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TERMS OF REFERENCE

Individual consultant to provide technical assistance to stakeholders for delivery of sanitation and hygiene targets

(National candidates only)

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Lusaka, Zambia & Remote + travel
DURATION OF CONTRACT	10 months

Purpose of Assignment

The consultant will provide technical assistance and guidance to NEWZA stakeholders at different levels including CSO hired for MHHM activities to achieve the following targets:

- Households construct improved climate resilient toilets with hand washing facilities in locations where KfW is building water systems and other high needs areas to reach at least 45,000 toilets.
- 240 local artisans and sanitation entrepreneurs trained to deliver affordable, climate resilient household toilets and hand hygiene facilities.
- Train 1,200 MOE and school staff in Menstrual Health & Hygiene Management (MHHM).
- At least 25,000 menstruating students have participated in menstrual health and hygiene management activities.

The consultant will work closely with the UNICEF NEWZA team, comprising staff from WASH, Social and Behaviour Change, and other sections, as well as Commercial Utilities and district stakeholders to strengthen systems for achieving Year 3 sanitation and hygiene results. Monthly progress updates will outline achievements, identify challenges and constraints, and recommend corrective actions.

Scope of Work

The assignment will be implemented through a comprehensive and participatory process designed to support improved sanitation and hygiene services in targeted NEWZA districts through strengthening local systems and capacities and ensuring documentation of the approaches and results.

Prioritize vulnerable communities in NEWZA districts through a review of secondary information: Review and compile existing sanitation and hygiene data, assessments, and sector reports for the 20 NEWZA target districts. Sources will include UNICEF assessments, Commercial Utilities, government institutions at all levels, and other relevant stakeholders. The review will identify and list the most vulnerable and underserved communities in each district for targeted NEWZA sanitation and hygiene interventions.

Provide technical assistance to identify sanitation and hygiene gaps and develop action plans: Support the development of guidelines and tools for collecting sanitation and hygiene data in prioritized communities (estimated at 1,000). Commercial Utilities, working closely with district authorities, will lead participatory sanitation assessments to determine the number of households, identify those without improved climate resilient sanitation facilities, and assess the main barriers to constructing such facilities. The findings will inform

community-specific action plans with strategies to address these barriers and enable households to construct improved facilities by April 2027. Proposed strategies may include demand-generation campaigns, strengthened sanitation marketing, innovative financing mechanisms, affordable toilet designs, and enhanced local construction capacity.

Support implementation of community sanitation and hygiene action plans: Provide ongoing technical support to Commercial Utilities and district stakeholders in implementing sanitation action plans in selected communities. This will include field monitoring and maintaining an Excel-based database to track progress across all target communities. The consultant will submit monthly progress reports, flag issues requiring action to the supervisor, and deliver targeted training to help stakeholders accelerate the construction of improved, climate-resilient low-cost household toilets using scalable approaches. The consultant will also document the implementation process and key lessons learned.

Strengthen local sanitation supply chains through training of artisans and entrepreneurs: The consultant will analyze baseline data from the target communities across 20 districts to identify locations where limited artisan or entrepreneur capacity constrains the construction of improved, climate-resilient, low-cost household toilets. Potential trainees may include pit diggers and liners, builders, slab producers or vendors, and entrepreneurs supplying sanitation goods and services. The analysis will determine the appropriate trainee groups, training content, and qualified providers, using tailored rather than one-size-fits-all approaches. Based on the findings, the consultant will prepare a training plan that promotes locally appropriate, affordable toilet solutions and draws on indigenous knowledge.

Establish and manage a sanitation and hygiene progress monitoring system: In consultation with Commercial Utilities and other stakeholders, the consultant will develop simple and locally appropriate tools to report sanitation progress and capture key issues, challenges, and lessons from target communities. The consultant will also establish and update monthly an Excel-based database on UNICEF's shared drive listing all target communities and tracking the construction of climate-resilient, low-cost household toilets. The database will record community feedback, lessons learned, implementation challenges, innovations, and success stories to support adaptive programme management. Monthly reports will summarize the previous month's progress, highlight key issues, and recommend scalable measures to accelerate construction.

