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| Title of Consultancy: WASH sector Coordination | Requesting Section/Hiring Manager: Water, Sanitation Engineering Department, MISE | | |
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Purpose of Activity/Assignment:

UNICEF has supported and continues to support the Kiribati government and partners to achieve the water, sanitation, and hygiene (WASH) Sustainable Development Goal (SDG), of universal and sustainable water and sanitation services with a progressive reduction of inequalities, especially for the most vulnerable children, in times of both stability and crisis.

“Business as usual” will not achieve the WASH SDGs. Pacific Island Countries are exposed to a wide range of natural hazards, including earthquakes, tsunamis, volcanoes, landslides, floods, drought, and cyclones, and are threatened by the impacts of climate change, including sea level rise, increased saltwater intrusion and coastal erosion, reduced freshwater availability, etc. Environmental sustainability challenges that put entire countries in the region at risk of having to be abandoned if not urgently addressed. These mounting pressures are placed on top of daily challenges that also must be addressed for sustainable development to be possible, such as rapid and unplanned urbanisation, lack of access to education, as well as inadequate infrastructure and services, such as a lack of access to improved water supply and sanitation.

A strong sector coordination mechanism is necessary to support governments in managing, responding and sustaining WASH services in ordinary and in emergency times. UNICEF is the global lead agency for the water, sanitation and hygiene (WASH) sector under The Inter-Agency Standing Committee (IASC) cluster approach.

In Kiribati, the limitation of an enhanced sector leadership and coordination mechanism undermines the benefits of WASH interventions. Planning, development and delivery of WASH activities are often not well coordinated to avoid duplicity, and best practices are not shared to allow for improvements in approaches, and interventions are not informed by risk assessment. The government of Kiribati lacks the human resources and technical capacity to leverage partnerships for a coordination mechanism; but has acknowledged this critical need and shown commitment to address by developing a Terms of Reference for a sector coordination system both at the senior government management level, called the National Water and Sanitation Coordination Committee (NWSCC) and the technical level, called the National WASH Coordination Committee (NWCC).

The government has also acknowledged the support UNICEF has been provided over the years in increasing access to water and sanitation in vulnerable communities, while also observing the increase in donor support and funding through UNICEF. With this in mind, the government has also requested that the same support provided for strengthening sector coordination, also support the coordination and management of UNICEF WASH projects and programmes within the government sectoral ministerial lead, which is in this instance the Ministry of Infrastructure and Sustainable Energy (MISE).

To support the Government of Kiribati in its commitments which aligns with UNICEF priority areas on creating enabling environment for sustainable and equitable WASH services, UNICEF is recruiting a consultant to fulfill activities linked to providing leadership and facilitating the processes that will ensure a well-coordinated, coherent, strategic, and effective WASH interventions for both emergency and non-emergency times, and provide support in the management of UNICEF WASH projects/programmes within government systems and structures.

Scope of Work:

Due to lack of human resources at MISE and technical capacity on sector coordination, the outputs will support the Ministry of Infrastructure and Sustainable Energy (MISE) in the formal establishment of the NWSCC and NWCC, as well as in strengthening relevant sector coordination activities like information management, monitoring and evaluation, reporting, knowledge management, and emergency/disaster and climate change WASH related activities. The

consultant will also be responsible for the management and coordination of UNICEF related projects/programmes within the Ministry of Infrastructure and Sustainable Energy.

The consultant will carry out the following activities in support of these areas of work:

1. Support Kiribati Drought Committee (DC).

Work with Drought Committee on increasing its capacity on coordination, reporting and documentation through;

- Provide technical advice on DC members capacity development
- Support DC to provide timely Drought Situation Report including an up to date, precise and informative report of needs and coverage of response activities
- Support DC to develop a fact-sheet and a poster with info graphics on drought situation including number of affected villages and population.
- Support the DC in capacity building at the island level on monitoring, reporting and interventions developed by the government and linked to relevant national indicators and emergency monitoring systems.
- Support the planning, facilitation and reporting of a WASH sectoral emergency training as well as a lessons learned as needed.

