# Terms of Reference

# Individual Consultant/Contractor

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| **Title** | International Consultant – Development of Football 4 Water optimization strategy and workplan |
| **Purpose** | To document the Football 4 Water model implementation in Ghana and collate recommendations for optimization, scale-up and possible mainstreaming |
| **Location/duty station** | Accra |
| **Duration** | Max. 80 days spread over 7 months |
| **Expected Start Date** | March 2019 |
| **Expected Fee** | TBD |
| **Reporting to** | WASH Specialist |
| **Budget Code/WBS No** | WBS/1620/A0/05/803/009/007 |
| **Project and activity codes** | Outcome 3: Sanitation and Hygiene  Output 9: WASH in Institutions |

## Background

Ghana has approximately 30,000 basic schools, 72% of which are public. Public basic schools are a critical stepping stone to achieve the 1992 constitution’s commitments for free and compulsory basic education (FCUBE). Within the education service, water, sanitation and hygiene (WASH) infrastructure and promotion in schools are noted as essential. Appropriate WASH in Schools is a prerequisite for a safe and inclusive learning environment for children.

Prior to the year 2014, varied interpretation of international standards and best practices made it a challenge for the Ghana Education Service to assess progress or compliance. To support harmonization across Governmental, Private sector and Non-governmental actors, Minimum Guidelines for WASH in schools implementation were developed. Funding and technical assistance for the Minimum Guidelines were supported by UNICEF.

The minimum guidelines give guidance on technical specifications for WASH infrastructure, operation and maintenance, hygiene education, children in WASH advocacy and children’s participation in community-led total sanitation (CLTS). UNICEF continues to support the Government of Ghana to demonstrate improved models for hygiene promotion in schools and develop strategies for mainstreaming and scale-up.

Current WASH in Schools access estimates for public schools stands at 65% for sanitation and 42% for water supply (EMIS, 2017/8). Considerable support from development assistance and domestic interventions have been focused on WASH in schools. However, over the past 5 years, coverage has not improved significantly. Estimates for hygiene education and hand washing are not available at the national level, due to absence of EMIS indicators, but a limited enabling environment in terms of WASH services, does not suggest higher coverage than that of water and sanitation.

With funding support from the Kingdom of the Netherlands, The UNICEF National Committee for the Netherlands, and the Dutch Professional Football Association (KNVB), UNICEF Ghana and the Government of Ghana partnered to demonstrate the Football 4 WASH (F4W) approach between 2012 and 2016. Football 4 WASH uses football as entry point for hygiene education and life skills training in schools. Learning from this initial phase led to refinement of the approach, and a second phase was initiated in 2017 with a focus on evidence building, documentation and advocacy.

The current, revised F4W theory of change attempts to address issues of community ownership and inclusions, cost recovery for operations and maintenance, and sustainability of football interventions. Currently, UNICEF has contracted an institution, Hydroconseil, to assess the costs and effectiveness of hygiene promotion under the F4W model, as an extension of operational research on cost-effectiveness of Health and Hygiene Education Through Play and Sport (HHETPS). In the interest of sustainability, it is necessary to review implementation, best practices and plans, to define a model that can be mainstreamed into WASH programming at the national level.

1. **Purpose of the Assignment**

The second phase of the F4W program in Ghana, as stated above, focuses on evidence building, documentation and advocacy. These are linked to long-term goals of mainstreaming best practices from F4W into national Water and Sanitation (WASH) programming, particularly WASH in schools (WinS). Consideration should be given to how the F4W model contributes and/or is affected by Community Led-Total Sanitation and other similar interventions. Additionally, F4W consortium partners are committed to ensuring 10-year sustainability of interventions.

UNICEF Ghana has engaged an institutional consultant, Hydroconseil, to investigate the costs and effectiveness of the F4W approach. This research however, focuses on the unique, additional hygiene education model known as the ‘WorldCoaches’ model, and excludes other interlinked interventions within the F4W theory of change. Ongoing research also does not cover optimization of the WorldCoaches within the context of the overall Theory of Change.

A consultant is required to bring together best practices and sustainability recommendations together into a strategy document for optimization of F4W in Ghana. S/He would also give recommendations for mainstreaming of F4W into national WASH approaches. To promote ownership and accountability, this documentation should be collated through a collaborative process involving consortium members, local partners and government stakeholders.

1. **Tasks To be Completed**
2. Develop work plan and concept note for the assignment
3. Document on existing and prior approaches to F4W being implemented in Ghana, including identification of best practices and opportunities to increase efficiency and/or reduce costs:
   * Facilitate stakeholder meetings with WASH in Schools technical working group and relevant sector agencies
   * Desk review of previously developed standards, strategies and policies related to WASH in Schools in Ghana, including:
     + The draft Costed Strategy for WASH in Schools
     + The School Health Education Program Policy
     + National Minimum Guidelines for WASH in Schools
     + The Education Sector Strategic Plan and Medium Term Development Plan
   * Desk review of documents and results relating to F4W (both Phase I & II) from KNVB, Aqua4All, UNICEF, Vitens Evides, and operational research documents from Hydroconseil
   * Prepare draft report based on findings, field visits and meetings with key stakeholders
   * Finalize report based on stakeholder feedback
4. Identify pilot study(ies) to assess replicability/scalability of results from best practices
   * Define framework (including assessment tool) for identification of pilot studies
   * Analyse options based on best practices and opportunities identified in 2.
   * Draft Pilot Study Options report
   * Facilitate stakeholder meeting(s) to validate option(s) for pilot(s)
   * Final Pilot Study Scoping Report
5. Submit a report on pilot study(ies) identifying replicability/scalability of results and approaches
   * Support UNICEF, Beyond the Goalpost, and Aqua4All to implement priority pilot study(ies)
   * Develop M&E framework for pilot study(ies)
   * Assess results of pilot study(ies)
   * Draft Pilot Study report
   * Final Pilot Study Scoping Report based on stakeholder feedback
6. Draft Report on ‘Optimal’ F4W model for implementation in Ghana
   * Analyse partner approaches based on programme results and pilot study(ies) and identify best practices/options for implementation of F4W in Ghana
   * Draft Optimal Ghana F4W Model report
7. Submit a final report on ‘Optimal’ F4W model for implementation in Ghana
   * Stakeholder meeting(s) to review and validate findings of draft report
   * Finalise Optimal F4W model and report based on stakeholder feedback
8. **Methodology (where applicable depending on the nature of assignment)**

