

## Terms of Reference

### Individual Contractor

<b>Title</b>	Metropolitan/Municipal Resource Person (MRP)
<b>Purpose</b>	To support urban sanitation interventions towards ending Open Defecation (ODF) in Cape Coast Metropolitan and Komenda Edina Eguafo Abrem (KEEA) Municipal Assemblies
<b>Location/duty station</b>	Cape Coast and KEEA
<b>Duration</b>	11.5 months
<b>Expected Start Date</b>	1st June 2021
<b>Expected Fee</b>	TBD
<b>Reporting to</b>	Urban WASH Officer
<b>Budget Code/WBS No</b>	SC 150025 WBS 1620/AO/05/803/008/011
<b>Project and activity codes</b>	Urban Sanitation Project Activity 3.2.4

#### 1. Background

UNICEF is supporting the Government of Ghana (GoG) in implementing the Urban Sanitation Programme (USP) since 2015. The programme involves five key components: 1. Demand creation through behavior change; 2. Technological support for appropriate latrine designs; 3. Supply chain-improvements through the promotion Sanitation Marketing (SanMark) including business development and sanitation financing; 4. Enforcement of by-laws for discouraging open defecation and 5. Enhanced monitoring and evaluation. The Programme initially implemented in Ashaiman, Ho and Tamale, Metropolitan/Municipal Assemblies (MMAs) has been expanded to Cape Coast and Komenda Edina Eguafo Abrem (KEEA) MMAs since Jan 2020. In addition to access to basic sanitation in poor urban communities, the Programme is also supporting schools and health centers (institutions) to have sustainable access to WASH services through provision of infrastructure and enhance capacity to operate and maintain them.

The Programme implementation is led by the Environmental Health Officers (EHOs) of respective MMAs with the support from Civil Society Organizations (CSOs), with whom UNICEF has Programme Cooperation Agreement (PCA) to carry out community level demand creation activities and WASH facility installation works in institutions. To improve access to financing by households, a revolving loan scheme known as Basic Sanitation Fund (BSF) is being implemented as part of the Programme. The selected Rural Community Banks (RCBs) from target MMAs are disbursing BSF loans for latrine construction and collecting re-payments from households and Small and Medium Enterprises (SMEs) for the same.

To effectively implement the different components of USP in tandem, UNICEF have been supporting the MMAs with a Municipal Resource Persons (MRPs) in all target municipalities. The role of MRPs is to coordinate activities of CSOs, EHOs and RCBs and facilitate them to work together. In addition the MRPs also build the capacity of MMAs in the UN Harmonized Accounting and Cash Transfer (HACT) process including timely submission of DCTs and their liquidation. Since, the

capacity of MMAs is also low in activity monitoring and reporting, MRPs play critical role in building capacity through handholding in this area

The Urban Sanitation Programme (USP) in Cape Coast and KEEA MMAs started from the second quarter of 2020, amidst COVID-19 pandemic, and only the preparatory activities such as baseline survey, training of Environmental Health Officers (EHOs) in Community Led Total Sanitation (CLTS) and training of local artisans in latrine technology options and construction have been completed. The local MMAs supported by a CSO are currently conducting CLTS activities in communities with the view to increase demand for household toilets.

In this regard, UNICEF intends to engage the services of an individual consultant as Metropolitan/Municipal Resource Person (MRP) in order to coordinate and accelerate the USP activities in these two MMAs.

## 2. Purpose of the Assignment

The overall purpose of the assignment is to effectively coordinate USP activities in target MMAs implemented by EHOs, CSO and other partners, ensuring their timely completion with required quality.

The consultant will be supporting Cape Coast and KEEA MMAs to implement the sanitation and hygiene interventions aimed at reducing open defecation and improving access to basic sanitation. The MRP will be based in Cape Coast and coordinate programme activities in the two MMAs. The key responsibility of the MRP is to support the coordination, planning, implementation, monitoring and evaluation of sanitation and hygiene activities in these two MMAs.

The MRP will be required to work directly with key government and UNICEF CSO partners within the MMAs to ensure timely and quality delivery of Programme results. He/she will work in a facilitative manner and support the MMAs to meet key commitments in the areas of Sanitation Behavior Change (CLTS), Sanitation Marketing (SanMark), support to Small and Medium Enterprises (SMEs) and households in accessing sanitation loan through BSF. He/she will also coordinate the MMAs and CSO in implementing activities identified in the Programme Document (PD)s of PCA with the responsible CSO for the two MMAs ensuring timely delivery of results outlined in the PD.

