

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Consultant - Climate Resilient Policy Review	Type of Engagement <input checked="" type="checkbox"/> National Consultant <input checked="" type="checkbox"/> International Consultant Either	Duty Station: Freetown, Sierra Leone (Onsite) Duration: 14 weeks (3.5 Months)
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Background:

The Consultant will develop a climate-resilient WASH policy in Sierra Leone, working under the direct supervision of the Chief of WASH, and in close collaboration with the Ministry of Water Resources and Sanitation (lead Ministry), Ministry of Environment and Climate Change, Ministry of Health, Ministry of Basic & Senior Secondary Education, Ministry of Fisheries and Marine Resources, Ministry of Local Government and Rural Development, Ministry of Finance, Ministry of Planning and Economic Development, National Water Resources Management Agency, Freetown City Council, the District Councils, civil society organisations, development partners and the donor community. They will be responsible for the review of the existing WASH Policy and development of a new one for Sierra Leone.

Previous studies such as Demographic and Health Survey (DHS) and Joint Monitoring Program (JMP) and the recent WASH NORMS studies indicate good progress made within Water and Sanitation Sector in Sierra Leone. The mid-term national development plan 2024-2030 prioritized increase access to safe and potable water and promote the provision of safely managed sanitation through relevant climate resilient infrastructure and hygiene services for the growing population. In Sierra Leone, 63% of the population has access to basic water services with access for 79.4 percent of people living in urban areas, 54% of people living in rural communities, and 57% of the dwellers of coastal communities. Sanitation has long suffered from a lack of Policy and Investment attention. Local government, related ministry department and agencies, need to prioritize sanitation by putting in place plans and budgets for scaling up implementation of the Community- Led Total Sanitation (CLTS). Urban sanitation is also a huge challenge which, despite advanced urbanization, policies and strategies developed so far have mainly focused on rural sanitation. In urban areas, the way forward requires clarification of roles and responsibilities among stakeholders, integration, and coordination of activities through adequate strategies at district or municipal level within a comprehensive national policy framework as well as prioritization of sound technology choices including for on-site sanitation and Fecal Sludge Management (FSM).

Rising temperatures and unpredictable rainfall patterns threaten the country's ability to meet its ambitious SDGs targets for water and sanitation. Unpredictable rainfall particularly affects water quantity and quality and sanitation services especially along coastal regions. According to the Fifth Assessment Report (AR5) of the Intergovernmental Panel on Climate Change (IPCC), Sierra Leone has been identified as one of the most vulnerable countries in Africa to the growing impacts of climate change. The report ranks Sierra Leone as the third most vulnerable country, after Bangladesh and Guinea Bissau. Sierra Leone over the years has experienced significant impacts of climate change, some of which include increasing temperatures, variation in rainfall patterns, sea-level rise, and unpredictable extreme events such as droughts, flooding, coastal erosion and mudslides. Impact of Climate Change on sustainable WASH services is critical mainly for water security. WASH policy should also address the climate issues on WASH.

Purpose and Objectives:

Extending access to sustainable WASH services is in accordance with the Sustainable Development Goals or SDGs. The Ministry of Water Resources and Sanitation (MWRS), Ministry of Health (MoH) Ministry of Climate Change and Environment and Ministry of Local Government and Rural Development (MoLGRD) have the responsibility to ensure sound policies and strategies are in place and are being applied effectively. This must be reflected in our work as follows:

- As policy makers there is a need to understand why past WASH policy targets were not achieved so that corrective action can be taken.
- Work in an efficient, effective, and unified manner to attract investment.
- Make sure that Service Authorities and Service Providers are provided with appropriate resources (human, financial and equipment) to deliver and sustain service levels.

- Make sure that institutional roles and responsibilities are clearly defined, and regulators have the autonomy to perform their roles effectively, without Government interference.
- Place the spotlight on sustainable climate-resilient service delivery and all the essential factors that contribute to continued levels of service.
- Make sure the WASH-related action points in the National Adaptation Plan (NAP) and Nationally Determined Commitment for Climate Change are well considered in the Policy.

Methodology and Technical Approach:

The WASH Policy will provide directives, objectives, targets, and clear orientation for the WASH Sector accounting for evolving service and infrastructure needs and resource constraints. The future WASH policy is aligned with the SDGS 6.1 and 6.2 and will provide guidance to the national and subnational government in developing their own strategies and embarking on necessary reforms. The WASH Policy is expected specifically to:

1. Provide national objectives and targets
2. Define strong institutional and governance framework at national and district level
3. Promote implementation of effective, efficient, and sustainable services delivery models and promote adequate approaches harmonized between sector actors
4. Promote increased roles for the private sector and civil society and
5. Guide the mobilization of necessary funds and investment.

Overall, the National WASH Policy will be developed to provide national and Local Governments, adequate and needed framework for fulfilling their respective WASH mandates and for supporting their commitments to Policy Implementation within the evolving context leading to 2030. The consultation will involve government functionaries, civil society organization in the country, the private sector players who are either working in the sector or are interested. The Consultant will work closely with key staff of the Ministries, Departments and Agencies and private sector players.

Specific Tasks, Activities and Deliverables:

Task	Activities	Deliverables
1. Preliminary desk review and planning with key sector players to identify existing strategies and policies in the country.	1.1 Hold planning meetings with UNICEF WASH and other sections (H/N and Education) team and key government partners to determine and agree on the direction for the consultancy. 1.2 Collate and review existing sector policies and guidelines. 1.3 Develop data collection tools and agree on the key targets for consultation. 1.4 Develop a template for the policy paper and share with supervisor. 1.5 Develop inception report and present to the Ministry and UNICEF.	1. Concrete plan with timeline on the conduct of the consultancy submitted. 2. Policy discussion paper submitted for initial commend and feedback.
2. Extensive consultations with key sector players in government, civil society and in the private sector.	2.1 Facilitate consultative meetings, including the drafting of agenda, participants list and all presentations for the meeting.	Reports of all key partners' consultative meetings including the bilateral are developed and shared.

