

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title	Funding Code (WBS and Grant/Fund ID)	Type of engagement	Duty Station:
Capturing WASH best practices for high-level advocacy		<input checked="" type="checkbox"/> Consultant (ZCON) <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Jakarta, Indonesia

Purpose of Activity/Assignment:

Despite government extensive efforts to accelerate Water, Sanitation and Hygiene (WASH) agenda in Indonesia over the last decade, higher levels of WASH services (i.e. safely managed water and sanitation) together with prevailing open defecation practices remain challenges, posing serious public health risks for children through widespread fecal contamination. While the Government of Indonesia (GoI) set ambitious national mid-term development targets by 2024 and beyond as per Sustainable Development Goals (SDGs), it is widely acknowledged that significant financial gaps exist to meet the targets, requiring stronger political commitment at all levels. In order to strengthen political will and raise WASH profile in Indonesia, UNICEF is supporting Bappenas to organize Sector Minister Meeting (SMM), scheduled on 18-19 May 2022, in collaboration with Sanitation and Water for All (SWA). SWA is a global partnership of governments, donors, civil society organizations and other development partners working together to coordinate high-level action, improve accountability and use scarce resources more effectively to achieve universal WASH access. The SMM is an opportunity for ministers responsible for water, sanitation and hygiene to share and learn from others' experiences as they progress towards national SDG targets. The SMM is also the moment when SWA partners present their Country Overview and report on commitments they made as part of the SWA Mutual Accountability Mechanism. Taking the advantage of GoI being a host government for the SMM, GoI and UNICEF are keen to share WASH best practices from Indonesia with other countries to accelerate WASH agenda nationally and globally.

UNICEF is seeking a qualified individual consultant to support **identification, gathering and documentation of WASH case studies/best practices across pre-defined thematic areas (i.e. 1. health & economic recovery; 2. climate resilience; 3. innovation; 4. alternative financing; 5. private sector engagement; 6. monitoring and support Indonesia's preparation for the SMM2022 including Country Overview, preparation for the Ministerial dialogues and tabling of commitments under the Mutual Accountability Mechanism.** The documentation process will involve consultations with (not limited to) key national and sub-national government, development partners, donors and UNICEF field offices that manages WASH programmes in Indonesia. The documented compendium of selected WASH case studies/best practices and Country Overview will be disseminated in the upcoming high-level advocacy event, SMM in May 2022 where Government of Indonesia will showcase efforts in advancing universal access to safe water, sanitation and hygiene for all.

Scope of Work:

The Consultant will work under the direct supervision of the WASH Specialist and overall guidance of the Chief of WASH and in close coordination with the UNICEF WASH team. The Consultant will also work closely with UNICEF field offices, development partners and relevant line ministries such as Ministry of Health, Ministry of Planning, Ministry of Education and Culture, Ministry of Public Works and Housing and others to identify and document best practices/case studies and support Indonesia's preparation for the SMM.

Tasks:

Under the leadership of WASH Specialist team, the consultant will deliver the following:

Development of a WASH best practices/case studies compendium

- **Sourcing promising WASH best practices/case studies with a focus on six thematic areas:** Carry out a detailed review/identification of promising WASH programmes, best practices and case studies across the six thematic areas. This review will primarily be conducted through a desk review coupled with several consultations/interviews with key national / sub-national government as well as development partners with

support from UNICEF country and field offices. Develop a table of content/structure and format of the compendium (3-5 topics per thematic area). Support preparatory meetings with UNICEF and Bappenas to identify potential best practices/case studies for the next round and finalize the template for the case studies.

- **Collect necessary information for documentation based on selected topics and draft the compendium:** Gather necessary information/data and visual aids for each agreed WASH best practice/case study (this will be done through sending a template to each partner for information collection, interviewing and/or making the use of existing programme documents). An expected output will be a first draft compendium including a final list of WASH best practices/case studies agreed (3-5 topics per thematic area) and collected information for each best practice/case study.
- **Finalize the WASH best practices/case studies compendium for both international and national consumption:** Finalize the compendium following the agreed template in both English and Bahasa. The consultant will be expected to write up/edit/finalize each best practice/case study based on collected information from partners and inputs from Government and UNICEF WASH team. The compendium will include at least two versions – (1) a shorter summary of the WASH best practices/case studies presented in a visually attractive fashion, and (2) a full compendium including all collected information for more details.

