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TERMS OF REFERENCE

TITLE – *Senior WASH Consultant - WASH Programme Development and Technical Support*

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	**Ulaanbaatar, Mongolia (Office Based)**
DURATION OF CONTRACT	7.5 Months

Purpose of Assignment

UNICEF Mongolia seeks to engage a Senior WASH Consultant to provide specialized technical assistance to the Water, Sanitation and Hygiene (WASH) programme.

UNICEF Mongolia's WASH programme is experiencing a temporary convergence of intensified programme implementation, emerging strategic commitments and reduced internal technical capacity, creating a need for additional specialized, deliverable-based support during the remainder of the current Country Programme cycle (2023–2027).

The UK Eleva-funded WASH project is entering its peak implementation phase in its second year, generating increased requirements for technical analysis, results documentation, donor reporting and related technical products. Concurrently, the outcomes of UNCCD COP17, hosted by Mongolia in August 2026, have generated significant momentum and opportunities to advance water security for children, requiring targeted technical inputs for policy advocacy, partnership development and resource mobilization. These demands coincide with preparations for the next Country Programme (2028–2032), including the development of evidence-based WASH strategies and technical inputs.

At the same time, the WASH team's technical capacity has been reduced following the retirement of its WASH Specialist. Due to prevailing funding constraints, the position cannot be replaced. Existing programme staff must prioritize their core responsibilities for programme implementation, government and partner coordination, technical oversight and accountability for results. Consequently, the additional specialized analytical, drafting and documentation assignments cannot reasonably be absorbed within existing staff capacity without compromising these core responsibilities.

The proposed consultancy is therefore designed to address a clearly identified, time-bound requirement for specialized technical outputs, rather than to replace the functions of the former WASH Specialist or provide ongoing programme management support.

The consultant will be engaged on a part-time basis, with an estimated level of effort averaging up to three working days per week, and payments linked to the satisfactory completion of predefined, measurable deliverables.

UNICEF staff will retain full responsibility for programme management, implementation oversight, partner engagement, decision-making and approval of technical products.

This arrangement provides a proportionate and cost-conscious means of securing additional technical expertise during a period of exceptional workload, without establishing a continuing staff function or long-term staffing obligation.

The consultancy will conclude with the completion of the agreed outputs by the end of the current Country

Programme cycle.

Scope of Work

Under the supervision of the WASH Officer, the Senior Consultant - WASH Programme Development and Technical Support will provide specialized technical expertise and quality assurance for selected WASH programme development, resource mobilization and knowledge products.

The assignment will focus on addressing specific technical gaps and strengthening the quality of strategic deliverables, complementing rather than duplicating the routine responsibilities of the WASH Officer and existing programme team.

A. Technical Proposal and Concept Note Development

• Provide technical drafting and editing support for WASH-related project proposals, concept notes, funding applications and resource mobilization documents.

• Conduct targeted reviews of relevant national policies, strategies, programme documents, technical studies and available evidence to inform proposal development.

• Support the development of programme objectives, expected results, implementation approaches, indicators, target groups, risks and sustainability considerations.

• Ensure that proposals reflect UNICEF priorities, child rights, gender equality, disability inclusion, climate resilience and the needs of disadvantaged populations.

B. Technical Reporting, Analytical Studies and Policy Support

• Draft and revise designated technical and narrative sections of progress and donor reports for the WASH projects, ensuring technical accuracy and timely delivery.

• Conduct technical reviews of analytical reports, assessments and studies prepared by national government institutions, consulting firms or other external organisations with UNICEF support, providing expert comments on technical soundness, evidence, conclusions and recommendations.

• Provide technical analysis and recommendations on WASH-related policies, strategies, technical standards and guidelines, including their alignment with relevant national and international guidance and standards.

• Prepare evidence-based analysis of technical achievements, implementation challenges and recommendations to inform programme improvement and policy dialogue.

C. Technical Inputs to Knowledge Products and High-level Advocacy and Policy Engagement Materials

• Provide specialized technical analysis and substantive inputs to selected WASH knowledge products requiring advanced technical expertise, particularly on water quality, wastewater treatment, greywater management and climate-resilient WASH solutions.

• Review draft technical publications and knowledge products prepared by UNICEF staff or consultants for technical accuracy, evidence-based conclusions and consistency with relevant standards and guidance.

