	Weight	Points/amount
Qualifications	20%	
Education qualification		1-5
Years of relevant experience		
References to similar assignments		
Technical Offer	50%	
clear methodology indicating how to achieve the outputs of the assignment and complete the deliverables		
Detail out timeline and milestones		
Financial Offer	30%	
Payment schedule linked to milestones		
All-inclusive fee		
TOTAL	100%	

Child Safeguarding Certification

(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. <i>**"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3a. Is this a Child data role? *:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) <i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is this a Safeguarding response role* <i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Is this an Assessed risk role*? <i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.

