

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title	Funding Code	Type of engagement	Duty Station:
National Consultant for support implementation of WASH emergency and recovery in the context of flood and storm in Northern Mountain Provinces of Vietnam		<input checked="" type="checkbox"/> Consultant	Home-based with travel to Northern Mountain Provinces

Purpose of Activity/Assignment:

The WASH in Emergency consultant will support the UNICEF Country Office in Vietnam in the planning, implementation, monitoring and evaluation of UNICEF's WASH emergency response and recovery efforts and advocacy to safeguards and improve public health of emergency-affected populations. The focus will be on programming to ensure improved hygiene practices, access to safely managed water and sanitation and recovery efforts in the context of the current Flood and storm in Northern Mountain Provinces in line with UNICEF's Core Commitments for Children (CCC) in Emergency and national/ international humanitarian standards.

Scope of Work:

Vietnam, as a lower middle-income country since 2010, is at critical juncture in its development journey, especially under the New Sustainable Development Goals (SDGs) framework which provides a strengthened partnership platform for supporting Vietnam's efforts towards achieving key national priorities. With the increasing national capacity to invest its own resource for the development programs, UNICEF is increasing its role in upstream advocacy and technical assistance to eliminate barriers and bottlenecks across sectors including in the water and hygiene (WASH).

Since 6 September 2024, the Northern Mountain region of Viet Nam has been hit by the third storm, Typhoon Yagi. This is the strongest to hit Asia and Vietnam this year, which have brought unprecedented heavy rains resulting in landslides and cascading floods. The Viet Nam Disaster Management Authority (VDMA) has recorded that the Typhoon Yagi kills 292 people, 140 people missing and destroys homes across north of country as of 11 September 2024. The Government of Viet Nam organized rapid assessments to the most affected provinces and released a call for emergency relief and support. The project aims to address immediate needs of water and sanitation, health and nutrition and child protection supplies and services, reducing the risk of water-related diseases, micronutrient deficiency and severe acute malnutrition of children under five; reduce the risk of abuse, exploitation and violence against children and women in affected communities.

The assessments found that the landslides and floods have deprived communities' access to safe water supplies and sanitation facilities, as systems have been damaged or destroyed. The affected populations urgently require safe and equitable access to a sufficient quantity and quality of water and sanitation services. The project aims to reach the affected communities and families with improved water supply systems and sanitation facilities in affected households, schools and health centers. The interventions, include provision of WASH supplies including water filters, and improving water treatment services, safe storage facilities, strengthening water quality monitoring, improving access to hygienic latrines particularly in schools and health centres and safe excreta management;

In response to the floods and storms and following requests from the Ministry of Agriculture and Rural Development for supporting impacted provinces, as part of UN joint wide efforts, UNICEF has been providing critical support to the government of Viet Nam to prepare for, take early action, and respond to both emergency situations. At the request of the government, UNICEF is providing water storage facilities, and delivering key messages for the targeted communities on WASH, Health and Nutrition, Education, Child Protection. The emergency response aims to address immediate needs for water and sanitation, health and nutrition and child protection supplies and services, reducing the risk of water-related diseases, micronutrient deficiency and severe acute malnutrition of children under five; reduce the risk of abuse, exploitation and violence against children and women in affected communities.

The incumbent Emergency WASH Consultant is expected to bring in critical inputs to the emergency component of WASH programming to meet to the UNICEF's CCC in emergency with the overall supervision of Child Survival and Development (SCD) Section Chief. The position further aims to provide technical assistance for the recovery

component of WASH programming with special focus on risk informed programming and humanitarian-development continuum. This in turn will help UNICEF to demonstrate DRR/CCA incorporated into the overall rural development programs in selected provinces and help scale up across the country.

Due to the need to ensure a timely and effective WASH response to the current flood emergency, it is necessary to recruit an Emergency WASH Consultant to enhance the CSD's capacity to effectively respond to key commitments in the areas of WASH response to provide life-saving support to affected communities, as well as recovery and enhanced preparedness and resilience measures.

The Consultant will be required for 150 days in the period from 20 September 2024 to 31st December 2025.

Purpose and Objectives

The Consultants will support CSD to effectively carry out planned WASH interventions through leading the information, coordination, implementation, monitoring and support of WASH emergency response at national and local levels in Northern Mountains provinces such as Yen Bai, Lao Cai, Cao Bang, Bắc Kan, Thai Nguyen, Bac Giang and others as needed, including supply distribution planning and monitoring at provincial, district and commune levels.

