

TERMS OF REFERENCE

Summary

Title	Consultancy to undertake sustainability assessment of WASH in Schools software in Football for WASH supported schools
Purpose	To assess the sustainability of WASH in Schools software interventions in Football for 110 WASH schools
Expected fee	NO-B
Positions Available	7 consultants, 5 located in Accra and 2 in Tamale
Location	Accra, Tamale
Duration	7 working days
Start Date	February, 2016
Reporting to	WASH Officer, WASH in Schools - Software (Accra & Tamale)
Budget Code/PBA No.	SC120731
Project and Activity codes	Outcome 33

Background

As part of the GoG-UNICEF WASH programme (2012-2016) and following findings from a recent programmatic monitoring visit (PMV) to selected Football for WASH supported schools, UNICEF intends to engage the services of two consultants to assess the delivery of WASH in Schools software interventions in the Northern and Greater Accra regions of Ghana. One of the greatest challenges from the PMV was with the sustainability of the interventions.

The consultants will be expected to assess the sustainability of WASH in Schools (WinS) software in 110 schools and recommend strategies for overcoming the challenges before the project ends in March, 2016.

This assignment seeks to engage seven (7) consultants to undertake the sustainability assessment in the schools. Five of the consultants will assess WinS intervention in 77 schools in Greater Accra whilst the remaining two will assess 33 schools in Northern Region.

Justification

The Football for WASH project is ending in March 2016 and to ensure that behavior change and infrastructure lasts, it is paramount to undertake a rapid assessment of all software interventions in 110 schools and come up with strategies to ensure that the

benefits of the project continues long after the project ends.

The current WinS team is faced with time constraints as they are working on four other grants which are all at various levels of implementation. The team will therefore have to halt work on other grants for one month in order to complete the assessment on Football for WASH schools in the 110 schools.

Specific Tasks

A checklist has been attached and will guide the consultants to assess the following:

- School health club has been established and functioning
- School based Health Coordinator, Headmaster and World Coach have been trained and whether they are involved in Operation and Maintenance (O and M)
- Football teams and world coaches have received life skills training
- School Management Committee and PTA are trained on (O and M)
- Facility management plan (FMP) is in place
- Hygiene education is being taught in the school
- WASH facilities are used properly and well-maintained in all schools
- The adoption of hygienic practices/behaviors by children and teachers
- The active involvement of the parents and other community representatives in WASH in Schools activities in schools
- School and community interactions

Methodology

Each consultant will be expected to assess 3-4 schools per day for 5 successive working days. Assessment will be based on a checklist that will be provided to the consultants. Two (2) additional working days will be allowed for consultants to consolidate final reports before submission. The consultants will work under the supervision of the WASH officer.

In the course of the work, the consultant may be required to interact with NGOs as well as schools management and members of the PTAs/SMCs. Each consultant will be expected to keep a logbook that will be signed by School Heads or their representative. The Consultants will also be expected to work with his/her own computer.

The consultants will be based in Accra and Tamale respectively as will be assigned and will work under the supervision of WASH in Schools Officers. They will also be expected

to work closely with district GES/SHEP representatives in the delivery of the assignment.

The consultants will be expected to make daily field visits to schools, observe and interview teachers, pupils, community members, PTAs/SMC, school health club members, etc. They will collect and analyze data on WASH in schools using tools such as SPSS and excel and prepare a report with recommendations for each school. A completed checklist for each school will be signed by the headteacher or their representative.

Deliverables

1. Detailed analysis of data collected submitted in an agreed format, covering the number of schools assigned to the consultant.
2. Completed forms per school

Reporting

The consultants will report to the Chief of WASH through the WinS Officers by the seventh day. Formats for reporting will be discussed and agreed upon with the WinS Officer upon start of the assignment.

Schedule of Payment

The Consultant will be paid a lump sum of his contract sum at the end of the assignment on the submission of a detailed report as a required deliverable.

