**UNICEF, Rajasthan**

**Terms of Reference**

Short term Consultancy

**State Water Safety and Security Consultant**

Period: Sep – December 2017 (3 months & 1 week )

1. **Background**

NRDWP[[1]](#footnote-1) focuses on water quality management, source sustainability, sustainable service delivery (operation and maintenance), building professional capacity and strengthening decentralized governance through Panchayati Raj Institutions and community involvement. It seeks to involve the community by enriching their knowledge and skills in a way that they understand the benefits of access to safe water, basic sanitation and adoption of hygiene practices and are empowered to manage their drinking water sources and systems, from planning to commissioning stages.

Preparation of Water Safety Plans has also been focused in the National Rural Drinking Water Program (NRDWP) guidelines by the GoI. The Ministry of Drinking Water and Sanitation and UNICEF have developed Drinking Water Advocacy and Communication Strategy (DWACS) Framework (2013-2022), which focuses on key individual and community behaviors, leading to improved WASH outputs, contributing to better health outcomes for children and women.

Water Safety plan links the identification of a water quality problem with a water safety solution. It includes both water quality testing and sanitary inspection to determine appropriate control measures. It is a quality assurance tool that ensures protection of the water quality from the catchment to the consumer. Initiating Water Safety plan at State level has been discussed and agreed by States in National Level workshop on NRDWP held on 9th-10th Sept. 2016.

Availability of water is one of the key challenges in Rajasthan. Several parts of Rajasthan face water shortages due to seasonal water scarcity and unsustainable water-use behaviours (industrial, agricultural and domestic). The state of Rajasthan experiences droughts on a regular basis. Of the 67 years of independence, 61 years were marked by droughts[[2]](#footnote-2). While the state covers 10 percent of India’s geographical area and contributes to 5.7 percent of India’s population, it has only 1 percent of India’s water sources. Given the changing climatic conditions, the water scarcity situation would be further exacerbated, with emerging water quality challenges.

In Rajasthan, state level nodal agencies for the water sector reforms are the Public Health Engineering Department (PHED) and WSSO. Because of the challenges of water availability in the state, the efforts of GoR have been prioritized for ensuring minimum water availability, compromising on water security and safety. Operation & Maintenance of RWSS always remained a challenge in the State, due to lack of involvement of communities from planning phase.

Public Health Engineering Department (Government of Rajasthan) has requested UNICEF's assistance to facilitate planning, implementation and monitoring of Water Safety Cycle approach under National Rural Drinking Water Programme (NRDWP) through HR support. The Consultant will work in the area of Water Safety, raising the water profile, mainstreaming it in their development planning, under NRDWP

**Purpose of assignment**

To support PHED/WSSO, GoR in rolling out water safety cycle approach for rural drinking water programme, creating a road map for Water Safety for communities in the state and strengthening capacity of PHED institutions on adoption of Water Safety Cycle approach, as envisioned in SDGs and new country programme: 2018-22.

1. **Programme area and specific project involved**

*The consultancy support will focus on the following tasks:*

1. SitAn for Water (quality and quantity-water for sanitation & health): Mapping of institutions/experts involved in water safety aspects, challenges and policy issues and probable solutions.
2. Based on needs assessment facilitate in development of a policy brief and advocacy note for rolling out of Water Safety Cycle Approach in the state, aiming to achieving long term goals, as envisioned in UNICEF’s new country programme–2018-2022
3. Technical support in capacity building of State, Division and District level engineers of PHED/WSSO on (a) Water Safety & Security b) Integrated Fluorosis Mitigation, in collaboration with Health & Nutrition programs, addressing existing bottlenecks
4. Strengthening Centre for Excellence on Water, established by WSSO by preparing a note on best practices on drinking water safety and security initiatives from other states in India viz. WASMO, TWAD Board, etc.
5. Support WSSO in documentation of state level workshop on “ Water Safety Planning ”tentatively scheduled in 3rd week of Sep 2017
6. Field level Demonstration and Handholding support for Water Safety Planning in select districts, using the service delivery platform developed for the roll-out of the SBM, in order to accelerate scaling-up of WSP
7. **Basic objective to which the consultancy is related**

The consultancy will contribute towards the following Intermediate Results as envisaged in the WASH Rolling Work Plan (RWP) 2016/17 which forms an official agreement with the GoR regarding UNICEFs contribution to WASH in the State:-

* Intermediate Result 1.12 (WASH) : Governments and partners have the capacity to scale up improved service delivery of safe and sustainable water, especially in most deprived communities

1. **Duty station**

Jaipur, Rajasthan, with field travels in identified districts within Rajasthan on need basis. 40% of time will be dedicated to field visits (approx. 8 days/month)

