**TERMS OF REFERENCE**

**Purpose of the Assignment:** To develop Operating Manual and related documents for Management and Implementation of the National Rural WASH Programme (PRONASAR).

**Section Submitting:** Water, Sanitation & Hygiene (WASH)

**PURPOSE AND OBJECTIVE.**

The Government of Mozambique through the National Directorate of Water Supply and Sanitation (DNAAS)/Ministry of Public Works, Housing and Water Resources (MOPHRH) and its sector partners is developing the National Rural Water Supply & Sanitation Programme (PRONASAR) for period 2018-2030 aiming at achieving country SDG targets for rural WASH.

UNICEF has been actively engaged in development of (1st phase and new) PRONASAR and supports the implementation of PRONASAR both through Common Fund funding modality and bilateral decentralised funding.

As part of development of PRONASAR, four PRONASAR partners namely SDC, DFID, UNICEF and Austria engaged, upon agreed TOR and through 1st quarter 2018, a consultant to assist in developing funding options and future coordination mechanisms for PRONASAR that could appeal/encourage more partners funding PRONASAR.

One of the outcomes from the consultancy is for establishing a “Joint Fund” for PRONASAR, comprised by (i) a Common Fund with funds being channel through Government Single Treasure Account (CUT) and managed directly by the Government; and (ii) funding through a Fund Manager (FM); apart from other project/programme provincial/district direct funding allocations. In all these funding options, the coordination & guidance role from DNAAS is fundamental for ensuring proper accounting of PRONASAR resources.

For the finalization of PRONASAR document, DNAAS and the 4 PRONASAR partners agreed to engage a multidisciplinary team of consultant to support:

1. Integration, into PRONASAR document, of the funding modalities and future coordination mechanisms agreed ensuring quality and consistency throughout the PRONASAR document;
2. Development of key documents for operationalization of PRONASAR Joint Fund, namely:
	1. Memorandum of Understanding (MoU) for the PRONASAR Joint Fund.
	2. Terms of Reference (TOR) for the PRONASAR Fund Manager including setting up criteria for selection /procurement of the FM.
	3. **Operating Manual for management and implementation of PRONASAR, including**:
		* TOR for Technical and Management teams of PRONASAR
		* TOR for Technical Assistance to PRONASAR
		* TOR for the Independent Monitoring Agent
		* Setting up criteria for resource allocation to provinces (and districts); for prioritization among the PRONASAR components (Capacity building, sanitation); and developing integrated PRONASAR planning process.

To fulfil the above, it’s anticipated that the multidisciplinary team of consultants should consist of 3 experts:

* 1 team Leader/Coordinator
* **1 Rural WASH Specialist**
* 1 Legal/Public Financial Management expert (and MoU development) with strong knowledge & understanding of rural WASH.

An umbrella TOR for this multidisciplinary team was developed highlighting the specific Roles & responsibilities for each team member as well as work relationship among them. These Umbrella TOR are attached and are part of this consultancy.

The main purpose of the current TOR is for engaging a **Rural WASH Specialist/consultant that will be responsible for developing the Operating Manual and related documents for management and implementation of PRONASAR**.

**METHODOLOGY AND TECHNICAL APPROACH.**

The Rural WASH Specialist / Consultant will work as part of the multidisciplinary team and contribute towards the overall objectives highlighted above and will coordinate closely with the other members of the Team (Team Leader / Coordinator and Legal expert).

To perform the individual tasks for his/ her assignment the Consultant will collect information, technical documentation and tools related to the implementation and management of national programmes. Specifically the consultant will review:

* the latest draft document of PRONASAR being developed
* the report from the consultancy regarding funding options and future coordination mechanisms for PRONASAR.
* the PRONASAR operating manuals (including Admin & Financial Procedures; Management and Coordination set up and roles & responsibilities; Planning/review cycles and procurement, implementation, monitoring) developed and that guided the implementation of first phase of PRONASAR (2010-2017); assess weakness & gaps and identify areas/components that require improvements/adjustments - in light of country/sector developments (decentralization, procurement legislation, integrated planning);

In addition, the Consultant will interview key PRONASAR partners and Government managers/implementers both at decentralized and national levels and other relevant stakeholders (I-NGO) to gather views and challenges (being) faced for planning (both financial and physical works), management/coordination and overall implementation of rural WASH in country.

The consultant will then analyze and systematize results from desk review and interviews for discussions with the Consultancy Team Leader, and with DNAAS & PRONASAR partners. The outcomes from the discussions will form the basis for the development of PRONASAR operating manuals.

**ACTIVITIES AND TASKS.**

The main activities for the assignment are:

1. To develop the Operating Manual for management and implementation of PRONASAR
2. To develop related documents, mainly Terms of Reference for:
	1. Technical and Management teams for PRONASAR;
	2. Technical Assistance to PRONASAR (of which should include the development of ToR for assessment of capacity building needs and the development of capacity building action plan for PRONASAR;
	3. Independent Monitoring Agent for PRONASAR.

As noted above, the consultant will first conduct desk review of the PRONASAR document (2018-2030) being developed and the funding options & future coordination mechanism for better understanding of sector visions/policies, priorities and Programme implementation modalities being proposed.

The consultant will also review the Operating Manuals developed & applied throughout the implementation of PRONASAR (2010-2017) and assess what worked well, what didn’t work and why as well as highlight areas for improvement & relevant for future PRONASAR .

