

TERMS OF REFERENCE

Individual Contractor to support UNICEF technical assistance to the Government of India's Swachh Bharat Mission (G) Phase 2 (open to Indian Nationals only) – Full Time

Duty Station: New Delhi, with travel to states

Contract Duration: 11.5 months (full-time)

Closing Date: 17th October 2022

1. BACKGROUND / RATIONALE

Under SBM G phase 1, from 2014 and 2019, the Government of India had given highest priority to the elimination of Open defecation and aimed at making the country open defecation free. This programme involved providing access to nearly 110 million rural households and changing the behaviour of more than 550 million persons regarding toilet use. This goal was directly relevant to UNICEF's own goals of supporting the reduction of disease and infection, reduce diarrhea, enteric enteropathy and resulting child stunting and wasting. UNICEF invested resources, both financial and technical, including staff time to support the SBM G programme and help increase sanitation coverage and achieve ODF status.

The government declared full coverage of rural HHs with toilets, as per the SBM MIS baseline. Studies like NAARS, NSSO has indicated that significant progress has been made, however the NSSO and NFHS surveys 2020-21 have also indicated that there are still significant gaps in coverage. There remain hurdles and issues on quality of the interventions both in the physical infrastructure and the community behaviour done so far. Extent of behaviour change, which is the most important indicator, is yet to be fully measured. It is essential that a robust post ODF follow up phase be carried out at all levels – central, state, district and village. This is to ensure prevention of slippage; ensure sustainability of sanitation outcomes, repairing defunct toilets and covering new households and the next post ODF steps for safe sanitation are taken up. Technical improvements of unsafe toilets have to be taken up, faecal sludge management (FSM) planned to comply with SDG requirements, monitoring and evaluations done continuously and capacitated foot soldiers or Swachhagrahis made available with correct communication messages reaching communities regularly.

In the above context, and in view of the various studies done by UNICEF and other DPs, the Government decided to launch the SBM phase II in 2020, focusing on ODF+ interventions having 2 main components – ODF Sustainability (ODF-S) and Solid and Liquid waste management (SLWM). The ODF -S component included Retrofitting including of defunct toilets; covering left out HHS as well as new HHs; and SBCC. The SLWM includes technical issues (i) Faecal sludge management (FSM), (ii) Plastic waste management (iii) grey water management and (iv) bio waste management. In addition to this, safe hygiene practices i.e. hand washing with soap (HWWS), (which is now a crucial Covid safety measure) is prioritised. To do all these (v) building capacities of government at central state and district levels, and of local representatives at panchayat levels (vi) communication and (vii) monitoring related to all of these are covered.

Going forward, the following becomes important

- Plugging the gaps that remain
- Sustaining the gains
- Going forward to beyond ODF initiatives

As in SBM G I, UNICEF continues to work in 15 states supporting SBM G II, helping them work on ODF +, as described above. Further UNICEF also engages at the central level, with the DDWS and MoPR with technical support on the above, and these has been intimated through many requests and asks from DDWS on the above topics. With the government's focus on ODF S and ODF +, there is increased demand from central and state governments and partners, for specialized technical assistance from UNICEF. Most

of all capacities of stakeholders including PRIs needs to be strengthened- for which Institutional strengthening is needed.

This high demand for technical support from our counterparts and partners requires extra work force in the section for the sanitation output. The support requested from Government is technical and of time bound nature.

2. PURPOSE OF ASSIGNMENT

The purpose of this assignment is to provide subject specific expertise, skills and knowledge to DDWS-Gol, supporting SBM G phase II ODF + programme, that includes the sustainability component. Specifically, the contractor will focus on detailed technical inputs for ODF-S including on retrofitting, on the 5 verticals of SLWM, supporting the major national/state capacity building initiative that is driven by UNICEF, and the ministry's 100 model district initiative.

The Individual Contractor is expected to work in close coordination with Specialists and Consultants working on Communication for Sanitation and on Institutional WASH, focusing on UNICEF focus districts and NITIs aspirational districts.

3. OBJECTIVE/S

To provide critical technical support to the central government and to UNICEF state offices and state governments on the governments sanitation programme, the Swachh Bharat Mission Phase II, with focus on

- (a) promoting sustainability of Open defecation free status through (i) covering uncovered households and (ii) retrofitting of dysfunctional toilets;
- (b) on the implementation of the ODF + programme across its 4 technical verticals – management of Plastic waste, Bio waste, Faecal sludge and Grey water;
- (c) building capacities amongst central and state governments and other stakeholders in 15 states on OSF-S and ODF+; and
- (d) to the 100 district Model ODF+ GP initiative., keeping in mind the Covid context.