Summary of Key Functions/Accountabilities

1. Provide technical support to the MARD/NCERWASS, MOET, VIHEMA and other national counterparts and target provinces in implementation and management of emergency WASH Interventions as per agreed workplan and budget;
2. Coordinate with logistics supply to ensure timely local distribution planning, and distribution reporting. Ensure proper and timely accountability against policies and procedures, including feedback mechanisms and complaint management;
3. Collaborate effectively with national and provincial partners in implementation of a monitoring plan to follow up the UNICEF's response in WASH sector, incorporating required changes into planned activities with special attention to specific needs of women, children and people with disabilities, as well as other cross-cutting areas;

Location

The consultant is expected to work from home, preferably in Ha Noi, have meetings virtually and/or at UNICEF and partner offices, and conduct field trips to the project provinces, including the northern mountain provinces including but not limited to Yen Bai, Lao Cai, Cao Bang, Bắc Kan, Thai Nguyen, Bac Giang .

Tasks

Task 1: Provide direct technical support to the MARD/NCERWASS, MOET, VIHEMA and other national counterparts and target provinces in implementation and management of emergency WASH Interventions as per agreed workplan and budget;

- 1.1. Work with NCERWASS, VIHEMA, MOET and targeted provinces for the emergency supply distribution planning, implementation and reporting by partners at all levels to support timely completion of key deliverables complying with good quality and accountability standards.
- 1.2. Contribute to the WASH reporting in accordance with UNICEF'S CCC based humanitarian performance monitoring criteria;
- 1.3. Participating in the WASH Sector co-ordination meetings as required;

Task 2: Coordinate with logistics supply to ensure timely local distribution planning, and distribution reporting. Ensure proper and timely accountability against policies and procedures, including feedback mechanisms and complaint management;

- 2.1. Provide WASH-specific inputs to funding proposals for floods and storm emergencies;
- 2.2. Working with local authorities, provide monitoring of distribution of WASH supplies for floods, emergencies including weekly distribution reports during the acute response phase of emergencies ;

Task 3: Collaborate effectively with national and provincial partners in implementation of a monitoring plan to follow up the UNICEF's response in WASH sector, incorporating required changes into planned activities with special attention to specific needs of women, children and people with disabilities, as well as other cross-cutting areas;

- 3.1. Undertake field visits to monitor programme implementation and provide technical assistance to target provinces as requested and collect and report disaggregated data on beneficiaries and the use of WASH supplies;
- 3.2. Liaise with relevant local authorities and community leaders to ensure community participation, local ownership of the WASH problems and solutions;
- 3.3. Provide inputs for join WASH in emergency working groups to coordinate, share and update. response plan and implementation, results and assessments if any;
- 3.4. Monitor the WASH-related emergency and recovery programming implementation and adjustment in close cooperation with relevant programme and communications sections;
- 3.5. Monitor progress and outputs of trainings on WASH, BCC campaign messages organized by MARD and PCERWASS for provincial, district and commune health workers, teachers to foster timely and quality delivery of capacity building component and follow up of training courses;

Methodology

The Consultant will be supervised by WASH Specialist, UNICEF Viet Nam. The Consultant will however work on a regular basis with relevant UNICEF Sections, MOH, MOET and MARD Departments, UN Agencies, as well partners in the WASH in Emergencies Sector Working Group.

