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Consultancy on WASH Promotion in Schools

1.0 BACKGROUND

Water, Sanitation and Hygiene (WASH) promotion package in schools is intended to bring about sustainable behaviour change among school children and catchment community to boost the existing health promoting school efforts.

A DOE study identified the lack of clean toilets, safe drinking water and ablution blocks as some of the common challenges contributing to student absenteeism. A recent review of child Friendly Schools (CFS) in rural areas in PNG, revealed that 41 per cent of the students surveyed highlighted the condition of toilets as an area that they ‘did not like’ about their schools. Hand washing with soap is seldom practised by the students before meal and less practised after using toilets. Adolescent girls stay absent or get sent home unfairly during their monthly menstrual cycle due to lack of access to sanitary napkins, private changing rooms with provisioning of water and soap and proper pad disposal facilities.

Development of the WASH in Schools manual and training on WASH is intended to promote WASH in schools for a safe and healthy and quality learning environment. While the training is centred on schools, it must engage education, health officials, and school board of management, community leaders and caretakers. The training is intended to translate into behaviour change of school children and improve health of the school and the catchment community.

2.0 OBJECTIVE OF THE ASSIGNMENT

The main objective of the assignment is to develop a national WASH in Schools training manual, facilitators guide and training of teachers on hygiene promotion in the elementary and primary schools of Papua New Guinea. The manual must have succinct content on the importance and standards on implementation and promotion on Water, Sanitation and Hygiene in schools. The facilitator’s guide must be activity based to promote hygiene in the schools based on effective behaviour change models. The guide and the manual must be based on global UNICEF and GIZ field guide on the three Star Approach\(^1\) to WASH in schools for promotion of simple, sustainable and scalable WASH in schools.

The specific objectives are as below

- Develop a **training manual and activity based facilitator’s guide** on Water, Sanitation and Hygiene in schools based on effective behaviour change model.
- Train at-least 20 trainers as TOT and implement training of head teachers, teachers, BOM members, caretakers from at-least 60 schools and standards and guidance officers from the province of Chimbu, Eastern Highlands, and Western Highlands, Central, NCD, Milne Bay and the Autonomous Region of Bougainville
- Develop **training plan** for nationwide coverage of all schools without quality dilution

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\(^1\) Schools are rated their level on promotion of supervised hand washing with soap, availability of safe drinking water and supervised cleaning and provisioning of child friendly gender sensitive toilets from none till it meets the national standard.
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- Develop monitoring format and rating of schools based on Three Star Approach² to Water, Sanitation and Hygiene.

3.0 SCOPE and FOCUS OF THE ASSIGNMENT

The training manual, facilitators guide and the training must be applicable to all schools from the different regions of Papua New Guinea.

Target Audience

The manual must have content on standards and guideline on WASH in Schools. Facilitator guide must be activity based and developed on behaviour change model to bring about sustainable behaviour change among school children and the catchment community. Facilitator’s guide must primarily target school health coordinator, head teacher, Board of Management chair and members and school caretakers. The guide and the manual must aid the school health coordinator and the school administration in promoting improved hygiene practices among school children in their respective schools and support improved operation and maintenance of water and sanitation facilities.

Content of the Manual

The manual and the guide must contain detail out the following contents

a. Seven Key Hygiene Behaviour: The manual must have content on the following seven hygiene behaviour among school children built on holistic behaviour change model identifying the key motivation for adopting behaviour change by the children. Detailed contents required for each of the elements are given in Annex 1.0

b. Behaviour Change Communication: Besides seven key hygiene behaviour, the manual must also include a chapter on behaviour change communication with detailed guidance on awareness raising and social mobilization founded on key motivation for behaviour change in Papua New Guinea. It must include guidance on consultations with the community, parents, child participation, hygiene promotion for behaviour change in the school and community, community decision-making, mobilization of the community and handling contributions for the operation and maintenance of school facilities and education.

² Schools to be rated their level on promotion of supervised hand washing with soap, availability of safe drinking water and supervised cleaning and provisioning of child friendly gender sensitive toilets from none till it meets the national standard.
c. **Roles and Responsibilities:** The manual must also include a section for detailed roles and responsibilities for different actors on WASH promotion in schools.

d. **Monitoring and Rating of Schools:** The manual must include a monitoring format for WASH in schools based on the global three star approach as shown below. There must be two monitoring format for the three star approach. One must be for self-reporting by schools and the second format must be developed for use by Education and Health officials to validate the star rating of the schools.