The consultant will conduct interviews with key sector partners and Government sector institutions at both decentralized (province and districts) and central levels (DNAAS, MEF). Prior to interviews and based on the results from desk review, the consultant will identify operating Programme areas/components requiring further information/discussions. The consultant will then share with team leader and UNICEF these operating areas/components identified as well as the proposal of methodologies for interviews for discussions and validation. Given the timeframe for this assignment, it’s highly recommended that interviews are done through conference calls particularly for partners/Government institutions at decentralized levels.

UNICEF in consultation with DNAAS and PRONASAR partners will share with the Consultant, a suggestion of list of partners and Government institutions for interviews; however the consultant is open to add as appropriate though ensuring representativeness.

Throughout of the assignment, the consultant must ensure close liaison with the Team Leader and, through UNICEF, the PRONASAR partners and DNAAS. All final draft of deliverables must be first cleared by the Team Leader before submitting to UNICEF for comments by PRONASAR partners (including UNICEF) and DNAAS.

Moreover, joint meetings (PRONASAR partners and DNAAS) will be organized by UNICEF for which the multidisciplinary team will present the expected deliverables under their assignments and for each deliverable stage. As part of these meetings, the WASH Specialist /Consultant will present deliverables under his/her assignment for validation.

**DELIVERABLES AND PAYMENTS.**

Payments will be processed upon acceptance of the corresponding deliverable and validated at joint meetings and against an invoice that will reference the contract and deliverable numbers. Payments will be approved by the respective section chief.

*Deliverable 1:*

Delivery timeframe: 1st week

Deliverable/product(s):

* + - Draft outline of new PRONASAR Operating Manual and highlights of components/areas requiring further discussions;
		- Draft outline of TOR for (i) Technical team; (ii) Management teams; (iii) Technical Assistance; (iv) Independent Monitoring Agent.
		- PPT for delivery at joint meeting.

Payment: 20%

*Deliverable 2:*

Delivery timeframe: 4th week

Deliverable/product(s):

* Draft of new PRONASAR Operating Manual
* Draft TOR for (i) Technical team; (ii) Management teams; (iii) Technical Assistance; (iv) Independent Monitoring Agent.
* PPT for delivery at joint meeting.

Payment: 40%

*Deliverable 3:*

Delivery timeframe: 7th week

Deliverable/product(s):

* Final version of PRONASAR Operating Manual;
* Final version of TORs for (i) Technical team; (ii) Management teams; (iii) Technical Assistance; (iv) Independent Monitoring Agent.
* PPT for delivery at joint meeting.

Payment: 40%

**MANAGEMENT AND SUPERVISION.**

The consultant will be hired by UNICEF and will report to UNICEF/WASH Section Chief (or OIC), and daily contacts with UNICEF/WASH Specialist.

Being this assignment is part of an Umbrella TOR for engaging 3 experts for development and integration/harmonization, within PRONASAR document, of funding options & coordination mechanisms for PRONASAR as well as the operating procedures/manual. Consequently, the consultant under the current assignment, will work closely with the Legal WASH Expert and under technical supervision of the Team Leader.

The assignment will be undertaken in 20 working days throughout 8 weeks starting from the date of signing of contract.

The communication language under this assignment is both Portuguese and English. However all deliverables will be submitted in Portuguese language.

**QUALIFICATIONS AND SPECIALIZED KNOWLEDGE.**

**Academic qualifications.**

* University degree in a WASH / social science related field.

**Work experience.**

* Solid experience (at least 7 years) in rural WASH in Mozambique
* Proven knowledge on M&E and Technical Assistance both at decentralized and national levels.
* Experience working with Government partners and solid knowledge Government operating and management systems
* Experience working with International organization.
* Strong analytical skills and strategic development; and networking

**Language skills.** Fluent in Portuguese and English.

**CONDITIONS OF WORK.**

|  |  |  |
| --- | --- | --- |
| **Items** | **Provided by UNICEF** | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness | X |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | X | Consultants are to provide their own health insurance when the assignment requires traveling beyond commuting distance. |
| Office Space |  | X |  |
| Computer in office premises |  | X |  |
| Access to printer in the office premises |  | X |  |
| Airtime |  | X | Data up to: [Insert as applicable]Voice up to: [Insert as applicable] |

**IN-COUNTRY TRAVEL.**

None (in-country travel) is expected under this assignment.

**EVALUATION CRITERIA.**

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided. The office shall select the individual who quoted the lowest fee from the list of individuals who are deemed technically suitable for achieving all tasks in time. The technical evaluation criteria are stipulated below.

|  |  |  |
| --- | --- | --- |
| **Item** | **Technical Criteria/Qualifications**  | **Max. Points** |
| **1** | **Education**  | **10** |
| **1.1** | University degree in a WASH / social science related field | 10 |
| **2** | **Work Experience**  | **40** |
| **2.1** | Solid experience (at least 10 years) in rural WASH in Mozambique including  | 15 |
| **2.2** | Proven knowledge on M&E and Technical Assistance both at decentralized and national levels | 5 |
| **2.3** | Experience working with Government and solid knowledge Government operating and management systems | 15 |
| **2.4** | Experience working with International organization | 5 |
| **3** | **Technical Skills and Knowledge**  | **30** |
| **3.1** | Strong analytical skills and strategic development; and networking | 20 |
| **3.2** |  |  |
| **3.3** | Language skills: Fluent in Portuguese and English  | 10 |
|  | ecblank**Total Technical Score** | **80** |
|  | **Minimum Technical for pass to financial assessment** | **60** |
|  | *Only those candidates meeting the minimum technical score will be eligible for further review.* |

**REMARKS.**

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.