2. WASH Information Management, including submission of monthly WASH Dash Board.

Support the NWCC in the updating and reporting of the Sectoral Information Management System through;

- Update WASH Dashboard/4W for new WASH projects (activities, performance indicators/results)
- Assist with WASH team to ensure timely submission of program results of UNICEF related project activities
- Monthly updating of WASH Dashboard/4W and sharing to NWSCC and the NWCC.
- Conduct a review of sectoral coordination frameworks outlining clear roles and responsibilities as well as by respective government, non-government, donor and UN agencies in the WASH Sector, at national and island level, with linkages to relevant existing policies and make relevant recommendations on streamlining WASH programmes/projects and their respective reporting lines.
- Review national WASH policies in Health, Education and Communities with relevant linkages to support agencies such as MIA and MWYSSA and identify possible gaps and inclusions into the National Water Resource Management Policy and National Sanitation Policy.
- Conduct a risk mapping exercise within the WASH sector with relevant government, non-government, donor and UN agencies at the national and island level, linked to relevant hazards and WASH governance strategies that can be integrated into the proposed WASH sectoral plan and strategy.
- Develop a WASH sectoral Workplan and Strategy linked to the KDP and KV20.

3. Support National Water Sanitation Coordination Committee (NWSCC) and National WASH Coordination Committee (NWCC).

Work with NWSCC and NWCC to set up appropriate sectoral coordination mechanisms through:

- Assist in developing NWSCC capacity development to manage the sector coordination at national and sub national level between all relevant humanitarian and development partners including national and international stakeholders
- Assist in data banking and analyzing water and sanitation data across available WASH, education and health nutrition databases to inform planning, programs/projects development
- Support the review of the national water resource management policy and also seek approval and support the facilitation of the national sanitation policy, with linkages to other sectoral policies in health and nutrition, education, local governance and youth.
- Support the NWSCC and NWCC in the review of national policy and strategies as well as strengthening of existing reporting and monitoring systems.
- Support the determination and implementation of relevant sector assessment to support sector review of national documents and ongoing UNICEF WASH projects.
- Support the development of a knowledge management information system that captures all relevant WASH products and tools within the sector as well as with other relevant sectors.

Start Date: 1 June 2022

End Date: 19 May 2023

Number of Days (working): 11.5 months

TERMS OF REFERENCE REQUEST FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

| Work Assignment Overview | | |
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| Tasks/Milestone: | Deliverables/Outputs: | Timeline |
| Deliverable 1 | <p>Monthly progress report 1 denoting key activities conducted in the reporting month specific to sector coordination and UNICEF project management, as well as plans for the next reporting period.</p> <p>Including:</p> <ul style="list-style-type: none"> - Detailed and approved workplan - Annual Meeting plan for the NWCC | Month 1 |
| Deliverable 2 | <p>Monthly progress report 2 denoting key activities conducted in the reporting month specific to sector coordination and UNICEF project management, as well as plans for the next reporting period.</p> <p>Including:</p> <ul style="list-style-type: none"> - Final approved NWSCC and NWCC ToR - Updated 4W matrix - Detailed plan on the development of the WASH Sector Strategic Plan and Workplan, including number of consultations, location of consultations, agencies involved, and timelines. | Month 2 |
| Deliverable 3 | <p>Monthly report 3 denoting key activities conducted in the reporting month specific to sector coordination and UNICEF project management, as well as plans for the next reporting period.</p> <p>Including:</p> <ul style="list-style-type: none"> - Skeleton document of WASH sector strategic plan and workplan. - Agenda and minutes of the NWCC and updated 4W - Approved/updated drought committee ToR | Month 3 |
| Deliverable 4 | <p>Monthly report 4 denoting key activities conducted in the reporting month specific to sector coordination and UNICEF project management, as well as plans for the next reporting period.</p> <p>Including:</p> <ul style="list-style-type: none"> - Report on Policy review conducted with relevant sectors and copies of policies. - Report on gaps and recommendations on strengthening NWR - Detailed plan on the finalization of the NWR policy. - Detailed plan on the review of the sanitation policy, including number of consultations, location of consultations, agencies involved, and timelines. - Copy of the current NWR policy and Sanitation Policy. | Month 4 |
| Deliverable 5 | <p>Monthly report 5 denoting key activities conducted in the reporting month specific to sector coordination and UNICEF project management, as well as plans for the next reporting period.</p> <p>Including:</p> <ul style="list-style-type: none"> - Detailed plan on the development of the knowledge management data base, including list of agencies to be consulted. - Skeleton of knowledge management database and the types of materials to be included. | Month 5 |
| Deliverable 6 | <p>Monthly report 6 denoting key activities conducted in the reporting month specific to sector coordination and UNICEF project management, as well as plans for the next reporting period.</p> <p>Including:</p> | Month 6 |