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: 2024-2025	Requesting Section/Issuing Office: CSDE/VCO		
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 Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input checked="" type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: WASH Specialist - CSDE		Start Date: Sep 20	End Date: Dec 31 st , 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	
<p>Task 1: Provide direct technical support to the MARD/NCERWASS, MOET, VIHEMA and other national counterparts and target provinces in implementation and management of emergency WASH Interventions as per agreed workplan and budget;</p> <p>1.1. Work with NCERWASS, VIHEMA, MOET and targeted provinces for the emergency supply distribution planning, implementation and reporting procured by executed by UNICEF and partners to support timely completion of key deliverables complying with good quality and accountability standards.</p> <p>1.2. Provide inputs to UNICEF’s WASH reporting in accordance with UNICEF’S CCC based humanitarian performance monitoring criteria;</p> <p>1.3. Participating in the WASH Sector co-ordination meetings as required</p>	<ul style="list-style-type: none"> • Assessment of post-storm/flood impact of proposed intervention areas • Emergency supply distribution plans for intervention provinces. • Report of implementation of activities 	<p>Sep – Dec, 2024</p>	
<p>Task 2: Collaborate effectively with national and provincial partners in implementation of a monitoring plan to follow up the UNICEF's response in WASH sector, incorporating required changes into planned activities with special attention to specific needs of women, children and people with disabilities, as well as other cross-cutting areas;</p> <p>2.1. Undertake field visits to monitor programme implementation and provide technical assistance. to target provinces as requested and collect and report disaggregated data on beneficiaries and the use of WASH supplies and upgraded WASH facilities</p> <p>2.2. Liaise with relevant local authorities and community leaders to ensure community participation, local ownership of the WASH problems and solutions;</p> <p>2.3. Provide inputs for WASH in emergency working groups to coordinate, share and update. response plan and implementation, results and assessments if any;</p> <p>2.4. Monitor the WASH-related emergency programming implementation and adjustment in close cooperation with relevant programme and communications sections;</p> <p>2.5. Work with C4D team to design, deliver and monitor progress and outputs of trainings on WASH, BCC campaign messages organized by MARD and PCERWASS for frontline workers, teachers to foster timely and quality delivery of capacity building component and follow up of training courses;</p>	<ul style="list-style-type: none"> • Field trip reports; • Training curriculum and materials • Reports on monitoring the implementation progress and outputs of trainings; 	<p>Jan 2025- Sep 2025</p>	
<p>Task 3: Support relevant partners to develop the disaster recovery framework/ plan in order to restore WASH infrastructure, services and institutions to pre-disaster levels in disaster affected areas and in so doing contribute to the development of the WASH subsector as a whole.</p>	<ul style="list-style-type: none"> • Needs assessment report and 	<p>Jan 2025- Sep 2025</p>	

<p>3.1. Monitor the WASH infrastructure recovery implementation as per the plan outlined in the disaster recovery framework/plan</p> <p>3.2. Technical support to relevant partner for resumption of WASH services (including improved operation and maintenance systems); Restoration of governance (including the regulation and training of service providers); Reduction of new risks and vulnerabilities as a result of the disaster (including modelling and planning to reduce the risks of repeat events and climate change mitigation – Develop the Safe Water Supply Plan)</p>	<p>identification of WASH infrastructure recovery needs from local authorities/agencies</p> <ul style="list-style-type: none"> • Field trip report on recovery implementation • Training report (if any) 		
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Payment schedule:

The payment for the consultancy will be in 3 instalments:

Payment 1: Upon submission of deliverables for task no.1: (50 working days) + travel costs for task 1

Payment 2: Upon submission of deliverables for task no.4: (40 working days) + travel costs for task 2

Payment 3: Upon submission of deliverables for task no.3: (60 working days).

Minimum Qualifications required*:

Bachelors Masters PhD Other

Disciplines:

WASH, rural development, environmental science, emergency management or other relevant areas.

*Minimum requirements to consider candidates for competitive process

Knowledge/Expertise/Skills required *:

- Master degree or equivalent experience in Public Health, Environmental Science, Water and Sanitation Engineering, Emergency Programme Management, and other related fields;
- Minimum 7 years of progressively responsible professional work experience in the UN or any other international development organization, national government, or the private sector.
- Field work experience including community mobilization approaches on WASH
- Experience responding to emergencies in the WASH sector, including experience supporting the Emergency WASH Working Group and cluster approach is an advantage.
- Knowledge on the theories, principles and methods in the following areas: Sanitation and Hygiene, School WASH, water supply project management, integrated water resource management, communication for behavioural change, monitoring and evaluation. Knowledge of UNICEF policies and strategies to address WASH issues, including those relating to natural disasters, disaster risk reduction and environment is essential;
- Excellent inter-personal communication skills to be able to work closely with team members from a wide range of cultural and social context is desired;
- Experience of working in the UN or other international development organizations is most preferable;
- Good written and communication skills;
- Good computer knowledge;
- Fluency in written and spoken English is required.

*Listed requirements will be used for technical evaluation in the competitive process

Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

A) Technical Evaluation: maximum 75 Points

B) Financial Proposal: maximum 25 points

1.1 Educational background: 30 points

1.2 Relevant working experiences: 45 points

- A minimum of 15 years of relevant experience with a Bachelor's degree or 10 years of relevant experience with a Master's degree at the national and/or international levels in Public Health, Environmental Science, Water and Sanitation Engineering, Emergency Programme Management, and other related fields (20 points)
- Good understanding of GOV's regulations and standards in rural development and the WASH sector. (10 points)
- Practical experience relating to natural disasters, disaster risk reduction and environment, emergency program management in rural areas in Viet Nam. (15 points)

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among technical qualified candidates who have attained a minimum 50-point score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview if needed.

<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

United Nations Children's Fund

¹ 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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. 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.