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TERMS OF REFERENCE

Transition support consultancy, WASH, UNICEF, Zimbabwe

(International candidates only)

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Harare, Zimbabwe & Office-based
DURATION OF CONTRACT	3.7 months

Purpose of Assignment

UNICEF Zimbabwe is implementing a Water, Sanitation and Hygiene (WASH) and Climate, Energy and Environment (CEE) programme and is preparing for the transition from the 2022-2026 programme cycle to the 2027-2031 Country Programme. The period from late November 2026 to mid-March 2027 requires concentrated technical support to complete 2026 programme closure, consolidate results and lessons, and translate the new Country Programme priorities into an operational 2027 WASH/CEE workplan.

The consultancy will provide senior technical, planning and coordination support to the WASH/CEE section during this transition. It will support programme review and closure, work planning with government and partners, cross-sectoral integration of WASH/CEE priorities, resource mobilisation, donor and management reporting, and humanitarian preparedness. The consultant will work under the supervision of the Deputy Representative, Programmes, and in close collaboration with the WASH/CEE team, other programme sections, Operations, Partnerships, government counterparts and development and humanitarian partners.

The assignment is deliverable-based. The consultant will provide advice, facilitate processes and produce agreed outputs. Accountability for staff supervision, financial certification, formal representation and management decisions remains with authorized UNICEF staff.

Scope of Work

The consultant will undertake the following interrelated objectives and tasks:

Objective 1: Support 2026 programme closure and results consolidation

- Review implementation status, expenditure, commitments, outstanding transactions, donor obligations and key operational bottlenecks across the WASH/CEE portfolio.
- Coordinate inputs for the 2026 end-year review and reporting process, including updated results, implementation constraints, lessons learned and priority follow-up actions.
- Prepare a concise programme closure and transition note identifying unresolved actions, risks, responsible units and proposed management decisions.
- Support quality assurance of donor reports and follow-up actions related to partner assurance and programme compliance.

Objective 2: Operationalise the WASH/CEE contribution to the 2027-2031 Country Programme

- Facilitate development of the 2027 WASH/CEE workplan, ensuring alignment with the approved Country Programme results, national priorities and available evidence.

- Guide technical consultations with relevant government counterparts, programme sections and partners to validate priorities, strategies, indicators, responsibilities and implementation arrangements.
- Define practical WASH/CEE contributions across the four Country Programme outcomes: child survival and early care; learning and skilling; integrated protection; and child rights governance.
- Propose coordination and matrix-management arrangements for cross-sectional WASH/CEE contributions, including accountabilities, meeting arrangements and follow-up mechanisms.

Objective 3: Strengthen programme quality, strategic positioning and resource mobilisation

- Review the WASH/CEE programme portfolio and prepare strategic recommendations on programme focus, implementation quality, evidence gaps and opportunities for scale.
- Develop a prioritised resource mobilisation pipeline, financing approach and at least two concept notes or proposal packages aligned with the new Country Programme and cross-outcome priorities.
- Prepare briefing notes, talking points and technical materials for engagement with government, donors, UN agencies and other sector partners
- Identify opportunities to strengthen sector financing, efficiency, climate resilience, innovation and knowledge generation.

Objective 4: Strengthen humanitarian WASH preparedness and transition arrangements

- Advise on UNICEF WASH emergency preparedness and coordination arrangements, including readiness of response plans, supplies, partnerships and internal responsibilities.
- Facilitate an internal preparedness review with the WASH/CEE team and relevant sections and document priority corrective actions.
- Support an updated WASH preparedness and response action plan, with clear triggers, responsibilities, timelines and follow-up arrangements.
- Provide technical advice to strengthen government and coordination partners on priority preparedness actions, as requested by UNICEF.

Objective 5: Support team continuity, knowledge management and handover

- Establish a structured assignment tracker covering priority deliverables, decisions, risks and follow-up actions.
- Provide technical guidance and coaching to WASH/CEE colleagues in relation to the agreed deliverables, while recognising that formal staff supervision remains with UNICEF management.
- Consolidate key programme documents, decisions, partner commitments and pending actions into an organised handover package.
- Present final findings and recommendations to UNICEF management and the WASH/CEE team before completion of the assignment.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
1. Programme closure	Deliverable 1: Inception report and assignment tracker, including confirmed methodology, consultation schedule, document review, priority risks and detailed delivery plan	7 December 2026

1. Programme closure	Deliverable 2: 2026 WASH/CEE programme closure and results package, including consolidated results, financial and implementation follow-up, donor-reporting status, lessons and a management action register	22 December 2026
2. Country Programme transition	Deliverable 3: Draft 2027 WASH/CEE workplan package, aligned with the 2027-2031 Country Programme and incorporating proposed contributions across all four programme outcomes	20 January 2027
2. Country Programme transition	Deliverable 4: Government and partner consultation package, including presentation materials, consultation record, agreed revisions, responsibilities and a roadmap towards programme integration.	10 February 2027
3. Strategic positioning and financing	Deliverable 5: Resource mobilisation and strategic positioning package for WASH, comprising a prioritised funding pipeline and financing approach, partner engagement briefs and at least two concept notes or proposal packages.	24 February 2027
4. Humanitarian preparedness (El Nino)	Deliverable 6: Updated WASH emergency preparedness and response action plan, supported by a documented internal readiness review and prioritised corrective actions	3 March 2027
5. Continuity and handover	Deliverable 7: Final consultancy report and handover package, including consolidated programme documentation, outstanding actions, key risks, recommendations and a management presentation.	15 March 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 civil or environmental engineering, public health, water resources management, environmental sciences, social sciences, development studies or another relevant technical field.

Work Experience:

- Minimum of 8 years' progressively responsible professional experience leading WASH programmes in a development and humanitarian context for UNICEF or another UN agency including programme planning, implementation, monitoring and review.

Skills:

- Strong knowledge of WASH systems strengthening, service delivery, sector coordination, financing, climate-resilient programming and humanitarian preparedness.
- Demonstrated experience leading or providing senior technical support to a complex WASH programme in a country context
- Proven ability to translate strategic frameworks into practical workplans, results frameworks, accountabilities and implementation arrangements.
- Experience facilitating high-level technical consultations with government, development partners, UN agencies, civil society and implementing partners.
- Excellent analytical, drafting and presentation skills, with a record of producing high-quality programme reviews, donor materials, concept notes and management briefs.
- Strong planning, coordination and prioritisation skills, with the ability to deliver several interdependent outputs within a short assignment period.
- Ability to work effectively across programme and operations functions and with colleagues from diverse professional and cultural backgrounds

Language Requirements:

- Fluency in written and spoken English. Knowledge of a local language or another UN language is an asset.

Desirables:

- Knowledge of a local language or another UN language is an asset.
- Experience in climate resilience, climate, energy or environmental programming is desirable