

TERMS OF REFERENCE INDIVIDUAL CONTRACTORS

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Title of Consultancy		Type of Engagement	Place of Recruitment	Workplace of Individual contractor (duty station, ICT equipment)
WASH Contractor- Knowledge Management (11 Months)		<input type="checkbox"/> Individual contractor (National) <input type="checkbox"/> TA <input checked="" type="checkbox"/> Individual Contractor	Freetown	Ministry of Water Resources (MoWR)
WBS: 3900/A0/08/882/001/004 (SC130002)				
Budget Year: 2021/2022	Requesting Section/Issuing Office WASH Section	Justification why the work cannot be done by staff: The assignment is for 11 months to enable someone work directly with Government that can navigate the political sensitive issues that staff member cannot, as well as surge and stretch assignments will not be appropriate for such complex national assignment.		
Purpose of Activity/Assignment: 1. Background Access to WASH services in their homes, workplaces, schools, and hospitals is still far out of reach for many people in Sierra Leone. According to the 2020 joint WHO/UNICEF Joint Monitoring Programme (JMP), many families across Sierra Leone continue to suffer from poor access to WASH services. Basic sanitation services are still out of the reach of more than 83 percent of the population, who revert to open defecation and use of unimproved sanitation facilities and as much as 79 percent of the population lack access to basic hand hygiene services, placing their lives at risk of devastating health, social and development consequences. Basic water supply services reach about half of the population in Sierra Leone. Access to WASH services is equally poor in public places (schools and health facilities). According to the 2019 JMP report, only in one in five schools in Sierra Leone do children have access to basic sanitation services, while only one in five health care facilities have access to basic water supply services. While some of the current efforts by Government and Donor partners had contributed slightly to improving the situation of WASH service in Sierra Leone, the WASH services gap remains huge, particularly when measured against the SDG indicators. In Sub-Saharan Africa, Sierra Leone is among the bottom eight countries regarding access to at least basic sanitation services and one of the least performing countries regarding access to safely managed water supply services ¹ . Progress on sanitation has been very slow or almost stagnant ² for the past two decades. Sierra Leone is alarmingly off-track to deliver universal access to safely managed sanitation and hygiene services by 2030. There is also a high level of disparity across regions and wealth quintiles, with those living in poor and rural communities at risk of being left behind. Achieving universal access to safely managed WASH services in Sierra Leone by 2030, in line with the sustainable development goals (SDGs), will require dramatic acceleration in current progress rates with a concerted effort to reach those at risk of being left behind. In recognition of these facts, there is a critical need to mobilize more investments to the sector to sustain the gains made so far and accelerate access to WASH services to the teeming vulnerable population in rural and peri-urban households, schools, and health facilities at risk of being left behind. Key to investment mobilization for the sector in evidence generation for making investment case for the sector as well as improvement in sector coordination to				

¹ WHO/UNICEF JMP 2020: Sierra Leone's access to at least basic sanitation is 16% while access to safely management water supply services is 11%

² With an annual increase of 0.35% per year according to WHO/UNICEF JMP

ensure that every investment count.

2. Justification

Information management and evidence generation remains a critical need in the WASH sector in Sierra Leone as evidenced from recent ASHWA evaluation as one of the key setbacks in driving evidence-based planning, investment mobilization, and results management in the sector. In the recent past, UNICEF supported the Ministry of Water Resource to develop a national Monitoring and Evaluation Framework and implementation plan. This followed a national WASH infrastructure mapping exercise conducted in 2016 with and follow-up in 2019. Subsequently, in 2019, the Ministry launched a national digital WASH platform (built on Akvo-Flow) for managing WASH data. The Ministry of Water Resources equally deployed mappers at the various districts to strengthen district-level capacity to collect, collate and input data. Despite these efforts, the uptake and implementation of the M&E framework remain a challenge. Currently, routine data collection and updates are not taking place at any level, while the existing data has become stale and obsolete. This situation has also been worsened by the weak coordination amongst the sector actors, which has often led to duplication, wastages, and lack of coherent approaches. There has equally been a high level of staff attrition as most staff trained on data management had moved on to other endeavours. To reverse this trend the Ministry has requested for an inhouse individual contractor to provide technical support to the Ministry in the area of coordination and evidence generation.

