

**RAJASTHAN STATE OFFICE**

**Terms of Reference**

**Sanitation Consultant for Udaipur division: 2017**

(Support to District Sanitation Missions in Udaipur division to scale-up sanitation)

**1. Background**

The national flagship rural sanitation programme of the GoI, *Swachh Bharat Mission Gramin (SBM - G),* is being implemented in all states of India, including Rajasthan. UNICEF has been providing technical support to District Administration of Udaipur to accelerate sanitation coverage and linked behaviour change since 2013. Based on the lessons learnt from past engagement, District Administration has developed a phased plan of action for making Udaipur District ODF by October 2018. However, there is a felt need to address sanitation issues in a strategic manner by intensive engagement at Udaipur division level through effective collaboration with the District Administrations (particularly Udaipur district and need based support to Banswara, Pratapgarh) as well as Tribal Area Development (TAD).

**Rural sanitation Bottlenecks and strategic actions**

Under the overarching priority of reducing open defecation in early 2015, a detailed Gaps and Barriers/Bottlenecks (GBB) Analysis of rural sanitation programme has been conducted based on Theory of Change (TOC), in order to achieve the State ODF Commitment and UNICEF ICO commitment of sanitation coverage by 2017. The TOC/ GBB identifies the bottlenecks and related strategic actions to accelerate rural sanitation outcomes at community, institutions and hygiene behaviors, some, but not limited, of the identified key Actions are:

* Results based strategic annual planning for sanitation outcomes
* Grassroots level partnerships for: (a) Sustained presence of skilled sanitation motivators to trigger collective demand, facilitate social norm for ODF (b) Functional Supply systems for sustained-long term availability of 3Ms - masons, materials and money (c) IPC and mass mobilization campaigns for ODF
* Concurrent and real time monitoring of sanitation outcomes at grassroots levels, data/evidence

**Need for the Consultancy**

In view of the GBB/TOC for acceleration of sanitation and reaching all segments of the population and UNICEF’s role, an individual state consultant will be required to provide high quality technical support to implement Strategic Action at State and Select DSMs. The Consultancy has been agreed in the WASH 2YWP 2016-17. The consultancy support will focus on providing technical assistance to select DSMs of focus districts (Udaipur, Dungarpur, Pratapgarh, Banswara, Sirohi) in Udaipur division, particularly Udaipur for scaling rural sanitation focusing on results based strategic plans, identifying and removing bottlenecks and undertake strategic actions for achieving the ODF commitments

**2. What is the basic project objective in which the consultancy is related?**

The consultancy will contribute towards the following Intermediate Results as envisaged in the WASH Two-year Work Plan (2YWP) 2016/17, which forms an official agreement with the GOR regarding UNICEF’s contribution to WASH in the State:

* Intermediate Result 1.21 (WASH): Government and partners have capacity to scale up improved service delivery at community and facility level sanitation and hygiene especially for the most deprived communities

3. **Duty Station:**

Udaipur/Jaipur, with official travel within Udaipur division (& Sirohi in Jodhpur Division), Rajasthan as per the agreed monthly plan.

4. **Supervisor**

WASH Specialist, UNICEF Jaipur

1. **Duration:**

15 July 2017 – 31 December 2017 (5.5 months), starting from 15th July 2017

1. **Official travel involved (itinerary and duration):**

The consultant will undertake field visits per month to focus districts (Udaipur, Dungarpur, Pratapgarh, Banswara & Sirohi) as per the directions of supervisor, for monitoring of progress partnerships and ODF plans, capacity building, liaising with the districts level officers for bottleneck identification and removal in order to achieve the objectives of agreed plans. The field missions will also involve travel to Districts of Udaipur Division and Jaipur. There may be need based travel to other Districts of the State for supporting sanitation acceleration.

1. **Qualifications or specialized knowledge / experience required:**

* University degree in Engineering /Post graduate degree Business Administration/ Social Sciences with specialist knowledge and experience of community water supply and sanitation programmes and DRR at managerial level
* At least five years relevant field experience, focusing on social mobilization and capacity building of field workers, panchayat representatives and government staff
* Proven ability to advocate effectively with state and district level officers of counterpart and other departments.
* In-depth knowledge of sector policy and practice, in particular, relating to SBM programme and its status in Rajasthan/India.
* Previous experience working with UN or bilateral agency will be an advantage
* Good verbal and written communication skills (English and Hindi), including presentational skills
* Demonstrated excellent motivational skills to achieve behavior change in communities
* Ability to use computer software i.e. Windows XP, MS Office, MS Excel, PowerPoint and Internet programmes

1. **Condition**

As per the General Terms and Conditions of the contract the consultant will be required to provide his/her own laptop and other communication arrangements