1. **Supervisor**

# Rushabh Hemani, WASH Specialist, UNICEF Jaipur &

# Nanak Santdasani, WASH Officer, UNICEF Jaipur

1. **Major tasks to be accomplished**

Under the overall guidance of the WASH Specialist/WASH Officer, UNICEF Consultant will work closely with PHED, WSSO to provide the following services in implementation of Water Safety Cycle Approach and DWACS under NRDWP:

The major tasks and deliverables are as enumerated below:-

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| **Sr. No.** | **Major Tasks** | **Deliverables** | **Delivery time (within)** |
| 1 | Technical assistance to State and select DSMs for Planning, rollout and monitoring for scaling rural water safety and security focusing on results based strategic plans, identifying and removing bottlenecks and undertake strategic actions for achieving commitments | * Report on State level workshop on “Water Safety Planning” conducted jointly with WSSO * WSP Roll-out plan for select two districts with identified blocks and GPs for initiating WSP, using the service delivery platform of SBM * Report on outcomes of TA support to strengthen “Centre for Excellence on Water, established by WSSO * Report on Sensitization of Health and PHED officials on Integrated Fluorosis Mitigation initiatives, in Fluorosis affected districts * Development of a 1st year state level action plan, including milestones (measurable targets and deadlines), budget and clear responsivity allocation, endorsed by WSSO | End of Sep 2017  End of Oct 2017  End of Nov 2017  End of Nov 2017  End of Dec 2017 |

1. **Duration:**

The duration of the contract will be 3 months & 1 Week (25th Sep 2017 to 31st December 2017).

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

The consultant will undertake field visits to focus districts as per directions of Supervisor, for monitoring of progress for partnerships, 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 government offices in Jaipur.

1. **Qualification / Specialized knowledge / experience required**

* University degree in Engineering / Social Sciences with specialized knowledge and experience of community water supply and sanitation programmes.
* At least 10 years relevant field experience, focusing on social mobilization and capacity building of field workers, Panchayat representatives and government staff on Drinking Water Quality and Water Safety Planning.
* 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 NRDWP, SBM(G) programmes and its status in the State of Rajasthan
* 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. MS Office, MS Excel, PowerPoint and Internet programmes

**Financial Bid**

**INDIVIDUAL CONSULTANT FOR SSA State Water Safety and Security Consultant**

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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.) |
| **Period : 25 Sep ’17 – 31 December 2017 ( 3 months & 1 week )** | | | | | |
| Technical assistance to State and select DSMs for Planning, rollout and monitoring for scaling rural water safety and security focusing on results based strategic plans, identifying and removing bottlenecks and undertake strategic actions for achieving commitments | Report on State level workshop on “Water Safety Planning” conducted jointly with WSSO | 30th Sep 2017 | 00 days |  |  |
| WSP Roll-out plan for select two districts with identified blocks and GPs for initiating WSP | 31st  Oct 2017 | 30 days |  |  |
| Report on outcomes of TA support to strengthen “Centre for Excellence on Water, established by WSSO | 30th Nov 2017 | 00 days |  |  |
| Report on Sensitization of Health and PHED officials on Integrated Fluorosis Mitigation initiatives, in Fluorosis affected districts | 30th Nov 2017 | 10 days |  |  |
| Development of a 1st year state level action plan, including milestones (measurable targets and deadlines), budget and clear responsivity allocation, endorsed by WSSO | 31st Dec 2017 | 00 d`ays |  |  |

The above bid quoted should be **ALL inclusive** i.e. professional fee, travel, DSA, communication and all related expenses.

*Shaded area to be filled in by consultant*

**Name of the Bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**

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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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| **15.** Have you any dependents? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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 | | | | | | | | | | | | | | | | | | | | |
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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.? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **22.** KNOWLEDGE OF LANGUAGES. What is your mother tongue? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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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| B. PREVIOUS POSTS *(IN REVERSE ORDER)* | | | | | | |
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| 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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| 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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| 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. | | | | | | | |
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| **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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COVER LETTER

Dear Sir/Madam,

UNICEF Jaipur is looking for a short term consultancy of approx. 3 months and a week for State Water Safety Consultant (WASH).

The closing date for submission of your application is Monday, 4th September, 2017.

In case you are interested in applying for the consultancy, please send in your application, along with the financial bid template,  P-11 (form attached) and CV before the due date to j[aipur.consultants@unicef.org](mailto:aipur.consultants@unicef.org).

A detailed Terms of Reference is attached for your reference.  Your financial bid should be inclusive of professional fee, DSA and other related expenses.

Your application will stand ‘invalid’ if above documents are not sent to us in time.

Thanking you and hoping to have your response.

Supply Focal Point

1. National Rural Drinking Water Programme is a flagship programme of the GoI: 2010-2022 [↑](#footnote-ref-1)
2. Disaster Management & Relief Department, Government of Rajasthan [↑](#footnote-ref-2)