![Key characteristics of the Three Star Approach](image)

Source: Field guide to Three Star Approach on WASH in Schools, UNICEF & GIZ, 2013

### 4.0 KEY TASKS

The consultant must develop the training manual, facilitator’s guide and undertake the training under the leadership of National Department of Education in close collaboration with UNICEF and the National Department of Health.

- Desk/literature review for general background on WASH in schools and WASH in schools programming in Papua New Guinea and develop the framework
- **Inception report:** Maximum of 10 pages. The report should outline the consultants understanding of the assignment, proposed methodology with stakeholder consultation guide and time-frame along with a detailed work plan for completing the assignment.
- Undertake stakeholder consultation with NDOE, NDOH, Provincial and District officials, School administrator, standards and guidance officers and focus group discussion with BOM (school board of management) member, school children, caretakers, community...
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members etc. Identify the key motivation relevant to PNG context among different stakeholders for behaviour change

- Produce a draft training manual and facilitator’s guide on WASH in schools based on key motivation and emotional connection for adopting behaviour change
- Conduct workshop with key stakeholders to finalize the training manual and the facilitator’s guide
- Finalize Training Manual and Facilitators guide on WASH in Schools
- Design and implement training to ensure quality training all levels.
- Training of 20 ToTs each from the four different regions of Momase, Highlands, Southern and Islands.
- On completion of the training of the trainers; the core trainers will observe a full session of training for one batch; the consultant with help from NDOE, UNICEF and NDOH co-facilitate the training with the core trainers for the second batch and for the subsequent trainings, core trainers s will lead and conduct the training. The consultant, NDOE, UNICEF and NDOH will only observe and provide feedback and guidance.
- The training must cover a total of 200 head teachers, teachers, BOM members, caretakers from at-least 60 schools and standards and guidance officers from the province of Chimbu, Western Highlands, Eastern Highland, NCD& Central, Milne Bay and the Autonomous Region of Bougainville

5.0 COORDINATION ARRANGEMENT

The assignment will be contracted out by UNICEF. However the key tasks at all stages will have to be jointly endorsed by the National Department of Education and UNICEF. Mr. Paul Ainui, Regional Director of Standards and Guidance and Raymond Pekiwape, WASH Focal point will facilitate the development of the manual and training at different level by liaising with national, provincial and district agencies and School Health programme from NDOH (National Department of Health).

Standards and Guidance division of NDOE will provide a work station for the consultant and the consultant must work from NDOE office. Consultant will have to use her/his own computer. Car for field visits and other logistics will be facilitated by UNICEF office.
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6.0 TIME FRAME AND DELIVERABLES

Proposed tentative time schedule for the assignment is as given below.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Deliverables</th>
<th>Approx. working days</th>
<th>Modality</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Desk Review and Deliver Draft Inception report with broad outline of the manual and facilitator’s guide and stakeholder consultation guide</td>
<td>5</td>
<td>Work remotely from consultants’ base location</td>
</tr>
<tr>
<td>2</td>
<td>Stakeholder consultation with NDOE, NDOH, Provincial and District Health and Education offices, School and community health administration, school children</td>
<td>18</td>
<td>Field work.</td>
</tr>
<tr>
<td>3</td>
<td>Drafting of the Manual and the Facilitators guide including writers workshop</td>
<td>40</td>
<td>Office based</td>
</tr>
<tr>
<td>4</td>
<td>ToT at Provincial level</td>
<td>12</td>
<td>Based in PNG</td>
</tr>
<tr>
<td>5</td>
<td>Training of participants from 10 schools each in Chimbu, Eastern Highlands, Western Highlands, Milne Bay, NCD Central &amp; Bougainville</td>
<td>30</td>
<td>Based in PNG</td>
</tr>
<tr>
<td></td>
<td>Approximate number of days</td>
<td>105</td>
<td></td>
</tr>
</tbody>
</table>
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The key deliverables expected from the assignment are as below

A. Training manual and an activity based facilitator’s guide on promotion of Water, Sanitation and Hygiene in schools developed.
B. At-least 20 officials from different provinces are trained as trainers on WASH in schools (ToT-training of trainers)
C. About 200 teachers, teachers, BOM members, caretakers from at-least 60 schools and standards and guidance officers from the province of E Chimbu, Eastern and Western Highlands, Central &NCD, Milne Bay and the Autonomous Region of Bougainville are trained on promotion of WASH in schools.
D. Finalize the monitoring format and train teachers on monitoring Hygiene promotion based on the Three Star Approach.