3. Purpose and objectives

The objective of the consultancy is to provide technical support to the Ministry of Water Resources in the area of Sector Coordination, M&E and Review of MoWR medium-term development plan. This individual contractor is to support the Ministry to put systems in place for monitoring and reporting and to grow the capacity of the Ministry Staff on M&E while helping the Ministry to facilitate activities to enhance coordination amongst sector actors.

4. Methodology and Technical Approach

The coordination and monitoring contractor will facilitate all intra-sectoral and inter-sectoral engagements between the Ministry and other sector actors and line Ministries, Departments and Agencies (MDAs). The individual contractor will also support routine data collection process and the updates that will be taking place all level in the Ministry. He will work in close liaison with UNICEF WASH Team to support the Ministry to roll out key strategies and activities on evidence generation and sector coordination. He will work closely with the management of the Ministry and other key technical staff to ensure that activity proposals are promptly articulated, implemented, and liquidated. The Individual contractor will also organize in house trainings, coaching and mentoring for key staff of the Ministry. The individual contractor will also organize and facilitate routine training of the district WASH engineers and mappers to collect, collate and input data on the national system.

S/He is expected to support content management for all existing sector information management platforms and provide overall quality control for the platforms. He will also support in documentation of key process and output, including sector performance reports and ensure wider dissemination amongst stakeholders. S/He will ensure that data is always updated and translated to useful information to inform advocacy and management decision through the development and dissemination of analysis, infographics, and synthesis reports.

5. Tasks, Activities and Deliverables

Task	Activities	Deliverables
1) Provide Support to the Ministry of Water Resources to strengthen sector coordination	<p>1.1 Conduct of stakeholders' analysis and develop comprehensive database of sector actors, including detailed address, contacts, areas of coverage, current interventions, etc.</p> <p>1.2 Facilitate the establishment/revitalization of a sector coordination platform and ensure the conduct of quarterly coordination meetings</p> <p>1.3 Coordinate sector-wide knowledge management and learning and dissemination of learning products</p> <p>1.4 Keep records of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.</p> <p>1.5 Prepare for and facilitate WASH Joint Sector Review</p>	<ul style="list-style-type: none"> Comprehensive stakeholders' database developed and shared Minutes of stakeholders' coordination meeting including key actions At least one learning products documented and shared per quarter WASH JSR concept note, and report developed and shared
2) Support the Ministry of water resources to revamp sector wide monitoring and reporting system and grow WASH database	<p>2.1 Support the strengthening of sector wide information management system to aggregate and host sector data</p> <p>2.2 Facilitate data quality assurance and manage content of the WASH information management system and provide ongoing mentoring support on the use of the platforms.</p> <p>2.3 Work collaboratively with Ministry staff to collect/analyze/share information on implementation issues, provide guidance on routine programme planning and implementation and alert appropriate officials and stakeholders on progress of interventions and field activities.</p> <p>2.4 Develop and maintain spatial data on WASH infrastructure and services and produce/update high-quality maps to show spatial distribution of WASH infrastructures and services.</p> <p>2.5 Produce and update information products such as reports, charts and infographics by turning data into information for advocacy and decision support</p>	<ul style="list-style-type: none"> WASH databased regularly updated and effectively managed Maps on spatial distribution of WASH infrastructure and services developed and shared Quarterly Infographics of status of WASH infrastructure and services developed and shared
3) Support the Ministry to build the capacity of the district engineers and mappers on data collection,	<p>3.1 Provide hands-on training and mentoring support to district engineers and mappers towards routine data management and performance reporting</p> <p>3.2 Support the district mappers to conduct continuous and gradual mapping and coding of uncaptured WASH facilities across the districts</p>	<ul style="list-style-type: none"> Training plan developed and submitted Training reports developed and submitted Facilities coding database developed and submitted Proposals developed and