4. MAJOR TASKS TO BE ACCOMPLISHED

In the context of the Government of India rural sanitation flagship programme – Swachh Bharat Mission Phase II and UNICEFs programme priority to contribute to the reduction of open defecation, and promotion of SLWM activities, provide technical support to support development of Institutional capacities supporting scaling up of coverage sanitation and hygiene services and increasing its sustainability.

Specifically:

- i. Analyse the national level survey data on sanitation coverage (NSSO; NFHS etc.) and provide inputs for undertaking advocacy with the Government of India and state governments on sanitation sustainability strategies, policies, planning, implementation and technology.
- ii. Provide technical inputs and handhold the UNICEF ODF Sustainability study for 10 states
- iii. Provide technical inputs to the UNICEFs sanitation programme; covering Retrofitting activities; and supportive supervision of the roll out of the 4 verticals of the ODF+ campaign – Plastic waste management, grey water management, Bio waste management and faecal sludge management
- iv. Monitor the roll out of the ODF + Capacity building campaign for DDWS development support by UNICEF, and the functioning of the capacity building dashboard and ensure website/dashboard/app development work is proceeding as per requirement; support to the development of e-modules of the SBM G II.
- v. Provide technical support to the 100 district Model ODF+ Village campaign (Lighthouse Initiative) of the DDWS
- vi. Carry out technical planning and review of the Sanitation studies and assessments being conducted by UNICEF

- vii. Provide Technical inputs to the Equity focused Accessible sanitation initiative covering services for people with Disabilities
- viii. Upscale the learnings from multiple studies and initiatives of UNICEF on handwashing with soap
- ix. Support the roll out of the UNICEF-Domestos project, including the strengthening of the enabling environment of working of sanitation workers
- x. Support planning and interventions by the government – MoPR and DDWS, on Sanitation service level benchmarking of sanitation services in rural areas, develop suitable contracting models for use by PRIs to engage service providers and promote professionalisation of rural WASH services; and localisation of SDGs.
- xi. Support the coordination with sector partners and provide technical inputs and documentation support.

5. DELIVERABLES AND DEADLINES

S. No.	Major Task	Deliverable	Specific delivery date/deadline for completion of deliverable	Estimated travel required for completion of deliverable
1	Analyse the national level survey data on sanitation coverage (NSSO; NFHS V etc.) and other surveys as and when available and provide inputs for undertaking advocacy to Government for appropriate interventions	Survey Analysis report and Advocacy note of Surveys analysed	10 th of every month	No travel
2	Support the roll out of the ODF + Capacity building campaign for DDWS development support by UNICEF, and the functioning of the capacity building dashboard and ensure website/dashboard/app development work is proceeding as per requirement	Capacity Building and dashboard review report	10 th of every month	2 trips; 6 days; location = tbd
3	Provide technical inputs to the planning, developing and executing the UNICEF programme supportive supervision of ODF + interventions covering the 4 verticals of FSM, GWM, PWM, BWM.	UNICEF ODF+ + intervention report for the month	10th of every month	2 trips; 6 days; location = tbd
4	Provide technical support to the 100 district Model ODF+ Village campaign (Lighthouse Initiative) of the DDWS	Summary report on the progress of the LHI campaign	10 th of every alternate month (2 nd , 4 th , etc..)	2 trips; 6 days; location = tbd
5	Carry out technical planning and review of the Sanitation studies and assessments being conducted by UNICEF	Summary Note of Sanitation Studies and assessments	10th of every alternate month (2nd, 4th, etc..)	No travel
6	Upscale the learnings from multiple studies and initiatives of UNICEF on handwashing with soap – Organisation of events	HWWS event reports; learning note	Monthly	No travel
7	Support the roll out of the UNICEF-Domestos project; and the UNICEF Lixil MAS project; Monitor the progress as per targets	UNICEF Domestos and UNICEF Lixil project	10th of every month	3 trips; (9 days); location = tbd

		monthly progress note and presentation		
8	Provide Technical inputs to the Equity focused Accessible sanitation initiative covering services for people with Disabilities	Quarterly Report on accessible sanitation	10th of 1 st , 4 th , 7 th and 10 th months)	1 trip; 3 days; Location: Raipur
9	Support planning and interventions on service benchmarking, contracting and professionalisation of WASH services and localisation of SDGs through engagement with MoPR; with NIRDPR	WASH engagement with MoPR and NIRDPR progress note	10th of 1 st , 4 th , 7 th and 10 th months)	2 trips; 6 days, location = tbd
10	Support the coordination with sector partners and provide technical inputs and documentation support	Coordination meeting/s engagement report	Monthly	No travel

In view of the nature of the work, tasks will have to be done throughout the period of engagement for which progress will be reported through Monthly and Quarterly reports.