Expected background and Experience

- 1 A national professional with a minimum of a Bachelor's Degree in Engineering, Planning, Environmental Management, Public Health, Project Management or related area
- 2 At least 5 years progressive professional experience in a relevant WASH field.
- 3 Ability to operate computer Microsoft office programs (MS Word, Excel, Power Point and Access)
- 4 Specific experience and knowledge of WASH in schools is a strong advantage.
- 5 Good analytical skills

General Conditions: Procedures and Logistics

The Consultant will be based in Accra or Tamale depending on the place of assignment.

The consultancy is field based and the consultants will not be provided office space and will be expected to provide his/her own computer. He/she will also be expected to provide his/her own transportation to the project sites. Applicants are required to fill the financial sheet in Annex I for UNICEF's consideration i.e. expected professional fees and estimated travel costs. For the purpose of estimating travel costs, the list of Football for WASH programme schools, and their locations is provided in Annex II.

Policy both parties should be aware of:

- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- No consultant may travel without a signed travel authorization prior to the commencement of the journey to the duty station.
- Unless authorized, UNICEF will buy the tickets of the consultant. In exceptional cases, the consultant may be authorized to buy their travel tickets and shall be reimbursed at the "most economical and direct route" but this must be agreed to in writing beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section.

Application Procedure:

Interested candidates who meet the minimum requirements should please submit their application (indicating the title of the consultancy and preferred location in the subject line) with a copy of their CV and P11 to email: HRghana@unicef.org by Tuesday 9 February 2016.

The P11 form can also be downloaded from:
<http://www.unicef.org/about/employ/files/P11.doc>

Candidates are also required to indicate their fees for the services to be provided in cedis. The fee should be expressed as a daily rate as per Annex 1.

*UNICEF, a smoke-free environment, is committed to gender equality in its mandate and its staff. Well qualified candidates, **particularly women are encouraged to apply.***

Annex I: Financial Sheet

N°	Description	Unit	Rate	Total
1	Professional	GH¢/Day		
2	Travel	GH¢/Km		

Annex II: List of Schools in seven groups

	School	Locality	Municipality	Consultant
1	Teacher Mota Eddie Laryea Basic School	Osu	Accra Metropolitan Assembly	A
2	Osu Presby Boys Primary School	Osu	Accra Metropolitan Assembly	
3	Osu Salem Road JHS	Osu	Accra Metropolitan Assembly	
4	Osu Salem Presby Day Boys JHS	Osu	Accra Metropolitan Assembly	
5	Osu Presby Boys JHS	Osu	Accra Metropolitan Assembly	
6	Osu Presby 1 Girls JHS	Osu	Accra Metropolitan Assembly	
7	Osu Presby Girls Primary	Osu	Accra Metropolitan Assembly	
8	Osu Salem 5 Primary	Osu	Accra Metropolitan Assembly	
9	Osu Salem 1 Primary	Osu	Accra Metropolitan Assembly	
10	Osu St. Thomas Primary	Osu	Accra Metropolitan Assembly	
11	Korle Gonno St. Mary's R/C Basic School	Korle Gonno	Accra Metropolitan Assembly	
12	Korle Gonno "1" JHS	Korle Gonno	Accra Metropolitan Assembly	
13	Korle Gonno "3" JHS	Korle Gonno	Accra Metropolitan Assembly	
14	Korle Gonno "4" JHS	Korle Gonno	Accra Metropolitan Assembly	
15	Mamprobi South "3" Basic School	Mamprobi	Accra Metropolitan Assembly	
16	Mamprobi Ebenezer "5" Basic School	Mamprobi	Accra Metropolitan Assembly	
17	Mamprobi AME "A" / OJoo Basic School	Mamprobi	Accra Metropolitan Assembly	
18	Mamprobi AME "B" / OJoo Basic School	Mamprobi	Accra Metropolitan Assembly	
19	Mamprobi AME "C" / OJoo Basic School	Mamprobi	Accra Metropolitan Assembly	