Build capacity of Ministry of Education and school personnel in Menstrual Health and Hygiene Management (MHHM): In collaboration with the Ministry of Education, civil society organizations, and other relevant stakeholders, the consultant will provide technical support to train school staff and education personnel in target districts on Menstrual Health and Hygiene Management (MHHM). The consultant will contribute to the development of training materials and tools and support the Ministry in creating templates for regular reporting by trained personnel. The consultant will also establish and maintain a central database on UNICEF's shared drive with details of all the personnel trained by the Ministry and civil society organizations. The database will track activities implemented each quarter, along with related challenges and lessons learned.

Provide technical support for MHHM implementation in 400 schools: The consultant will support the Ministry of Education and other stakeholders in adapting and contextualizing MHHM training materials and implementation tools for 400 selected schools. In consultation with stakeholders, the consultant will help develop approaches that meaningfully engage adolescents, parents, teachers, and community members in MHHM activities. School and community-based interventions will promote open dialogue, address myths and misconceptions, reduce stigma, and transform harmful social norms related to menstruation. The consultant will also support the government in tracking the development and implementation of MHHM action plans across all target schools and organize targeted stakeholder training as needed.

Develop and operationalize MHHM monitoring and learning framework: The consultant will support government in refining its system and tools at national and sub-national levels for monitoring MHHM activities in schools. This includes monitoring supply and distribution of MHHM supplies from government and other stakeholders, and other MHHM activities included in the annual school operational plans. The monitoring system should track on quarterly basis progress, identify good practices, lessons learnt and challenges in implementation. The consultant

will also support formative research to provide further evidence and learning to guide further refinement of implementation of MHHM in schools.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Prioritise vulnerable communities in NEWZA districts for sanitation and hygiene intervention (based on secondary information)	Deliverable #1 • Sanitation and hygiene strategies report, summarizing priority issues, proposed intervention approaches, and recommended next steps. • Community selection report, identifying vulnerable and underserved communities prioritized for sanitation and hygiene interventions. • Baseline data collection guidelines and tools to support consistent assessment across target communities.	22 January 2027
Identify sanitation and hygiene gaps in selected communities and develop action plans.	Deliverable #2 • Excel-based database established on UNICEF's shared drive, containing baseline data and community action plans for all target communities across the 20 districts.	26 February 2027
Provide technical support for the implementation, monitoring of community sanitation, and hygiene action plans across NEWZA districts.	Deliverable #3 • Monthly field-monitoring report from two provinces, documenting sanitation action plan progress, support provided, key issues, and recommended follow-up actions. • Excel-based database updated monthly to track the cumulative number of climate-resilient, low-cost improved household toilets	23 April 2027

	constructed across all target communities. • A consolidated progress report for each district submitted every quarter, highlighting achievements, challenges, lessons learned, and recommendations.	
4Training of 240 local artisans and sanitation entrepreneurs.	Deliverable #4 • A report of no more than 40 pages outlining district-specific training needs and plans for artisans and sanitation entrepreneurs, informed by the baseline data analysis. • An Excel-based database established UNICEF's shared drive, recording the names of trained individuals and the activities they implement each quarter.	21 May 2027
Provide technical support to DEBs to plan, implement and monitor MHHM activities in schools.	Deliverable #5 • An Excel-based database established on UNICEF's shared drive, containing details of school and Ministry of Education personnel trained in MHHM and the activities they undertake each quarter. • The MOE district tracking system for school MHHM activities reviewed in consultation with stakeholders and submitted to the MOE for approval. • A quarterly presentation summarizing progress on NEWZA MHHM activities across the six	30 July 2027

	target provinces. • A technical guidance note developed in consultation with the Ministry of Education to support schools in NEWZA provinces in updating MHHM activities in their 2027 School Operational Plans.	
School and community survey on the implementation of MHHM in NEWZA Districts	Deliverable #6 • Formative research conducted with WASH and education sector partners to inform MHHM interventions across the target provinces.	30 September 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.

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

Minimum requirements:

Education:

- Advanced university degree (Master's or higher) in any of the following fields: Public health, Social Sciences, Urban planning and development, Sanitary Engineering and Integrated planning.

Work Experience:

- Minimum of 5 years of experience in development work.

Skills:

- Knowledge of water, sanitation and hygiene.

Language Requirements:

- An understanding of the local context and proficiency in the local language.

Desirables:

- Preferably experience in urban and rural WASH will be an added advantage.