Preparation for the Indonesia participation in the SMM 2022

- **Support Indonesia's preparation for the SMM 2022:** Prepare the SMM2022 Country Overview with support from UNICEF WASH team and based on consultations with government, development partners, and other key stakeholders. The Country Overview document follows the format provided by the SWA [here](#). Support preparation of the Ministerial dialogues and also tabling of commitments for Mutual Accountability Mechanisms (MAM). See more details [here](#).
- **Document Indonesia's participation in the SMM 2022:** Collect necessary information and support documentation of Indonesia's participation in the SMM 2022 including government and partners' commitment and other relevant pledge made for the WASH sector.

Key Deliverables

The consultant will develop following outputs;

1. **An initial list of WASH best practices/case studies across thematic areas** based on desk review and consultations/interviews with key partners & **data collection template/final format of the compendium.**
2. **A first draft of the compendium including an agreed list of WASH best practices/case studies across thematic areas, and collection of information for selected topics**
3. **Two versions of a compendium of WASH best practices/case studies** in both English and Bahasa in agreed format
4. **SMM2022 Country Overview, Preparation/presentations for the Ministerial dialogues and Tabling of commitments as part of Mutual Accountability Mechanism** based on consultations with government, development partners, and other key holders
5. **Documentation of Indonesia participation in the SMM** in agreed format

Supervisor:	Start Date:	End Date:	Number of Days (working)
WASH Specialist	24 Jan 2022	23 June 2022	3 months spread over 5 months period

*Work Assignment Overview (SMART)			
Tasks/Milestones	Deliverables/Outputs	Timeline	Estimate Budget
<p>Support preparatory meetings with UNICEF and Bappenas to agree upon thematic areas and identify potential topics for documentation.</p> <p>Review and identify promising WASH best practices/case studies with a focus on five thematic areas</p> <p>Support consultation processes for selection of WASH best practices/case studies and finalize the list for a compendium</p>	<ul style="list-style-type: none"> • Submit the initial list of identified WASH best practices/case studies across six thematic areas • Submit the final format of the agreed compendium and data collection form 	4 February 2022	10% (5 days)
<p>Gather necessary information and visual aids for each agreed WASH best practice/case study (this will be done through sending a template to each partner for data collection, interviewing and/or making the use of existing programme documents).</p> <p>Draft a WASH best practices/case studies compendium for both international and national consumption</p>	<ul style="list-style-type: none"> • Submit the first draft of the compendium including the final list of WASH best practices/case studies across six thematic areas, and collected data/information from partners 	28 February 2022	20% (15 days)
Support Indonesia's preparation for the SMM 2022	<ul style="list-style-type: none"> • Submit a first draft of SMM2022 Country Overview • Submit a first draft of SMM2022 Country Overview • Submit a first draft of materials for the Ministerial dialogues and tabling of commitments for Mutual Accountability Mechanisms (MAM). 	15 March 2022	20% (10 days)
Finalize a WASH best practices/case studies compendium for both international and national consumption	<ul style="list-style-type: none"> • Submit the pre-final designed compendium • Submit a final SMM2022 Country Overview • Submit final materials for the Ministerial dialogues 	13 April 2022	40% (15 days)

Finalize the SMM2022 Country Overview and other preparatory documents	and tabling of commitments for Mutual Accountability Mechanisms (MAM)		
Document Indonesia's participation in the SMM 2022	<ul style="list-style-type: none"> Submit documentation of Indonesia's participation in the SMM 2022 including government and partners' commitment and other relevant pledge made for the WASH sector in agreed format 	23 June 2022	10% (5 days)

<p>Minimum Qualifications required:</p> <p> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other </p> <p>Enter Disciplines</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> Education in Gender, Environmental Engineering, or a field relevant to international WASH related development assistance. Master or higher qualification is preferable Technical Knowledge of the theories, principles and methods in the following areas: health & economic recovery, climate resilient WASH, innovation, alternative financing, and private sector engagement, qualitative data collection and analysis, developing WASH knowledge products Minimum 8 years of experience, previous experience of working in WASH will be an asset Good communication skills in both Bahasa and English, including writing and presentation skills. Strong writing skills
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