20	Bubiashie "1" Primary School	Bubuashie	Accra Metropolitan Assembly	B	
21	Bubiashie "1" JHS	Bubuashie	Accra Metropolitan Assembly		
22	Kaneshie Bishops "1" JHS	Kaneshie	Accra Metropolitan Assembly		
23	Kaneshie Bishops "2" JHS	Kaneshie	Accra Metropolitan Assembly		
24	Kaneshie Anglican JHS	Kaneshie	Accra Metropolitan Assembly		
25	St. Joseph "A" Anglican Primary School	Kaneshie	Accra Metropolitan Assembly		
26	St. Joseph "B" Anglican Primary School	Kaneshie	Accra Metropolitan Assembly		
27	La Anglican "1" Basic School	Labadi	Accra Metropolitan Assembly		
28	La Anglican "2" JHS	Labadi	Accra Metropolitan Assembly		
29	La Aglican AMA Primary School	Labadi	Accra Metropolitan Assembly		
30	Alajo '2' Primary & 3 JHS	Alajo	Accra Metropolitan Assembly		
31	Alajo 3 &4 Primary School	Alajo	Accra Metropolitan Assembly		
32	Alajo 1 Primary & JHS	Alajo	Accra Metropolitan Assembly		C
33	Kotobabi 1 & 2 Primary School	Kotobabi	Accra Metropolitan Assembly		
34	Wilberforce " 1" & Kotobabi "5" Primary School	Kotobabi	Accra Metropolitan Assembly		
35	Kotobabi '4' JHS	Kotobabi	Accra Metropolitan Assembly		
36	Abavana JHS	Kotobabi	Accra Metropolitan Assembly		
37	Kotobabi '2' JHS	Kotobabi	Accra Metropolitan Assembly		
38	Kotobabi '15' JHS	Kotobabi	Accra Metropolitan Assembly		
39	Kotobabi '3' JHS	Kotobabi	Accra Metropolitan Assembly		
40	Al-Waleed Primary School	Nima	Accra Metropolitan Assembly		
41	Al- Waleed JHS	Nima	Accra Metropolitan Assembly		

42	Islamic Training Institute	Nima	Accra Metropolitan Assembly	
43	Abossey Okai R/C Basic School	Abossey Okai	Accra Metropolitan Assembly	
44	Mataheko Primary School	Mataheko	Accra Metropolitan Assembly	
45	Mataheko JHS	Mataheko	Accra Metropolitan Assembly	
46	Achimota Basic School	Achimota	Accra Metropolitan Assembly	
47	Christ Faith Mission Primary "A"	Adenta	Adentan Municipal Assembly	D
48	Christ Faith Mission Primary "B"	Adenta	Adentan Municipal Assembly	
49	Christ Faith Mission JHS "A"	Adenta	Adentan Municipal Assembly	
50	Christ Faith Mission JHS "B"	Adenta	Adentan Municipal Assembly	
51	Amrahia Adma Primary School	Adenta	Adentan Municipal Assembly	
52	Amrahia Adma JHS	Adenta	Adentan Municipal Assembly	
53	Sowa Din Memorial "3" Primary School	Adenta	Adentan Municipal Assembly	
54	Sowa Din Memorial "1" JHS	Adenta	Adentan Municipal Assembly	
55	Sowa Din Memorial "2" JHS	Adenta	Adentan Municipal Assembly	
56	Sowa Din Memorial 1 Primary School	Adenta	Adentan Municipal Assembly	
57	Sowa Din Memorial 2 Primary School	Adenta	Adentan Municipal Assembly	
58	Gondar Basic School	Burma Camp	La Dadekotopon Municipal Assembly	
59	Base workshop Basic School	Burma Camp	La Dadekotopon Municipal Assembly	
60	5BN Basic School	Burma Camp	La Dadekotopon Municipal Assembly	
61	Arakan Basic School	Burma Camp	La Dadekotopon Municipal Assembly	
62	Forces Basic School	Burma Camp	La Dadekotopon Municipal Assembly	
63	La Yahoushua Primary	Labadi	La Dadekotopon Municipal Assembly	
64	La Yahoushua JHS	Labadi	La Dadekotopon	