## 3. Tasks To be Completed

In meeting the objectives of this assignment, the MRP is expected to perform the tasks outlined below, that are further detailed in Appendix A:

1. Ensure effective planning, implementation and monitoring of key WASH interventions by EHOs and partner CSO.
2. Ensure the Geographical Information System (GIS) sanitation database are updated at least once a month by M&E focal person using KoboCollect Application.
3. Ensure that the Community Led Total Sanitation (CLTS) triggering sessions are conducted by EHOs as per the plan of MMAs in a timely manner.
4. Ensure that EHOs and CSOs follow-up triggered communities in a weekly basis until the planned number of toilets are constructed.

5. Ensure artisans and SMEs receive training and follow-up support from training institute and EHOs, including the latrine design package for business promotion. including the business promotion and EHOs in providing their services.
6. Coordinate and support activities during visits to MMA by UNICEF and/or its partners and consultants
7. Facilitate registration of sanitation service providers within the target MMAs
8. Ensure quarterly mass registration events for collecting BSF loan applicants.
9. Facilitate timely liquidation of Direct Cash Transfers (DCTs) advanced to the MMA
10. Coordinate implementation of WASH in Institutions interventions within the MMAs
11. Provide monthly report to UNICEF Accra through the Urban WASH Officer on the Programme progress and challenges.

#### 4. Methodology

The MRP is expected to work with staff of the municipalities and other government agencies at the MMA level to ensure their capacity is enhanced in the area of coordination, planning, implementation and monitoring through knowledge and skill transfer. The MRP will ensure that MMA leadership and technical staff are involved in all aspects of project implementation so that there is a strong sense of ownership of the programme. The MRP will also closely coordinate CSO activities for their timely completion.

The assignment is a field based and the MRP/contractor is expected to spend 100% his/her time in the field supporting the MMAs to implement USP activities including maintaining of sanitation GIS database to assess the programme progress. He/she will have an office in Cape Coast MA and will commute to KEEA and its target areas on a regular basis. He/she will develop a monthly work plan for delivering his support to MMAs and the related departments. Guiding and handholding for developing and updating implementation plan, joint field visits with EHOs and CSO staff to target communities and institutions, and organizing monthly coordination meeting with key stakeholders at MMA level will be the main methodology of delivering the assignment.

#### 5. Deliverables

1. Ten monthly coordination meetings organized involving all stakeholders, especially EHOs and CSO on tracking progress in triggering, follow-up, toilet construction; RCBs on disbursement of fund and re-payment; latrine artisans and businesses on technical support; and Municipal Chief Executive (MCE) and Municipal Chief Director (MCD) on progress briefing and support required for unblocking any hindrance.
2. Monthly review and update of KoboCollect database to assess the progress.
3. At least 100 triggering sessions organized by EHOs and CSOs in each MMA.
4. At least 3 joint follow-up visits per months with EHOs and CSO to the triggered sections/communities for monitoring the quality of follow-ups.
5. All trained artisans and SMEs have SanMark promotion tools in both MMAs to be able to promote latrine products and service to households.
6. All visits to the MMA by UNICEF, donor, and consultants executed according to plan including drafting of briefing notes on the USP of the MMAs.

7. A register of sanitation service providers within the MMA established by 30<sup>th</sup> November 2021
8. At least two mass registration of applicants to the BSF conducted (one in each MMA) by 31<sup>th</sup> October 2021
9. All DCTs issued to MMAs and CSOs are fully liquidated before 6 months
10. Facilities Management Plans (FMPs) in all project target schools and health care centres implemented according to GES and GHS standards respectively
11. Monthly progress reports including updates provided on:
  - a. Field visits and coordination meetings
  - b. Number of households signed up to build toilets, ongoing constructions and completed constructions
  - c. Number of sanitation loans disbursed from rural commercial banks
  - d. Prosecutions and spot fines associated with sanitation byelaws

## 6. Supervision and reporting arrangement

The MRP will work under the supervision of the Urban WASH Officer based in Accra.

## 7. Payment and Payment Schedule

The individual contractor will be paid on a monthly basis based on the submission of a brief (2 page) monthly activity report as well as the completion of deliverables for the period under review and based on certification of satisfactory performance by supervisor.

## 8. Timeframe

The contract is expected to run for 11.5 months from 1<sup>st</sup> June 2021 – 13<sup>th</sup> May 2022.