Payment will be made on a monthly basis against a monthly progress report, including the above requirements, highlighting key activities and achievements under this assignment

6. DUTY STATION

Consultant to be based in New Delhi

7. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

- Delhi based
- Travel to specified states/ selected districts as required. Total = 12 trips; Average 1 trip per month of 3 days = total 36 days

8. ESTIMATED DURATION OF CONTRACT (FULL TIME)

The contract duration will be for 11.5 months.

9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

The assignment will be carried out by one individual with the following knowledge and experience:

- Undergraduate degree in one of the following: engineering, public health, social sciences
- At least 4 years or more of professional experience in Water, Sanitation and Hygiene (WASH) which can be related to one of the following: policy and advocacy, programme implementation, knowledge management, capacity building, WASH technology, communication, monitoring and evaluation, research related to ODF, ODF Sustainability and ODF+ activities
- Specific experience of at least 3 years in the Sanitation sector in India and familiarity with DDWS flagship programmes SBM (G) I and II is necessary.
- Additional Qualifications like Diploma or Certificate courses on sanitation related subjects will be an advantage
- Working with central, state governments or district administrations or Development partner agencies or NGOs/CSOs on the sanitation programme will be an advantage.
- Familiarity with rural water supply programmes – NRDWP; Jal Jeevan Mission will be an advantage
- Experience of working with UN will be an advantage

Competencies:

- Knowledge and understanding of the Swachh Bharat Mission (G) phase I and II, including the current sanitation situation in rural areas is required
- Good understanding of working in coordination with Government departments on planning and implementation
- Good communication, facilitation and management skills
- High quality writing skills (in English) is required. This will be evaluated through a Cover letter of up to 400 words.

10. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

S. No.	Criteria	Min. Score	Max. Score
1	Cover Letter highlighting suitability for the position (up to 400 words) (5)	4	5
2	Educational Qualifications	10	15
	Under-graduate in engineering, public health, social sciences or communication (10) Additional Qualifications like Diploma or Certificate courses on sanitation related subjects (5)		
3	Relevant work experience	21	30
	At least 4 years or more of professional experience in Water, Sanitation and Hygiene (WASH) which can be related to one of the following: policy and advocacy, programme implementation, knowledge management, capacity building, WASH technology, communication, monitoring and evaluation, research related to ODF, ODF Sustainability and ODF+ activities (10)		
	Specific experience of at least 3 years in the Sanitation sector in India and familiarity with DDWS flagship programmes SBM (G) I and II is necessary. Working with central, state governments or district administrations or Development partner agencies or NGOs/CSOs on the sanitation programme (10)		
	Familiarity with rural water supply programmes - NRDWP may be highlighted (5) Experience of working with (UN/Development agencies) (5)		
	1st stage of Qualifying (Total 1,2,3)	35	50
4.	Interview	14	20
	TOTAL	49	70
	Candidates will be qualified based on the review of sub-criteria 1, 2 and 3 as listed above. In first stage, those qualifying in 1 to 3 criteria and minimum score of 35 will qualify for interview and in the second stage, those who qualify by scoring the minimum of 14 in interview and overall, 49 will qualify technically and will be eligible for opening of their financial proposals.		
	Financial proposal		30

11. PAYMENT SCHEDULE

Payment will be made against the monthly Invoices and monthly reports submitted to the Sanitation Specialist UNICEF. The reports will inform on the status of each deliverable as described in the above section.

12. IMPORTANT NOTES

- 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 health insurance (and visa if applicable) 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.

HOW TO APPLY:

The application to be submitted through the online portal and must contain three separate attachments, as follows:

1. A cover letter highlighting suitability for the position (up to 400 words) **(to be uploaded online under “Cover Letter” tab)**
2. An updated CV demonstrating all the requirements stated above **(to be uploaded online under “Resume” tab)**
3. A financial proposal indicating monthly professional fee, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab)**.

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 03 documents, your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.
- 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

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For any clarifications, please contact:

UNICEF

Supply & Procurement Section

73, Lodi Estate, New Delhi 110003

Email: indconsultants@unicef.org