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TERMS OF REFERENCE

WASH Consultant

(National candidates only)

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Windhoek, Namibia & Office-based + possible in-country travel
DURATION OF CONTRACT	6 months

Purpose of Assignment

UNICEF Namibia supports the Government of Namibia to improve access to safe water, sanitation and hygiene (WASH), particularly for children and communities in vulnerable and underserved areas. UNICEF works closely with relevant Government ministries, regional and local authorities, development partners, implementing partners and communities to plan, implement, monitor and sustain WASH interventions. UNICEF Namibia seeks the services of a WASH Consultant to provide technical and programme implementation support, including coordination with Government and partners, management and monitoring of donor-funded WASH activities, preparation and review of technical documentation and Bills of Quantities (BoQs), field supervision, quality assurance, documentation and donor reporting.

The WASH Consultant will report to the Child Survival and Development Specialist (NOC) for guidance and supervision and provide time-bound technical and programme management support to strengthen the planning, implementation, monitoring, quality assurance and reporting of UNICEF-supported WASH interventions, in line with approved plans, budgets, technical standards and donor requirements, while promoting Government ownership, partner coordination, community participation and sustainable results.

Scope of Work

A. Programme planning and implementation

- Support the planning and implementation of UNICEF-supported WASH interventions.
- Develop and maintain implementation workplans and activity schedules.
- Track implementation progress against approved plans, budgets and timelines.
- Identify implementation bottlenecks and propose practical corrective measures.
- Support coordination between UNICEF, Government, implementing partners, contractors and communities.
- Support preparation of project documentation, implementation plans and activity reports.

B. Government, partner and community engagement

- Liaise with relevant Government ministries, regional and local authorities and other stakeholders.
- Facilitate coordination with implementing partners and service providers.
- Engage communities and relevant local structures in the planning and implementation of WASH interventions.

- Support participatory approaches that promote community ownership and sustainability.
- Maintain effective communication and follow-up with relevant stakeholders.

C. Technical support and infrastructure implementation

- Support assessment and verification of proposed WASH project sites.
- Review technical proposals, designs, specifications, BoQs and cost estimates.
- Support preparation and validation of BoQs where required.
- Monitor construction and installation activities.
- Conduct site visits to assess progress, quality and compliance with agreed technical requirements.
- Identify technical deficiencies and recommend corrective actions.
- Provide technical advice on appropriate, sustainable and climate-resilient WASH solutions.
- Support verification and documentation of completed works.

D. Donor-funded programme and resource monitoring

- Support monitoring of donor-funded WASH activities and ensure alignment with approved programme objectives.
- Track programme implementation against available funding and approved budgets.
- Monitor expenditure and implementation progress and flag potential delays, underspending or funding gaps.
- Maintain an updated tracking system for donor-funded WASH interventions.
- Provide information and evidence required for donor accountability and reporting.
- Support UNICEF in documenting results achieved through donor funding.

E. Programme management and delivery of results

- Strengthen national WASH monitoring with Government and partners, focusing on outcomes, behaviours and bottleneck analysis.
- Participate in evaluations and programme and sector reviews, translating findings into timely management action.
- Monitor implementation and resource use against approved plans, budgets, specifications, donor commitments and procedures.
- Conduct field visits to assess progress, quality and compliance, and verify completed works.
- Document field progress with reports, photographs and other evidence, maintaining complete, organised records.
- Maintain risk, issue and action logs, flag significant risks early and follow up on agreed actions.
- Analyse monitoring results to identify gaps, strengths, lessons and good practices.
- Prepare concise progress reports, management updates and review materials for key stakeholders.
- Provide inputs to donor reports and develop briefs, presentations, success stories and results materials.

F. Humanitarian WASH preparedness and response

- Support timely procurement, distribution and monitoring of UNICEF supported supplies, services, to ensure UNICEF is prepared to deliver on its commitments for WASH in case of an emergency.
- Contribute to the coordination arrangement for humanitarian WASH, for instant robust coordination in case of an emergency.
- Ensure that all UNICEF WASH staff are familiar with UNICEF's procedures for responding in an emergency.
- Support emergency response and early recovery, as and when the need arises.