## 9. Official Travel Involved

Should the contractor be required to undertake official in-country travels, outside the duty station UN DSA rate will be applicable in such circumstances. In addition, arrangements for transport will be made where feasible. In the event UNICEF is not able to provide a vehicle, the individual contractor may be reimbursed the cost of the field visit based on pre-agreed lumpsum cost. In view of the current COVID-19 pandemic, all UN protocol procedures and clearances must be confirmed prior to commencing travel. A travel plan and all travel related costs must be pre-agreed with supervisor and in consultation with the Admin section to facilitate reimbursement, , Likely destinations include Accra, Ashaiman, Ho, Tamale.

## 10. Required Qualification and Experiences

1. A Ghanaian national professional with Advanced degree in Development Studies, Social Science, Engineering, Planning, Environmental Management, Public Health, Project Management or related area. Candidates with first degree and 8 years' experience could be considered.

2. At least 5 years progressive professional experience in a relevant WASH or Development field.
3. Experience of CLTS and project cycle management (needs assessment, planning, implementation and monitoring) is essential.
4. Knowledge and experience of Market Based Sanitation and Sanitation Financing is desirable.
5. Specific experience and knowledge of urban sanitation programme using behavior change approaches (urban CLTS/CDH/CLUES) or Sanitation Marketing (SanMark) is an advantage
6. Proven ability to work with government agencies in programme planning and coordination
7. Ability to operate computer Microsoft office programs (MS Word, Excel, Power Point and Access)
8. Current residency in Cape Coast or KEEA is an advantage

#### **11. General Conditions: Procedures and Logistics**

- The consultant will be provided with the applicable DSA when travelling outside his/her regular duty station for work purposes.
- The consultant will not be provided with office space in the UNICEF office in Accra
- The consultant will be paid a monthly lump sum for transport for field trips within the duty station
- The consultant will be paid a monthly lump sum for communication
- The consultant will not be provided with a computer and office supplies for the assignment, they should provide their own equipment

#### **12. Policy both parties should be aware of:**

- Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly.
- The Individual Contractor will receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month, and up to 17 days for a maximum of 11.5 months contract
- 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/Individual contractor will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant/Individual contractor 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

**13. Copyright, Patents, and other Proprietary Rights (if applicable)**

The Government of Ghana and UNICEF shall have the Copyright, Patents and other Proprietary Rights for all documents generated from this consultancy.

**14. The modality of Dissemination:**

**a) Advertising vacancy**

Newspaper  E-mail  UNICEF Website  Relief/External   
websites

UN Agencies

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

**Application Procedure:**

Interested candidates should apply online to the link provided and indicate their monthly professional fees in Ghana Cedi's (for national). The monthly fee is all inclusive and includes communication (mobile data and internet), and transport for field trips within the duty station. In addition to the CV/Resume, candidates should attach a two-page note on how he/she intends to effectively accomplish this assignment within the time frame.

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

**b) Selection from Roster**

**c) Other** Please specify:

Interviews planned:

Yes  No

## APPENDIX A

### I. Facilitate effective planning, monitoring and evaluation of sanitation interventions

- Support the development of district ODF plans
- Support sections/clusters formed in each MMDAs to become ODF
- Coordinate project activities between MMAs and stakeholders
- Coordinate key activities: triggering and follow-up, RCBs accessing and providing finance to HH, and artisans /businesses providing technical support and latrine products
- Facilitate regular reporting on progress at community level
- Collate all reports into a monthly progress

### II. Support effective urban CLTS/CLUES/CDH implementation in target MMAs

- Support introduction and implementation of behavior change in urban areas as part of strategy to achieve district wide ODF
- Support follow up activities at community level to assist HHs build toilets
- Support continual capacity building for behaviour change facilitation at the district level
- Support the implementation of ODF campaigns through institution of social norms as well as other channels
- Facilitate training of Natural Leaders to scale up CLTS
- Support the establishment of community sanitation and hygiene teams in communities to coordinate sanitation and hygiene promotion efforts
- Support the establishment and nurturing of Networks of Natural Leaders Facilitate timely ODF declaration, verification and certification by relevant institutions within intervention districts.

### III. Support implementation of Sanitation Marketing interventions

- Support the identification of private sector businesses for sanitation social entrepreneurship
- Support the training of businesses in social marketing and social entrepreneurship
- Support the development of sanitation products along the sanitation chain i.e. in latrine construction, latrine emptying and final sludge disposal or re-use
- Facilitate access to financing by sanitation businesses through the BSF
- Support household capacity building to finance sanitation improvements and access improved sanitation products and services through initiatives such as the mutual savings and loans associations (MSLAs) for sanitation and the BSF

### IV. Support long term capacity building for implementation of WASH interventions with activities such as the establishment of task teams for SanMark, CLTS, and M&E at district levels for the effective management of the Programme.