The consultant will work under the immediate supervision of the WASH in Institutions Specialist in Accra. The consultant will also work closely with the Education Section of UNICEF. S/he is expected to collaborate with the Football4WASH Coordination secretariat, the School Health Education Program Unit of the Ministry of Education and sector I/NGOs.

## Deliverables and time frame for submission

1. Work plan and concept note for assignment – end Week 1
2. Documentation on existing and prior approaches to F4W being implemented in Ghana, including identification of best practices and opportunities to increase efficiency and/or reduce costs – end Week 4
3. Report identifying pilot study(ies) to assess replicability/scalability of results from best practices – end Week 6
4. Report on pilot study(ies) identifying replicability/scalability of results and approaches – end 26 Weeks
5. Draft Report on ‘Optimal’ F4W model for implementation in Ghana – End 29 Weeks
6. Final Report on ‘Optimal’ F4W model for implementation in Ghana – End 32 Weeks

## Supervision and reporting arrangement

The consultant will report to the WASH in Institutions Specialist. Concise monthly progress reports (max 2 pages) shall be submitted.

## Payment and Payment Schedule

1. 10% of contract sum: Work plan and concept note for assignment
2. 10% of contract sum: Documentation on existing and prior approaches
3. 15% of contract sum: Report identifying pilot study(ies)
4. 15% of contract sum: Report on pilot study(ies)
5. 15% of contract sum: Draft Report on ‘Optimal’ F4W model
6. 35% of contract sum: Final Report on ‘Optimal’ F4W model

**Recourse**: UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.

## Timeframe

Work is expected to be completed within 7 months of contract signing. Workplan will cover up to 80 working days for completion of assignment, including time spent outside of duty station/office on activities related to assignment.

## Official Travel Involved:

Communication with UNICEF Ghana team will, as much as possible, be via tele-conferencing and email correspondence. Travel will be required for the following purposes:

1. International travel to Ghana for engagement sessions with government agencies
2. Travel to locations in Ghana for field visits
3. UNICEF will bear the cost of local travel for the purpose of the assignment. Transportation and tickets for local duty travel will be arranged by the office

## Expected Qualifications, Experience, specialised knowledge/skills and competencies

* Advanced university degree in Civil Engineering, Economics, Education, Development or any other relevant field.
* Eight years of progressively responsible professional work experience within the development sector, with at least two years of experience in Education or behavior change in the UN or other international development organization, national government or the private sector.
* Basic technical Knowledge of the theories, principles and methods in WASH in Schools programs, including: sanitation, water supply and hygiene infrastructure; business development; behavior change programs, particularly those focused on schoolchildren, including communication for development (C4D) and decentralized institutional capacity development.
* Specific experience in Education and WASH in Schools will be an asset
* Previous experience in the development of national level strategies alongside government partners is a significant asset.
* Fluency in English required.
* Excellent analytical, negotiating, communication (both verbal and written) and advocacy skills.
* Initiative and resourcefulness. Proven ability to develop and maintain effective working relationships with other team members and partners, with sensitivity, in a multicultural, multi-ethnic environment.
* Gender equity and diversity awareness.

## General Conditions: Procedures and Logistics

1. The consultant will be provided with office space in the UNICEF office in Accra
2. The consultant will be provided with transport for field trips. DSA for local travel outside of the duty station will be reimbursed at UN prevailing rates
3. The consultant will not be provided with a computer and office supplies for the assignment, they should provide their own equipment

## Policy both parties should be aware of:

* Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
* Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
* No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
* Unless authorized, UNICEF will buy the tickets of the consultant. In exceptional cases, the consultant may be authorized to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed prior to travel.
* Consultants will not have supervisory responsibilities or authority on UNICEF budget.
* Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
* The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section.

## Modality of Dissemination:

1. **Advertising vacancy**

Newspaper E-mail UNICEF Website Relief/External websites

UN Agencies

Other Please specify: (e.g. inviting experts in the field of …………)

1. **Selection from Roster**
2. **Other** Please specify: XXX

Interviews planned:

Yes No

***Application Procedure:***

Interested candidates should apply on-line to the link provided and indicate their daily professional fees in USD.

In addition to the CV/Resume, candidates should attach a two-page note on how he/she intends to effectively accomplish this assignment within time frame, and a one-page financial proposal that indicates professional fees. Discussions will be held with consultant on arrangements for international travel and DSA, at the selection stage.

Two examples of previous work done should be attached (if applicable, e.g. strategic documents, photos, edited work, videos etc.)