			Municipal Assembly	
65	Association Community School	Labadi	La Dadekotopon Municipal Assembly	E
66	La Enobal "2" Basic School	Labadi	La Dadekotopon Municipal Assembly	
67	Labone Presby Primary	Labadi	La Dadekotopon Municipal Assembly	
68	St. Paul's Basic School	Labadi	La Dadekotopon Municipal Assembly	
69	La Bethel Presby Basic School	Labadi	La Dadekotopon Municipal Assembly	
70	La Salem Presby Basic School	Labadi	La Dadekotopon Municipal Assembly	
71	La Wireless '2' Basic School	La Wireless	La Dadekotopon Municipal Assembly	
72	La Wireless "3 & 4" Primary and "4" JHS	La Wireless	La Dadekotopon Municipal Assembly	
73	La Wireless "6 & 7" Primary and "1" JHS	La Wireless	La Dadekotopon Municipal Assembly	
74	La Wireless "1 & 5" Primary and "5" JHS	La Wireless	La Dadekotopon Municipal Assembly	
75	Rangoon Camp " 1 " Primary School	Labone	La Dadekotopon Municipal Assembly	
76	Rangoon Camp " 2" Primary School	Labone	La Dadekotopon Municipal Assembly	
77	Rangoon Camp JHS A&B	Labone	La Dadekotopon Municipal Assembly	
78	Kumbungu D.A KG & Primary School	Kumbungu	Kumbungu	
79	Kumbungu Suniya E/A Primary School	Kumbungu	Kumbungu	
80	Kumbungu Nibrasiya E/A Junior High School	Kumbungu	Kumbungu	
81	Kumbungu D.A Junior High School	Kumbungu	Kumbungu	
82	Dalun R/C KG & Primary School	Dalun	Kumbungu	
83	Gbullung KG & Primary School	Gbullung	Kumbungu	
84	Zamballung KG & Primary School*	Zamballung	Kumbungu	
85	Tibung R/C KG & Primary School	Tibung	Kumbungu	
86	Nwoduwa RC KG & Primary School*	Nwoduwa	Kumbungu	
87	Cheyohi AME Zion Primary School*	Cheyohi	Kumbungu	
88	Sakubu E/A Primary School	Sakubu	Kumbungu	
89	Voggu Kpalsogu Primary School	Voggu- Kpalsogu	Kumbungu	

90	Gukpanarigu D.A Primary School	Gukpanarigu	Kumbungu	
91	Kpilnyin Primary School	Kpilnyin	Kumbungu	
92	Kpilnyin Junior High School	Kpilnyin	Kumbungu	
93	Bognayili	Bognayili	Kumbungu	
94	Bognayili RC Primary School**	Bognayili	Kumbungu	
95	Mbanayili SDA Prim.**	Mbanayili	Kumbungu	
96	Zangbalungbihi Prim**	Zangbalungbihi	Kumbungu	
97	Zangbalung JHS**	Zangbalung	Kumbungu	
98	Tarikpa Primary School	Tarikpa	Savelugu	
99	Savelugu Experimental Junior High School	Savelugu	Savelugu	G
100	Savelugu Experimental Primary A School	Savelugu	Savelugu	
101	Savelugu Experimental Primary B School	Savelugu	Savelugu	
102	Nyoglo Basic School	Nyoglo	Savelugu	
103	Rawdatul-Atfal E/A Junior High School		Savelugu	
104	Rawdatul-Atfal E/A Primary School		Savelugu	
105	Yoo R/C Primary School	Yoo	Savelugu	
106	Yoo R/C Junior High School	Yoo	Savelugu	
107	Janna Rabaniya Basic School	Jana	Savelugu	
108	Kanshegu Primary School	Kanshegu	Savelugu	
109	Tampion E.A Primary A School	Tampion	Savelugu	
110	Tampion M.A Junior High School	Tampion	Savelugu	