**United Nations Children’s Fund (UNICEF) - Viet Nam**

**Terms of Reference for Individual Consultancy**

**National Consultant, based in Hanoi,**

**Support planning and implementation of WASH activities in Viet Nam**

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| **Title** | Support WASH provincial and school activities and WASH in emergency response in Viet Nam |
| **Purpose** | UNICEF Viet Nam is seeking an individual consultant to support the planning and deployment of WASH activities in Viet Nam in 2021-2022 |
| **Location** | Based in Ha Noi |
| **Duration** | 11.5 months (with possible extension) |
| **Start Date** | 5 Sep 2021- 20 August 2022 |
| **Reporting to** | Water, Sanitation and Hygiene, CSD Programme, UNICEF |
| **WBS/PBA**  **Funding Expiry Date** | 5200/A0/05/881/004/018 SC189906, 31/12/2022 WASH Thematic |
| **Project and activity codes** | N/A |
| **General Ledger number** |  |

**Background**

Over the past two decades, Viet Nam has made tremendous progress in increasing the coverage of water supply and sanitation. Following Joint Monitoring Report 2020, Viet Nam is likely on track to achieve universal basic water and sanitation services by 2030 with an increase at the annual rate of 0.8% and 1.9%, respectively. In 2020, there were 90% of the population with improved water on their premises regardless of geographical locations (urban/rural) and 89% with improved sanitation facilities. However, issues are still there: data on safely managed water and sanitation (the end SDGs) are not available, particularly in quality of water and on the off-site treatment of fecal sludge. In addition, there are differences in water and sanitation access between urban and rural. Nearly 2.5 million people in the rural areas cannot access basic water, and 10 million people still cannot access basic sanitation facilities, among which the majority live in rural areas. Furthermore, almost 13.6 million people continue to live without access to basic hygiene services (availability of a handwashing facility with soap and water at home). With the increasing national capacity to invest its own resource for the development programs, UNICEF is increasing its role in upstream advocacy and technical assistance to eliminate barriers and bottlenecks across sectors including in the water, sanitation and hygiene (WASH).

UNICEF is developing a new **Country Development Partnership Plan for 2022-2026**. The Child Survival and Development programme will shift to a stronger public health approach, with an increased focus on strengthening primary health care, prioritizing results at-scale in nutrition and WASH. Increased focus will be given to public financing, policy reform, expanded partnerships – including with the private sector, and social norm change in critical priority areas such as addressing stunting.  The WASH programme will shift its focus to align with new areas of work, including privatization, sector financing, public-private partnerships, climate resilience, among others. WASH in emergency is also one of top priority for UNICEF to act as sector lead and supplies provision for life saving support to vulnerable people, particularly children and women. UNICEF WASH program will be at both national and subnational lever, while national lever will focus on advocacy, policy development, sector coordination, at sub national lever, UNICEF will prioritize service delivery, innovation demonstration and scaling up covering safely managed water and sanitation and promotion of personal hygiene at school and community.

As a trusted, long-term partner of the Government in Viet Nam, UNICEF is committed to providing support for MARD, MoH, MoET and selected provinces to plan and implement the water supply, sanitation and hygiene activities. Given the workload of the WASH team is increasing to implement the final year of the Vietnam Country program of Cooperation 2017 -2021 and develop new partnership phase 2022-2026, UNICEF Viet Nam is looking for a National Consultant, to support UNICEF and government agency to plan and implement the Partnership Program in WASH from 2021 onwards.

**Rationale**

Under the guidance of WASH Specialist, the incumbent will provide technical support to WASH team in development, implementation of water, sanitation and hygiene activities. The incumbent will help fill the growing needs for extending support to provincial WASH program, WASH at school, WASH in emergency response and other WASH activities.

**Purposes**

The overall purpose of this consultancy is to contribute to the successful planning and implementation of WASH activities, particularly WASH in school, WASH in emergency and WASH in UNICEF focus provinces.

**The specific purposes**

* Provide technical support for Provincial Programme planning and implementation in WASH
* Support Programme Development and Planning on WASH in school
* Lead WASH in emergency preparedness and response
* Provide technical inputs for planning and implementation of other WASH activities per required

The consultant will work closely with relevant provinces such as Dien Bien, Gia Lai, Kontum, Ninh Thuan…. and national agencies including Ministry of Agriculture and Rural development, Ministry of Education and Training, Ministry of Health/Vietnam Health Environment Management Agency, development organizations and other sections at UNICEF Viet Nam.

**Location**

The working location for the consultant is based in UNICEF’s Ha Noi Office, UN House with travel to provinces.