**Financial Bid**

**INDIVIDUAL CONSULTANT FOR SSA State Sanitation Consultant based at Udaipur**

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| **Major Tasks** | **Deliverable (s)** | **UNICEF Estimate** | | **Consultant's Proposal** | |
| **Estimated deadline for completion of deliverable (please mention as days/ months)** | **Estimated travel required for completion of deliverable (please mention destination / number of days)** | **Complete timeframe for deliverable** | **Cost (INR)**  (All inclusive i.e. professional fee, travel, DSA, communication, etc.) |
| **Phase-II: 15 July – 31 December 2017 (5.5 months)** | | | | | |
| To provide need based technical support to SBM(G) Directorate, District Administration, Tribal Area Development in addressing sanitation issues by intensive engagement at Udaipur division level (Udaipur Division: Intensive - Udaipur, Dungarpur, Pratapgarh, Banswara; Extensive - Chhitorgarh, Rajasamand), Tribal dominated Districts in other Divisions (viz. Sirohi, Jhalawar, Baran) using District-wide approach focusing on acceleration, equity and sustainability. | * Report based on intensive Support to DSMs in developing of District Open Defecation Elimination Plan & SBCC plans based on SHACS strategy for five identified tribal dominated Districts in Udaipur (& Jodhpur) Division using District Wide approach for ODF. * Report based on facilitation and coordination of capacity building of CATS training in five focus districts. * Report on Contribution of achieving 60% self declared ODF GPs in Udaipur District (five ODF blocks) * District specific guidelines of ODF verification developed. * Report based on review and monitor the CATS/SBCC trainings conducted in all focus districts by attending and reviewing few trainings directly and others through reports submitted. | 30 August 2017 | 10 days |  |  |
| * Report on ODEP & SBCC plan development - Intensive Support to DSMs in developing of District Open Defecation Elimination Plan & SBCC plan based on State wide Advocacy & communication strategy for Banswara & Pratapgarh District Wide Sanitation Campaign. * Report on Facilitation and coordination of Capacity building of CATS training in five focus districts. * Report on Contribution of achieving 90% and 95% self declared ODF GPs in Pratapgarh and Banswara District respectively. * Report on support provided in strengthening of district specific review cum monitoring mechanism. (Developing of monitoring and review templates) * One advocacy note of TOC/GBB strategic action that has addressed key bottlenecks and accelerated sanitation, shared with Government to facilitate scaling. | 30 Sept 2017 | 30 days |  |  |
| * Report based on extensive Support to DSMs in preparation of District Open Defecation Elimination Plan & SBCC Plan based on Sanitation & Hygiene Advocacy & communication strategy (SHACS) for Tribal dominated Districts Sirohi for District Wide Sanitation Campaign. * Report based on support provided for capacity building of CATS training focus districts. * Report on Contribution of achieving 95% self declared ODF GPs in Sirohi District * Case studies/human interest stories from focus district Districts * Report on support to district sanitation Mission in documentation of division stock taking of progress, process followed for result achieved. * Report based on facilitation and support DSMs to follow-up for monitoring ODF sustainability. * Report based on facilitation of exposure visit of focus districts on ODF + activities. | 31 December 2017 | 30 days |  |  |

**TECHNICAL EVALUATION CRITERIA**

**Consultant Sanitation**

1 | Educational Qualifications 20 Marks

2 | Relevant Experience 30 marks

3 | Expertise 30 Marks

4 | Language 10 Marks

5 | Experience in Bilateral/International/UN agencies 10 Marks

* Total Score should be 100.
* Minimum overall qualifying score should be 70.

