

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT/CONTRACTOR

SECTION	WASH
CONSULTANCY TITLE	WASH RESILIENCE CAPACITY BUILDING CONSULTANT
TYPE OF ENGAGEMENT	<input checked="" type="checkbox"/> Individual Consultant
PURPOSE OF THE ASSIGNMENT: <p>The overall objective of this consultancy is to provide expert inputs in capacity building on resilience for sustainable WASH services through training of sector stakeholders and UNICEF staff in risk-informed programming, primarily using the Drinking Water Safety and Security planning framework developed under UNICEF's leadership over the past few years. The training will enhance the knowledge base and capacity of UNICEF WASH staff, the WASH Sector at National and sub-national level and the NGO implementing partners.</p>	
BACKGROUND: <p>UNICEF Zimbabwe's WASH programming strategy for 2022-2025 prioritised providing technical support to operationalise the Government of Zimbabwe (GoZ)'s commitment to increase the resilience of all children and their families against water and sanitation related diseases at home, in schools and in healthcare facilities - in ordinary times and during emergencies. Climate change is already having an impact on WASH services in Zimbabwe. The country has not been spared from the detrimental effects of climate change, including from extreme weather patterns resulting in recurring droughts and floods - the worst and unprecedented disaster being the 2019 Cyclone Idai. Zimbabwe's future outlook is projected to experience more frequent and intense droughts, as well as more erratic rainfall patterns. In the efforts to 'build back better' from the Cyclone Idai, UNICEF worked closely with the Government of Zimbabwe with support from the World Bank to pilot innovative risk-informed programming approaches, including the Drinking Water Safety and Security Planning (DWSSP) framework to achieve sustainable and resilient WASH Services. This approach is now being applied in Matabeleland South Province through support from EU to enhance resilience building of vulnerable households. The Government is committed to roll out the approach nationally. Key stakeholders include: the Department of WASH Coordination (DWASHC) in the Ministry of Lands, Agriculture, Fisheries, Water & Rural Development (MoLAFWRD), the Ministry of Health and Child Care (MOHCC), WASH sector national and sub-national coordination bodies, collaborating NGOs/CSOs and other relevant stakeholders.</p> <p>It is against this background that UNICEF is instituting this consultancy to provide technical support to UNICEF and the Government of Zimbabwe in working towards standardization and institutionalization of the 'risk-informed approaches' institutions to achieve sustainable and inclusive WASH services, with the longer-term goal of building resilience and climate change adaptive capacity of vulnerable communities in Zimbabwe.</p>	
ASSIGNMENTS: <p>The consultant is expected to work closely with the Government of Zimbabwe (GoZ) and partners to provide technical support and guidance for community-led planning and management of communal water systems in line with innovative risk-informed WASH approaches, primarily the Drinking Water Safety and Security Planning (DWSSP) methodology.</p> <p>The implementation of DWSSP shall be clearly linked to Environmental and Social Safeguards (ESS) and protection standards for work on boreholes and piped water schemes construction, repairs and rehabilitation as part of the approach, and broadly linking to sector strategic and investment planning for WASH at District to National level.</p> <p>Tasks under this consultancy includes:</p> <ul style="list-style-type: none"> • DWSSP Training Package: Drafting, editing and finalizing the DWSSP Training Package including to support UNICEF to facilitate the Validation Workshop for the Package (Facilitator's Guide and Participant Manual), clearly linking to local authorities organisational and sectoral planning, and to existing WASH service delivery models; ensuring content is clear and accessible to use by a wide 	

set of stakeholders.

- **Capacity building and quality control for DWSSP implementation:** develop and implement a DWSSP capacity building plan for National Master Trainers, relevant government and NGO implementing at National and Sub-national levels and for the UNICEF WASH team; provide mentoring and monitoring for quality and compliance of application of DWSSP and ESS.
- **Preparation of National Scale up of risk-informed approaches:** Ensure learnings from Idai recovery project districts, where UNICEF-supported risk-informed approaches have been rolled out previously, are factored in, including additional visits to check sustainability since early 2023; facilitate consultation on and develop a national roadmap for the scale up of DWSSP, including related budget and logistical requirements; and a performance monitoring framework;

REASONS WHY CONSULTANCY CANNOT BE DONE BY STAFF:

This consultancy requires specialized technical skills not held by UNICEF staff. It is a discrete technical task with clearly defined deliverables, to include training to impart knowledge of this innovative approach to UNICEF WASH Section staff.