**Objectives/tasks**

1. **Provide technical support for WASH team in provincial programme planning and implementation in WASH**

* Work with UNICEF focus provinces to develop and implement quarterly WASH work plan for 2021 and new program for 2022-2026;
* Provide technical support and training to the provinces in capacity building activities related to program planning and reporting, including activities planning and monitoring of the Project results;
* Conduct field visits to the provinces to support government agencies on implementation and supervision of WASH project activities;
* Support the task team in conducting workshop, meetings and discussions forums for sharing lessons and experiences in aspects of delivering water and sanitation services;
* Support the task team in monitoring, documenting, and reporting the status of the water supply activities on a regular basis, and the progress towards the expected results indicators of the WASH activities .

1. **Lead WASH in emergency preparedness and response**

* Assist the Technical Working Group in the development of WASH preparedness policy development and documents, including natural disaster response and contingency plans, guidelines, maps, assessment forms, standards and partner mapping;
* Support government agencies in preparing and delivery of annual training courses on WASH in emergency preparedness and response;
* In the event of an emergency, to coordinate and work with MARD and the sector to plan and distribute WASH kits/supplies to schools, community and any other emergency support needed;
* Provide inputs for joint WASH in emergency working groups to coordinate, share and update response plan and implementation, results and assessments if any;
* Contribute to development and update of SitRep, UNICEF, One UN and WASH Sector response plans, funding proposal and donor reports as required.

1. **Provide technical support to government partners’ design and implementing WASH in Schools programme, in close collaboration with Education Section to:**

* Support the government in WASH in school planning, implementation and monitoring of sector progress;
* Explore, pilot climate resilient WASH technology for reaching the marginalized populations, particularly for flood, drought and salt intrusion areas;
* Contribute to evidence base on impact of WASH in school, by generating and sharing evidence that will provide WASH in Schools advocates with a powerful tool to attract attention and funding to the sector;
* Engage with ongoing, at scale WASH in Schools programmes and support efforts to Involve multiple stakeholders to support MOET’s WASH in Schools programmes;
* Support capacity building efforts of MOET by the provision of training that contributes to the effective roll out of MOET’s Wash in Schools programme.

1. **Technical and operational support to other programme implementation**

* Provide technical support to the planning and implementation of other relevant WASH activities at national and sub-national level;
* Support to the development, planning, and implementation of innovation in WASH including behavior change communication campaign, private sector engagement, climate resilient WASH program, digital strategies and tools for capacity building and real-time monitoring in water supply services;
* Work closely and collaboratively with other staff and partners to provide assistance as appropriate for the next UNICEF Partnership Program.

**Methodology and Expected deliverables and timeline**

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| **Tasks** | **End Product/deliverables** | **Duration/**  **Deadline** |
| **Provide technical support for provincial WASH Programme development and implementation** |  |  |
| * Work with the UNICEF focus provinces to develop and implement quarterly WASH work plan for 2021 and new program for 2022-2026 | Quarter plans developed, approved and implemented properly  Field visit reports submitted | Sep – Dec. 2021  April – Oct 2022 |
| * Provide technical support and training to the provinces in capacity building activities related to program planning and reporting, including budget planning and monitoring of the Project results | Technical support and training are organized and well attended by relevant stakeholders  Training reports are written and accepted | Sep-Dec 2021  April – Oct 2022 |
| * Support the task team in conducting workshop, meetings and discussions forums for sharing lessons and experiences in aspects of delivering water and sanitation services | Workshops/meetings are organized and well attended by relevant stakeholders  Training reports are written and accepted | Sep-Dec 2021  April – Oct 2022 |
| * Support the task team in monitoring, documenting and reporting the status of the water supply activities on a regular basis, and the progress towards the expected results indicators of the WASH programme | Inputs for reports/documents are accepted | Sep-Dec 2021  April – Oct 2022 |
| **Lead WASH in emergency preparedness and response** |  |  |
| * Assist the Technical Working Group in the development of WASH preparedness documents, including contingency plans, maps, assessment forms, standards and partner mapping | WASH in emergency plan, maps, reports are developed, regularly updated | Sep - Dec 2021  Jan – Aug 2022 |
| * Support government agencies in preparing and delivery annual training courses on WASH in emergency preparedness and response | Capacity building plan and materials developed and training delivered properly | Sep 2021 |
| * In the event of an emergency, to coordinate and work with MARD and the sector to plan and distribute WASH kits/supplies to schools, community and any other emergency support needed | WASH in emergency implementation plan is developed, monitored and evaluated properly | TBD |
| * Provide inputs for joint WASH in emergency working groups to coordinate, share and update response plan and implementation, results and assessments if any | Meeting agenda, presentations, reports are developed, coordinated and delivered | TBD |
| * Contribute to development and update of SitRep, UNICEF, One UN and WASH Sector response plans, funding proposal and donor reports. | Proposal and reports are developed timely | TBD |
| **Provide technical support to government partners in design and implementing WASH in Schools programme** |  |  |
| * Support the government in WASH at school planning, implementation and monitoring of sector progress | WASH at school activities are identified, planned, delivered timely | Oct – Dec 2022 |
| * Explore, pilot and scale up climate resilient WASH technology for reaching the marginalized populations, particularly for flood, drought and salt intrusion areas | 1-2 technology options are identified and piloted | Jan -Oct 2022 |
| * Contribute to evidence base on impact of WASH in School, by generating and sharing evidence that will provide WASH in Schools advocates with a powerful tool to attract attention and funding to the sector | Advocacy brief, notes, data developed per request | Sep 2021-  Aug 2022 |
| * Engage with ongoing, at scale WASH in Schools programmes and support efforts to Involve multiple stakeholders to support MOET’s WASH in Schools programmes | WASH partnership working group plan developed, implemented properly | Quarterly |
| * Support capacity building efforts of MOET by the provision of training that contributes to the effective roll out of MOET’s WASH in Schools programme | Training plan, agenda, presentation, reports are developed, delivered properly | April -Oct 2022 |
| **Technical and operational support to other programme implementation** | Completion of other technical assistance and tasks as required in a timely and effective manner | Monthly basis |