	<p>2.2 Facilitate meeting proceedings, including making key presentations.</p> <p>2.3 Support to document meetings proceedings and compile reports.</p> <p>2.4 Set up a small team of sector players to review the initial findings.</p>	Public consultation plan submitted
<p>3. Develop a draft and share proposed changes and recommendation for the new Climate Resilient WASH policy.</p>	<p>3.1 Organise bilateral meetings with technical teams in government (MDAs) and Civil Society organisation to gather inputs for the draft policy.</p> <p>3.2 Hold meetings with key staff at national and subnational at agreed regional headquarters.</p> <p>3.3 Prepare and share draft WASH policy with key sector players (by email) for further inputs from ministry of water resources, local councils and other relevant ministry and private sector players.</p>	<p>A draft Water and Sanitation policy.</p> <p>WASH Policy changes and revisions agreed</p>
<p>Organise National workshop of key players to present the draft WASH policy for validation.</p>	<p>4.1 Facilitate a national workshop which includes agreeing with supervisor and key partners on the key participants, agenda & the methodology that supports good participation for inputs to enrich the draft strategy.</p> <p>4.2 Document workshop proceedings and outcomes and share with the supervisor.</p>	<p>Report (including proceedings and outcomes) of the national validation workshop developed and shared.</p> <p>Draft WASH Policy shared with MoWRS, MOH, MOLGRD, UNICEF and other stakeholders</p>
<p>Document feedback and review the validated WASH policy.</p>	<p>7.1 Work with key sector players to incorporate all inputs and finalise the WASH Policy.</p> <p>7.2 Work closely with Supervisor to develop final consultancy report.</p>	<p>A National Water and Sanitation Policy for Sierra Leone finalized and shared.</p> <p>Final consultancy report developed and shared.</p> <p>Government launches policy.</p>

Management, Organization and Timeframe:

Chief of WASH and Ministry of Water Resources and Sanitation provides overall guidance and support to the Consultant to deliver the results mentioned above. The Consultant will prepare and present weekly progress updates (one-pager every Friday) and monthly progress reports against agreed targets at the end of each month and the final report at the end of the contract to the Supervisor.

Consultants are be expected to provide their own work tools including laptop and other communication tools required.

Mode of Submission of Applications

Candidates will be required to submit a technical proposal and a financial proposal and the financial proposal should quote a lump-sum inclusive of fees, travel costs and communication costs. Financial proposals may be negotiated.

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Payment
1) Desk Review: Desk review and planning with key sector players to identify existing practices in the country	<ul style="list-style-type: none"> • A work plan for the conduct of the consultancy with clear timeline and outputs. • Inception report developed and shared 	Within 1 week of assumption	15% of total contract value
2) Stakeholders' Meeting: Extensive consultations with key sector players in government, CSO, Development Partners and the private sector.	<ul style="list-style-type: none"> • Reports of all key partners' consultative meetings shared. 	Within 3 weeks of assumption	
3) Draft Protocol/GL: Develop a draft WASH Policy for further inputs.	<ul style="list-style-type: none"> • Report of the bilateral meetings and a draft WASH Policy 	Within 8 weeks of assumption	50% of total contract value
4) Validation workshop: Prepare PowerPoint and facilitate validation meetings/ workshop with all relevant players across the national and district levels to harmonise opinions about the use of the WASH Policy in Sierra Leone.	<ul style="list-style-type: none"> • Report of the validation meeting • Final version of the National WASH Policy 	Within 10 weeks of assumption	
5) Document the process of consultancy, final report, and the printable version of the National WASH Policy.	Final consultancy report and presentations developed and shared. Printable version of the National WASH Policy	Within 14 weeks of assumption	35% of total contract value
Start Date:	End Date:	Number of Months (working):	
November, 2024	February, 2025	3.5 months	

* Expected timelines for completion are estimated and may vary depending on progress

<p>Total estimated consultancy costsⁱ</p>			
<p>Minimum Qualifications and Experience:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Advanced university degree in one of the disciplines relevant to the following areas: Civil Engineering, Sanitation Engineering, Water Resources Management, Environmental Science, Economics, Public Health, Social Science or a field relevant to international WASH development work.</p> <ul style="list-style-type: none"> • Minimum of eight years of progressively responsible professional work experience in the UN or other international development organization, national government or the private sector at a senior level working in the areas of programme management, strategic planning and strategy, strategy development and research. • Familiarity with the West African context is an asset. • Familiar with the current developments, research, and best practices and global in development of WASH Policy • Strong communication skills and flexibility working with various government stakeholders. • Previous work experience with UNICEF or other international organizations working in the WASH Sector in developing countries is an asset. • Good knowledge and skills especially use of Microsoft office, data management programmes, designing tools and programmes. • Fluency in English is required. 	<p>Knowledge/Expertise/Skills required:</p> <p>Technical requirements</p> <ul style="list-style-type: none"> • In-depth knowledge of national government policies, plans, and strategies; analysis of national budgets and expenditure and related advocacy; international climate cooperation framework. • Expert knowledge of climate resilient programme; climate financing; programme/project management. • Basic knowledge of Humanitarian – preparedness; Humanitarian - response and recovery; Humanitarian– coordination of the response; Programme/project management; Capacity development; Knowledge management; Monitoring and evaluation ; Human rights and climate change; Gender equality and climate change. 		

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

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.

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 visa (applicable) and health insurance 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.