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| | <ul style="list-style-type: none"> - Agenda and minutes of the NWCC and updated 4W - Consultation reports for policy, strategy, workplan and knowledge management - 1st Draft of document | |
| Deliverable 7 | <p>Monthly report 7 denoting key activities conducted in the reporting month specific to sector coordination and UNICEF project management, as well as plans for the next reporting period.</p> <p>Including:</p> <ul style="list-style-type: none"> - Consultation reports for policy, strategy, workplan and knowledge management | Month 7 |
| Deliverable 8 | <p>Monthly report 8 denoting key activities conducted in the reporting month specific to sector coordination and UNICEF project management, as well as plans for the next reporting period.</p> <p>Including:</p> <ul style="list-style-type: none"> - Consultation reports for policy, strategy, workplan and knowledge management 2nd Draft documents. | Month 8 |
| Deliverable 9 | <p>Monthly report 9 denoting key activities conducted in the reporting month specific to sector coordination and UNICEF project management, as well as plans for the next reporting period.</p> <p>Including:</p> <ul style="list-style-type: none"> - Agenda and minutes of the NWCC and updated 4W - Final Consultation reports for policy, strategy, workplan and knowledge management | Month 9 |
| Deliverable 10 | <p>Monthly report 10 denoting key activities conducted in the reporting month specific to sector coordination and UNICEF project management, as well as plans for the next reporting period.</p> <p>Including:</p> <ul style="list-style-type: none"> - Final consultation report and findings - Final approved documents | Month 10 |
| Deliverable 11 | <p>Monthly report 11 denoting key activities conducted in the reporting month specific to sector coordination and UNICEF project management, as well as plans for the next reporting period.</p> <p>Including:</p> <ul style="list-style-type: none"> - Final report - File tree with copies of all reports, pictures, videos and documents reviewed and development during the consultancy | Month 11 |

Please note that consultant estimated total cost may include additional costs, such as living costs as applicable

Minimum Qualifications required:

Bachelors Masters PhD Other

In one of the disciplines relevant to the following areas: Environmental Law, Environmental Policy, Climate Policy, Natural Resources Management or Water, Sanitation and Hygiene.

Knowledge/Expertise/Skills required:

- At least 5 years' experience in water supply, sanitation and hygiene enabling environment with specific skills in wash policy, coordination, financing and monitoring
- Experience working with UN, Government, regional organizations and NGO partners.
- Familiarity with national and regional policy frameworks for environment, water and sanitation as well as disaster risk reduction and climate change.
- Demonstrate high level of communication, facilitation and people management skills.

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| | <ul style="list-style-type: none">- Ability to operate at high level, in a complex, changing environment, anticipate risk and respond flexibly to changing circumstances.- Understanding of gender issues in WASH.- Knowledge of UNICEF and its work programme for water, sanitation and hygiene and emergency preparedness and response is considered a strong asset. |
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How to apply: Application letter along with CV, police clearance, birth certificate and other relevant document must be submitted in sealed envelope to Secretary, Ministry of Infrastructure and Sustainable Energy no later than **14th June 2022** during working hours.