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| **INSTRUCTIONS**  Please answer each question clearly and completely. **Type or print in ink.** Read carefully and follow all directions. | | | | | | | | | | | **UNITED**  **NATIONS**  **PERSONAL HISTORY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Do Not Write in This Space** | | | | | | | | | | |
| **1.** Family name | | | | | | | | | | | | | | First name | | | | | | | | | | | | | | | Middle name | | | | | | | | | | | | Maiden name, if any | | | | | | | | | | | | |
| **2.** Date  of  Birth | | Day | | Mo. | | | Yr. | | | **3.** Place of birth | | | | | | | | | | | **4.** Nationality (ies) at birth | | | | | | | | | | | | | | | | **5.** Present nationality (ies) | | | | | | | | | | | | | | | **6.** Sex | |
| **7.** Height | | | **8.** Weight | | | | **9.** Marital status:  Single | | | | | | | | | | Married | | | | | | | Separated | | | | | | | | | | | | Widow(er) | | | | | | | | | | | Divorced | | | | | |
| **10.** | Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel? YES  NO If “yes”, please describe. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **11.** Permanent address | | | | | | | | | | | | | | | | | | **12.** Present address (if different) | | | | | | | | | | | | | | | | | | | | **13.** Office Telephone No. | | | | | | | | | | | | | | | |
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| Telephone No. | | | | | |  | | | | | | | | | | | | Telephone/Fax No. | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| **15.** Have you any dependents? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| NAME | | | | | | | | | Date of Birth | | | | | | | | Relationship | | | | | | NAME | | | | | | | | | | | | | | | | | Date of Birth | | | | | | | | | | Relationship | | | |
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| **16.** Have you taken up legal permanent residence status in any country other than that of your nationality?  If answer is “yes”, which country? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | YES  NO | | | | | |
| **17.** Have you taken any legal steps towards changing your present nationality?  If answer is “yes”, explain fully: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | YES  NO | | | | | | | | | | | | | | | | |  | | | | |
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| **18.** Are any of your relatives employed by a public international organization?  If answer is “yes”, give the following information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | YES NO | | | | | | | | | | | | | | | | | | | | |
| NAME | | | | | | | | | | | | | | | | | | | | Relationship | | | | | | | | | | Name of International Organization | | | | | | | | | | | | | | | | | | | | | | | |
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| **19.** What is your preferred field of work? | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **20.** Would you accept employment for less | | | | | | | | | | | | | | | | | | | | | | **21.** Have you previously submitted an application for employment with U.N.? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| than six months | | | | | | | YES  NO | | | | | | | | | | | | | | | if so when? | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **22.** KNOWLEDGE OF LANGUAGES. What is your mother tongue? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| OTHER LANGUAGES | | | | | | | | Easily | | | | | | | Easily | | | | Easily | | | | | | | Easily | | | | | | | | Easily | | | | | Easily | | | | | | Easily | | | | | | Easily | | |
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| **23.** For clerical grades only  *Indicate speed in words per minute* | | | | | | | | | | | | | | | | | | | | | | | | | | *List any office machines or equipment*  *you can use* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **24.** EDUCATIONAL. Give full details - N.B. Please give exact titles of degrees in original language.  A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME, PLACE AND COUNTRY | | | | | | | | | | | | | | | | ATTENDED FROM/TO | | | | | | | | | | | DEGREES and ACADEMIC | | | | | | | | | | | | | | | | | MAIN COURSE OF STUDY | | | | | | | | | |
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| B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **25.** LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **26.** LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (do not attach) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **27.** | EMPLOYMENT RECORD: **Starting with your present post, list in reverse order every employment you have had.** Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.  A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| NAME OF EMPLOYER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | TYPE OF BUSINESS: | | | | | | | | | | | | | | | | | | | | | | | | |
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| DESCRIPTION OF YOUR DUTIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| B. PREVIOUS POSTS *(IN REVERSE ORDER)* | | | | | | |
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| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | | |
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|  | | | | NO. AND KIND OF EMPLOYEES | | REASON FOR LEAVING |
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| DESCRIPTION OF YOUR DUTIES | | | | | | |
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| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: | | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | | |
|  |  |  |  |  | | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | | |
|  | | | |  | | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | | |
|  | | | |  | | |
|  | | | | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING | |
|  | | | | SUPERVISED BY YOU: |  | |
| DESCRIPTION OF YOUR DUTIES | | | | | | |
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| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: | |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  | |
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| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | |
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| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | |
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|  | | | | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | | | | SUPERVISED BY YOU: |  |
| DESCRIPTION OF YOUR DUTIES | | | | | |
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| **28.** HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES  NO | | | | | | | | |
| **29.** ARE YOU NOW, OR HAVE TO EVER BEEN, A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT’S EMPLOY? YES NO | | | | | | | | |
| If answer is “yes”, WHEN? | | | | | | | | |
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| **30.** REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.  ***Do not repeat names of supervisors listed under item 27.*** | | | | | | | | |
| FULL NAME | | | | FULL ADDRESS | | | | BUSINESS OR OCCUPATION |
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| **31.** STATE ANY OTHER RELEVANT FACTS, INCLUDING INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY | | | | | | | | |
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| **32..** | HAVE YOUR EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES  NO  If “yes”, give full particulars of each case in an attached statement. | | | | | | | |
|  | | | | | | | | |
| **33**. Please specify from where you came to know about the job advertisement. | | | | | | | | |
| **34.** | I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal. | | | | | | | |
|  | DATE: | |  | |  | SIGNATURE : |  | |
|  | | | | | | | | |
| **N.B.** | | You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization. | | | | | | |
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