**Management and Reporting**

The national consultant will work under the direct supervision of the WASH Specialist and overall guidance of the Chief, CSD programme at UNICEF Vietnam. The consultant will operate in close cooperation with UNICEF Emergency Team, Education Team, Comms of UNICEF Viet Nam, delegated staff of UNICEF focus provinces, MoET, MARD, MOH, as required.

**Performance indicators for evaluation**

Indicator for completion and satisfaction measurement will be based on UNICEF Viet Nam own evaluation and judgement, and not that of the Consultant. This means that deliverables will be deemed to be satisfactorily completed by the Supervisor of the Consultancy. The Supervisor is required to provide timely and written feedback to the Consultant in order to avoid miscommunication and hold regular meetings with the Consultant as needed.

**Payment mechanism**

Payment will be made on monthly basis with monthly evaluation made by the supervisor on the deliverable tasks.

**Assessment criteria**

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment: Technical Qualification (max. 100 points) weight 70 %

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| **Technical Evaluation (70%)** | 100 points |
| An advanced university degree in one of the following fields is required: public health/international health, environmental sciences (with focus on WASH), engineering, public policy, economics/finance. | 30 |
| A minimum of 8 years of relevant experience at the national and local levels in WASH programme management and at least 5 years’ experience in WASH at school policy, budgeting at government level, private sector engagement, or other relevant areas. | 40 |
| Familiarity with the WASH sector in the country and emergency WASH (preparedness or response) and the Emergency WASH Working Group and cluster approach are preferred. | 20 |
| Experience of working in the UN or other international development organizations is most preferable. | 10 |
| **Financial evaluation (30%)** | **100 points** |

The Contract shall be awarded to candidate obtaining the highest technical scores, subject to the satisfactory result of the verification interview if needed.

**Child Safeguarding**

* Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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:

**Submission of applications**

Interested candidates are kindly requested to apply and upload the following documents to the assigned requisition in UNICEF Vacancies: <http://www.unicef.org/about/employ/>

1. Letter of interest and confirmation of availability;
2. Performance evaluation reports or references of similar consultancy assignments (if available)
3. Financial proposal: interested candidates are requested to indicate in the Letter of interest the proposed monthly basis rate for this assignment as per work assignment.
4. CV/P11 form *(*[*UN Personal History Form*](http://www.unicef.org/about/employ/files/P11.doc)*)*

**General Conditions:**

The following general conditions shall apply. The consultant shall:

* Workstation: UNICEF Viet Nam
* Applicable DSA
* Official travel within the country: to the selected hard to reach areas and provinces in Viet Nam
* Be paid on a monthly rate.
* Individual Contractors who are working in a full-time capacity (for a minimum of 1 full month) and with the same working schedule as staff at the duty station (generally office-based, working five weekdays per week and following the office hours) receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service.
* Have his/her flight costs paid at economy rate from and back to their normal city/country of residence prior to taking up the appointment.

**Policy both parties should be aware of:**

* Under the consultancy agreements, a month is defined as 22 working days, and fees are prorated accordingly. Consultants are not paid for weekends
* 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.
* For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office **before Travel Authorization is issued.**
* No consultant may travel without a signed travel authorization prior to the commencement of the journey to the duty station.
* Unless authorized, UNICEF will buy the tickets of the consultant. In some 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 beforehand.
* 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.