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collation and input to the database	3.3 Support the district mappers to conduct water points functionality tracking across the districts 3.4 Liaise with UNICEF to support the Ministry in drafting activity proposals and support quality implementation and liquidation of proposals	liquidated
4) Support the Ministry to review the sector medium term development plan	4.1 Conduct of desk review of the existing medium term development plan 4.2 Facilitate stakeholders' engagement and review meetings towards revising the medium-term development 4.3 Draft the revised medium term development plan and share with stakeholders	<ul style="list-style-type: none"> Revised medium term development plan for the sector drafted

6. **Management, Organization and Timeframe**

The individual contractor shall work with a desk officer assigned by Ministry of Water Resources and will be supervised directly by UNICEF WASH Specialist with oversight role of UNICEF WASH Chief and Permanent Secretary or his designated officer of MoWR. S/He is expected to submit the deliverables electronically based on the work schedule. The deliverables will be certified by the designated officer of the MoWR before forwarding to UNICEF. Further, the individual contractor will prepare and present weekly progress update (Friday one pager) and monthly progress reports against agreed targets at the end of each month and final report at the end of contract through the designated officer of the MoWR to the Supervisor.

7. **Reason of extension in case of Amendment:** N/A

8. **Deliverables, Timeframe and Payment**

Key Deliverables	Time Frame	Payment
Monthly progress report	Monthly	Payment will be made monthly basis based on the deliverables.
Stakeholders database	Within first 3 months of contract	
Minutes of coordination meetings	Quarterly	
Concept note for WASH Joint sector review	A month before the WASH JSR	
WASH Joint Sector Review (JSR) report	Within a month after the WASH JSR	
Trainings and capacity building reports	Quarterly	
WASH Infographics and maps based on routine data update	Quarterly	
Revised Mid-term development plan	By the end of consultancy	
Final consultancy Report	By the end of consultancy	

9. **Reporting requirements:**

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The individual contractor will prepare and present weekly progress update (Friday one pager) and monthly progress reports against agreed targets at the end of each month and final report at the end of contract to the supervisor.

Duration / Timeframe/ # of working days	Expected Start Date:	Expected End Date:
11 months	January 2022	November 2022

UNICEF recourse in case of unsatisfactory performance: Payment will only be made for work satisfactorily completed as per agreed deliverables and accepted by UNICEF.

Terms of Payment	<input checked="" type="checkbox"/> Monthly Payment, upon completion of each deliverable according to schedule. <input type="checkbox"/> Payment, upon completion of all deliverables at the end of assignment. <input type="checkbox"/> Fee advance, percentage (up to 30 % of total fee)
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Condition of work

- The contractor will be based in the Ministry of Water Resources Office in Freetown, Sierra Leone.
- The Contractor will be involved in field level implementation and monitoring based on approved monthly travel plans. Transportation to the field will be on reimbursement basis and will cover pre-approved vehicle hire or fuelling cost.

Qualifications and Specialized Knowledge/experience required:

Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: An advanced university degree (i.e. master's degree or equivalent) in one of the following fields is required: Geographic Information Systems, Information Management, Computer Science, Statistics, geology/hydrogeology, sanitary engineering, or another relevant technical field from a recognized University/Institution.	Years of Experience and Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> • Minimum 6 years of progressively responsible professional experience in institutional strengthening, strategy development data management, information management systems both in development and humanitarian context. • Strong communication skills and flexibility working with government stakeholders at the highest level. • Previous work experience with UNICEF or other international organization working in WASH Sector in developing countries is an asset • Computer skills, including internet navigation and various office applications, including knowledge of database administration, dashboard development and use of spatial analysis (GIS) tools • Very strong data and analytical skills and ability to develop rich infographic reports • Strong overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.), and office technology equipment. • Fluency in spoken and written English • Must be Sierra Leone National.
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Individual contractor Selection Method:

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<input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement or Desk review or Interview or all) <input type="checkbox"/> Single Sourcing (exceptional, only in emergency situations L2, L3, approval by Head of Office strictly required).	Request for <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment
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