7. BACKGROUND, QUALIFICATION AND WORK EXPERIENCE

Consultant must at least have a Masters’ Degree in Social Science, Public Health, Environmental Science, Statistics, Demography or any related field with minimum work experience of 7 years on Water, Sanitation and Hygiene and Behaviour change communication including experience in similar assignment of developing hygiene education package. The consultant must possess good facilitation skills for internal and external consultations.

8. PROPOSAL

The consultant should submit a detailed methodology and work plan. The proposal must contain the following.

• Comprehensive curriculum vitae of the consultant.
• Relevant experience and examples of prior work in similar fields
• Work Methodology and Work Plan
• Consultancy fees with cost breakdown linked with proposed number of working days and it needs to be provided in a separate sealed envelope.
• Any other relevant information

9. PAYMENT SCHEDULE

Payment will be made in the following tranches.

• 20% upon acceptance of the inception report and finalization of the framework
• 40% upon submission of the draft manual and facilitator’s guide
• 40% upon acceptance of the final guide and manual & completion of training of the 20 national Training of trainers and 200 teachers, BOM, head teachers etc
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#### 10. Endorsement of Terms of Reference

<table>
<thead>
<tr>
<th>Approved by</th>
<th>Vathinee Jitjaturunt</th>
<th>Deputy Representative</th>
<th>15th July 2015</th>
</tr>
</thead>
</table>
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ANNEX 1.0

The manual must cover in detail the following elements or more on WASH in schools relevant for the context of PNG. Facilitator’s guide must aid the teachers in imparting the skills to other teachers in the schools and in scaling up behaviour change among school children.

A. KEY HYGIENE BEHAVIOUR FOR SCHOOL
i. Safe Usage of Toilet
   - Introduction to types of Improved Toilets relevant to schools in PNG
   - Location of toilets and Selection of Toilets
   - Key features of child friendly gender sensitive toilets
   - Introduction to national standards on WASH in Schools
   - Toilet Ratio for boys and girls
   - Guideline on operation and maintenance of different type of facilities with financing plan

ii. Hand washing with Soap
   - Importance of Hand washing with Soap
   - Hand washing steps
   - Critical times to wash hands
   - Guidance on promotion of supervised group hand washing with soap
   - Types of hand washing Facilities to facilitate mass hand washing
   - Tippy taps
   - Financing plan for making soap accessible in schools

iii. Use of Safe Drinking Water
   - Types of Improved Water Source
   - Safe water handling from collection, transportation and storage
   b. Low cost treatment Options for schools

iv. Menstrual Hygiene Management
   a. Theory on menstruation and menstrual hygiene management
   b. Guideline of child Friendly Gender sensitive toilets; changing room which offers with provisioning of soap, water and sanitary pad disposal facility
   c. Software: Counselling+ Menstrual Hygiene Education
   d. Consumables: Tips on financing for sanitary napkins and making low cost sanitary napkins or re-usable pads available in schools.

v. Personal Hygiene
   - Key personal hygiene- brushing, bathing, washing, nail cutting etc
   - Promotion of supervised group tooth brushing in schools

vi. Waste Management
   - Principles of waste management for solid waste and waste water for improved sanitation
vii. **Food Hygiene**
- prevention of food contamination
- safe and hygienic handling of food

**B. BEHAVIOUR CHANGE COMMUNICATION**
- Provide introduction to behaviour change communication
- Guidance on advocacy, awareness raising and social mobilization
- Provide direction on consultations with the community, hygiene promotion for behaviour change in the community, community decision-making, mobilization of the community and handling contributions for the operation and maintenance of school facilities and education.
- Facilitator’s guide must be written based on stakeholder consultation and understanding of key trigger and motivation to change behaviour in Papua New Guinea

**C. MONITORING AND REPORTING**
- Develop self-assessment format for schools to promote supervised group hand washing, supervised mass cleaning of toilets, hygiene promotion, MHM, safe drinking water etc. in schools
- Develop monitoring and reporting format for use by Education and Health officials to rate schools on supervised group hand washing, supervised cleaning of toilets. Etc.