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TERMS OF REFERENCE

WASH Reports and Monitoring Support Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Mogadishu, Somalia (office based)
DURATION OF CONTRACT	6 months

Purpose of Assignment

Somalia continues to face a protracted humanitarian crisis driven by conflict, displacement, climate shocks, and political instability, with severe impacts on access to safe water, sanitation and hygiene services. UNICEF Somalia works with government, state, development, resource and community partners to strengthen resilient, equitable and sustainable WASH systems and services.

The WASH reports and monitoring support consultant will support the WASH Section to achieve the WASH-related output results of the UNICEF Somalia country programme. This, in turn, will contribute to the achievement of the outcome results of the country programme document. When done effectively, the achievement of the outcome results will improve child survival, growth and development, and reduce inequalities in the country.

Scope of Work

Under the supervision of the Chief of WASH and in close collaboration with the WASH Managers, WASH Specialists and WASH officers, the consultant will contribute to strengthening programme planning, monitoring and reporting within the WASH programme and will have the following key roles:

- Collect and analyze budget and financial data for programme planning, management, monitoring and evaluation purposes. Establish monitoring mechanisms and ensure accurate and timely monitoring of financial and programme implementation of section grants.
- Liaison with the WASH section and donor relations and budget teams in report writing, financial reporting and affordability analysis
- Participates in annual reviews, previews and assessment discussions with a focus on financial and budgeting aspects
- Financial data and analysis for WASH grants for reporting and other purposes including section affordability
- Capacity building on grant management, reporting and monitoring

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Institutional Grant Reporting & Synthesis: Provide technical advisory and oversight for the drafting and financial reconciliation of multi-donor	At least 5 donor reports including a financial review of the grants	31 January 2027

compliance reports (including ECHO and CERF).		
KfW Portfolio Financial Analysis & Reporting: Conduct comprehensive financial performance reviews and technical reporting for KfW-funded JRP and R-WASH initiatives.	Detailed financial analysis +report of for KFW/RWASH and KFW /JRP	28 February 2027
Emergency Reporting & Strategic Briefing Development: Spearhead Consolidated Emergency Reporting (CER) processes and develop high-level strategic two-pager briefs for SIDA, GFFO, and targeted partners.	CER inputs for WASH, 2 two-pager reports for SIDA and GFFO, 2 unsolicited donor 2 pagers.	24 March 2027
AfDB II Financial Oversight & System Integration: Perform specialized financial evaluations for AfDB II grant portfolios and oversee system-level reporting compliance.	3 analyzed reports for AFDB 2, with signed financial reports having been uploaded to the AFDB system	30 April 2027
Capacity Building & Knowledge Transfer: Design and facilitate targeted instructional modules and reference toolkits for operational teams on grant execution and system reporting workflows.	Detailed presentation that can be referenced by team after the training + 3 trainings for staff	31 May 2027
Specialized Portfolio Financial Evaluation: Execute dedicated financial and performance assessments for the GiveWell Inline Chlorination (ILC) initiative and the AfDB I water portfolio.	Detailed financial analysis of the ILC and AFDB I projects	30 June 2027
WASH Budget Portfolio Tracking & KPI Frameworks: Establish and oversee a high-level financial	Weekly reports on Key performance indicators	30 June 2027

monitoring mechanism and performance tracking framework for the WASH budget portfolio.		

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.

The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

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

Education:

- Bachelor's degree: Social sciences, environmental science, finance, or any related field

Work Experience:

- At least 5 years of UNICEF experience with budget management and donor reports

Language Requirements:

- English

Knowledge/Expertise/Skills:

- Donor Landscape Familiarity: Deep understanding of reporting requirements, compliance standards, and conditionalities of major humanitarian and development donors (e.g.,, ECHO, FCDO, World Bank, AfDB, and pooled funds).
- Financial expertise: Strong background in grant management, budget tracking, expenditure forecasting, and

reconciling financial utilization against programmatic progress.

- Contextual Understanding: Knowledge of the humanitarian-development nexus, specifically within the context of complex emergencies, state-building, or fragile environments like Somalia
- Advanced Writing & Synthesis: Exceptional English writing and editing skills, with the ability to distill complex, multi-sectoral inputs into cohesive, high-quality donor reports

Desirables:

- Knowledge of Somali context