G. Innovation, Knowledge management and capacity strengthening

- Deliver targeted technical assistance to Government and implementing partners.
- Assess WASH capacity gaps and develop capacity-strengthening actions.
- Facilitate learning sessions for WASH stakeholders and UNICEF staff.
- Develop and document WASH research, innovations and good practices.
- Provide guidance on sustainable WASH systems and facility maintenance.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Deliverable 1: Inception Report and Detailed Workplan	- Inception report confirming the consultant's understanding and approach. - Detailed six-month workplan and implementation schedule. - Mapping of ongoing and planned UNICEF-supported WASH interventions and key stakeholders. - Initial risk, bottleneck and support-requirements log.	**31 January 2027**
Deliverable 2: Month 1 Implementation and Technical Progress Package	- Consolidated WASH implementation tracker established and updated. - Relevant site assessments and review of technical proposals, designs, specifications and BoQs completed. - Field monitoring reports and evidence from visits completed during the period. - Donor funding and expenditure status, coordination actions, risks and corrective measures reported.	**28 February 2027**
Deliverable 3: Month 2 Implementation and Monitoring Package	- Updated implementation and donor-funding trackers. - Technical assessments, BoQ reviews and field supervision reports completed as required. - Progress against workplans, budgets, milestones and agreed corrective actions documented. - Government and partner coordination record, including decisions and action tracker, submitted.	**31 March 2027**

Deliverable 4: Month 3 Implementation, Reporting and Technical Assistance Package	- Updated implementation, funding, risk and action trackers. - Field monitoring and technical supervision reports completed for the period. - Technical and programme inputs for donor reporting provided, where due. - Technical assistance or capacity-strengthening activities and follow-up recommendations documented.	**30 April 2027**
Deliverable 5: Month 4 Implementation and Draft Results Package	- Updated implementation and donor-funding trackers and field monitoring reports. - Progress, quality, expenditure, risks and corrective actions documented. - Draft WASH results package covering beneficiaries reached, infrastructure status, donor contributions, evidence, lessons and good practices. - Government and partner coordination actions updated.	**31 May 2027**
Deliverable 6: Month 5 Implementation and Consolidated Results Package	- Updated implementation, donor-funding, risk and action trackers. - Field monitoring, technical review and coordination records completed for the period. - Consolidated WASH results and documentation package, including success stories and supporting evidence, submitted. - Outstanding implementation and sustainability issues identified for final follow-up.	**30 June 2027**
Deliverable 7: Final Consultancy Report and Handover Package	- Final report covering activities, results against the workplan, status of supported interventions and donor-funded activities, challenges, actions taken, lessons learned, sustainability considerations and recommendations. - Final updated project, funding, risk and action trackers. - Complete handover of technical and programme documentation, including monitoring reports, BoQ reviews, evidence and outstanding follow-up actions.	**13 July 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:

- Advanced university degree (Master's or higher) in in one of the following fields is required: public health, social sciences, health and hygiene behavior change communication, WASH-related engineering or another relevant technical field. Additional relevant post-graduate courses that complement/ supplement the main degree are a strong asset.

Work Experience:

- At least 5 years of relevant professional experience in related WASH programmes..
- Demonstrated experience in managing or supporting implementation of donor-funded projects.
- Experience working with Government institutions, development partners, implementing partners and communities.
- Experience in project monitoring, technical supervision, reporting and documentation.
- Experience reviewing BoQs, technical documentation or supervising infrastructure projects would be an advantage.
- Experience working with UNICEF, UN agencies or other international development organisations would be an advantage.
- Strong coordination, communication, analytical and report-writing skills.
- Ability and willingness to travel to project sites within Namibia.
- Ability to work for WASH emergency response.
- Experience for climate smart WASH approach.

Language Requirements:

- English.
- One of local languages.