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](#)

Tasks/Milestone:	Deliverables/Outputs:	Timeline & payment schedule*
1. Revision, validation and completion of the Risk-Informed Framework Training Package – Edit and update current draft training package on DWSSP; facilitate national validation workshop; incorporate comments from key stakeholders, including government, UNICEF and other partners. (20 days)	Full Draft of the complete DWSSP Training Package	5 days 6%
	Validation Workshop prepared including presentations, facilitated and summary report submitted	4 days 5%
	Revised Draft DWSSP Training Package after incorporating comments from stakeholders and UNICEF Final DWSSP Training Package incorporating final comments from Government, UNICEF and other key stakeholders	12 days 14%
2. Sector Capacity Building Training on DWSSP - Develop a DWSSP capacity building plan for national level (Government, UNICEF NGO partners and UNICEF WASH Section) and Matabeleland South stakeholders; conduct the training at National, Provincial and District levels; sharing lessons learned to date in pilot areas and provide mentoring support and monitoring for DWSSP and ESS roll-out in the districts of Matabeleland South Province, – ensuring coherence of the two methodologies (50 days)	National and Subnational Stakeholder capacity building plan, including consultation and two DWSSP/ESS mentoring/field monitoring trips conducted and reported, with documentation of findings, remedial actions taken and recommendations from each trip	15 days 18%
	Two DWSSP/ESS mentoring/field monitoring trips conducted and reported, with documentation of findings, remedial actions taken and recommendations from each trip	10 days 12%
	National Master Trainer and Matabeleland District trainings delivered and two DWSSP/ESS mentoring/field monitoring trips conducted and reported, with documentation of findings, remedial actions taken and recommendations from each trip	14 days 16%
	Matabeleland Provincial and District trainings delivered; Training activities reported, including lessons learned and recommendations	10 days 12%
3. Preparation for national scale-up of DWSSP – In consultation with relevant stakeholders develop a costed national roll out roadmap, including performance monitoring framework; facilitate learning for UNICEF, Government and partners from areas where DWSSP was rolled out from 2020-2023 (15 days)	DWSSP National scaling-up Plan	5 days 5%
	Two visits planned and executed and lessons learned and recommendations documented from Idai recovery project districts.	10 days 12%
TOTAL DAYS		85 DAYS
<i>*Payment schedule per deliverable is indicative as the timing of many activities is contingent on government planning. As such, UNICEF may shift the order of the deliverables to ensure all work is completed with full government engagement. Payment installments will reflect actual deliverables completed.</i>		
Minimum Qualification required: <input checked="" type="checkbox"/> Bachelors plus 8 yrs <input checked="" type="checkbox"/> Masters plus 5 yrs <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: The consultant should have a	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> Demonstrated expertise of the technical and governance issues related to sustainable and 	

Master's degree in engineering or related field; or, in lieu of a Masters degree, a Bachelors' degree in a similar field and at least eight years of relevant work experience in WASH Experience: At least five years' experience in WASH programming and understanding of UNICEF's technical support requirements to Government to deliver resilient, equitable and sustainable WASH services Languages: English		climate resilient WASH Services in Zimbabwe <ul style="list-style-type: none"> • Experience in developing and delivering capacity building interventions • Good oral and written communication skills Desirable <ul style="list-style-type: none"> • At least two years' of progressive experience in providing capacity building for and/or implementing DWSSP in Zimbabwe 	
		Start Date: 04 September 2023	End date: 31 December 2023
		Total Working Days: 85 days	
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		Consultant Selection Method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/ Desk Review/Interview)	
Payment		¹Lumpsum or monthly: Deliverable-based payments, monthly: <ul style="list-style-type: none"> - 25% - 23% - 24% - 28% 	
Travel International (if applicable)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Travel Local (please include locations)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Locations: Within Zimbabwe, primarily Matabeleland South/Bulawayo	
DSA (if applicable) Approximate number of days: 45 days		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Administrative details: Visa assistance required: <input type="checkbox"/>		<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: Consultant to visit office regularly when in Harare.	

¹ 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.

Consultants are an important temporary work force that contribute with their knowledge, skills and expertise in their respective fields of work.

The assignment of these contracts requires compliance with policy and guidelines and HR practitioners are best positioned to provide the assistance and advise to manager and hiring offices to ensure the effective and efficient use of this resource.

This page provides information regarding policy and guidelines, forms and documents required for the creation and management of contracts.

Please contact us at nyhq.consultants@unicef.org.

Contracts are delivery-based, i.e., the consultant is required to produce pre-determined, tangible, and measurable outputs/deliverables, aligned to the delivery schedule outlined in the Terms of Reference. Any single contract should not exceed 36 months duration to produce a single or set of deliverables under the same contract, to ensure best value for money based on periodic competitive reviews by the office.

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.

Transportation arranged by the office: <input checked="" type="checkbox"/> (for field trips)	If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>
Provide Justification for requesting <ul style="list-style-type: none"> - Travel for the consultant - Access to use of UNICEF ICT equipment - Access to UNICEF email and shared 	Travel: The Consultant is required to travel to the project and training sites in Zimbabwe Email: The consultant will need to interface with partners and should be identified as working with UNICEF for activities undertaken in this consultancy.
Guidance on Travel and Access to UNICEF email and Resources for consultants	Individual Contract types (sharepoint.com)
Application requirement	<input checked="" type="checkbox"/> Technical Proposal <input checked="" type="checkbox"/> Financial Proposal Technical Proposal: Two to three pages to articulate understanding of the consultancy requirements. Applicants may use the indicative table as a guide or deviate as per the proposed approach. Financial Proposal: To be submitted separately, the Financial Proposal should include the proposed costs including consultant fee, per diem/DSA, communications costs and any other proposed cost. UNICEF shall provide transport for duty travel.