• Draft or propose high-level advocacy and policy engagement materials, such as advocacy briefs, key messages, concept notes and briefing materials, to support the Government of Mongolia and UNICEF in high-level policy dialogue, global and regional events, and partnership development and resource mobilization.

• Ensure that materials are evidence-based, technically accurate and aligned with agreed UNICEF priorities and policy positions.

D. Water Quality, Greywater Management and Wastewater Treatment

• Provide technical inputs to WASH interventions addressing drinking water quality, greywater management and wastewater treatment.

• Provide technical inputs for the assessment and selection of context-appropriate, technically feasible and sustainable greywater collection, treatment, reuse and disposal solutions, particularly for schools, kindergartens and other child-serving facilities.

• Contribute to the preparation of technical specifications, design considerations, implementation approaches and operation and maintenance recommendations for selected water quality, greywater and wastewater management interventions, in coordination with relevant technical specialists and implementing partners.

• Develop technical recommendations and documentation to strengthen the integration of water quality monitoring, safe wastewater management, resource efficiency and climate resilience into WASH project proposals and implementation approaches.

E. Targeted Field Visits and Technical Documentation

• Undertake provincial field visits, when requested and approved by UNICEF, to support specific project documentation, technical assessments, stakeholder consultations or evidence collection needs.
• Prepare concise field visit summaries and technical recommendations and incorporate validated findings into the relevant project reports, proposals and knowledge products.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline
Technical proposals and concept notes	Develop or substantially revise **at least one** WASH project proposal, concept note or funding application, including technical rationale, intervention approaches, results frameworks, indicators, risks and sustainability considerations.	31 December 2026
Project reporting and analytical reviews	Prepare technical inputs for at least **2 projects or donor reports and complete technical reviews of at least 2 analytical studies** or assessments produced by government institutions or external consultants with UNICEF support.	30 June 2027
Policy, strategy and standards	Produce at least **3 technical review notes or analytical briefs** on selected WASH policies, strategies, technical standards or guidelines, including practical recommendations.	30 June 2027
Specialized WASH technical recommendations	Prepare **at least 2 technical notes** addressing water quality, greywater management, wastewater treatment or climate-resilient WASH solutions, including technical feasibility and operation and maintenance considerations where relevant.	30 June 2027
Technical inputs to knowledge products and high-level advocacy and policy engagement materials	Provide substantive technical inputs or expert reviews for at least **3 WASH knowledge products,** ensuring technical accuracy, evidence-based recommendations and consistency with relevant standards and guidance.	31 January 2027
	Draft or propose at least **3 high-level advocacy and policy engagement materials**, such as advocacy briefs, key messages, concept notes and briefing materials, to support the Government of Mongolia and UNICEF in high-level policy dialogue, global and regional events, and partnership development and resource mobilization.	30 June 2027

Payment Schedule:
Payment will be made on submission and acceptance of 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.

Important Notes

- 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.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- 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.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

Education:

An advanced university degree in Environmental Engineering, Water Resources Management, Public Health, Environmental Science, Civil Engineering, Development Studies or another relevant field.

Work Experience:

At least 10 years of relevant professional experience in WASH, water supply, sanitation, public health, environmental management, climate resilience or a closely related development field.

Language Requirements:

Fluency in written and spoken Mongolian.

Knowledge/Expertise/Skills:

• Good understanding of WASH programming, including water supply, sanitation, hygiene promotion and WASH services in schools, health facilities and communities.

• Familiarity with climate-resilient WASH, water security, sustainable technologies and environmental challenges in Mongolia

• Demonstrated experience drafting or editing technical proposals, concept notes, donor reports, programme reports or other substantive technical documents.

• Strong analytical, research, technical writing and editing skills.

• Demonstrated ability to develop clear, evidence based proposals and results-oriented reports.

• Strong organizational skills and ability to manage multiple assignments and deadlines.

• Ability to work independently and coordinate effectively with programme teams and partners.

• Understanding of child rights, gender equality, disability inclusion and safeguarding principles in development programming.

Desirables:

• Previous experience supporting UNICEF or another UN agency on WASH, climate change, environmental health or related development programmes.

• Experience supporting provincial development programmes is desirable.

• Experience working with government institutions, development partners, international organizations or NGOs is an asset.

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