

TERMS OF REFERENCE FOR CONSULTANTS

A. Background

1. Asian Development Bank (ADB) will provide technical assistance (TA) resources develop a set of technical, institutional, and financial tools to improve access to water, sanitation, and hygiene (WASH) systems for the most underserved communities and populations, including the most vulnerable groups such as women, children, and people with special needs in six countries within the Central Asia Regional Economic Cooperation (CAREC) region and Caucasus.¹

2. ADB's Central and West Asia Department (CWRD), Urban Development and Water Division (CWUW), CWRD will administer the TA in close consultation with resident missions, sector and thematic groups, and relevant divisions/departments of ADB. ADB will provide funding for the procurement of services (consulting and non-consulting) to the United Nations Children's Fund (UNICEF) for the provision of services in the areas of WASH and coronavirus disease (COVID-19) infection prevention and control (IPC), based on the Memorandum of Understanding between the UNICEF and ADB dated October 2018.² TA outputs will be delivered through selection of experts for capacity building, coordination, and other specialized expertise. All procurement of goods, equipment and services using ADB funds transferred by ADB to UNICEF for the TA activities shall be carried out using and in accordance with UNICEF policies, procedures and documentation for the procurement of goods, equipment and services as set out in UNICEF's Supply Manual and UNICEF's Human Resources Manual. The relevant expert/s should be knowledgeable of UNICEF's procurement rules. The consultants will use virtual collaboration tools in accordance with the COVID-19 Specific Guidance on Consulting Services in case of continuous travel restrictions.³

3. It is estimated that about 25 person-months of international consultants and 50 person-months of national consultants will be required.

B. Objectives

4. The TA will provide additional technical and financial resources (i) to strengthen WASH components and integration of water, sanitation, hygiene, and health (WASH+H) in projects under CWUW of ADB's CWRD;⁴ and (ii) to apply COVID-19 infection prevention and control principles in the preparation and implementation of CWUW's projects, resulting in healthier populations in CAREC region through an inclusive, gender-sensitive, effective, and sustainable approach.

C. Scope

5. The main scope of the TA is to provide inputs for the preparation and implementation of

¹ Countries include Georgia, Kazakhstan, Kyrgyz Republic, Pakistan, Tajikistan, and Uzbekistan within the CAREC region and Armenia within the Caucasus region.

² ADB and UNICEF. 2018. [Memorandum of Understanding between the United Nations Children's Fund and Asian Development Bank](#). The Memorandum expires in December 2023, and it is available for extension based on mutual agreement.

³ ADB. 2020. [COVID-19 Specific Guidance on Consulting Services](#). Manila.

⁴ Indicative projects under preparation and implementation that could benefit from these additional inputs are: (i) UZB: Ferghana Water Supply and Sanitation Project; (ii) UZB: Namangan Wastewater Improvement Project; (iii) UZB: Integrated Urban Development Project (additional financing); (iv) TAJ: Dushanbe Water Supply and Sanitation Project and its additional financing; (v) KGZ: Naryn Rural Water Supply Program; (vi) PAK: Punjab Urban Development Projects PRF; (vii) GEO: Water Supply and Sanitation Sector Development Program and GEO: Livable Cities Investment Program; and (viii) ARM: Smart Regional Territorial Development Project.

projects and cover the TA scope described in Output 1 and Output 2 below. Specialists should have experience in (i) integrated WASH+H project, program, policy, and strategy design and development; (ii) WASH+H assessment; (iii) WASH campaigns conceptualization and implementation; (iv) evidence-based hand hygiene behavioral change; (v) WASH+H advocacy and communications; (vi) WASH-related disease health impact assessment; (vii) WASH+H capacity building; and (viii) COVID-19 and pandemic awareness, preparedness, and knowledge generation and dissemination. Cross-cutting themes such as gender and climate change will be also considered among the required experience from proposed experts. In particular, climate change specialists may be required to (i) assess climate impacts on WASH-Tourism sector; (ii) design climate resilient interventions under Output 1; and (iii) provide inputs into the design of an adaptive WASH center.

D. Main Outputs

6. The two primary outputs of the TA are:

- (i) Output 1: Support to project preparation and interventions on COVID-19 infection prevention and control, and WASH+H-related activities delivered.
- (ii) Output 2: Comprehensive system of knowledge exchange, capacity building, and dissemination of WASH best practices established.

E. Qualifications, Detailed Tasks and Deliverables

7. **Project Coordinator for Output 1 and 2** (international, 8.0 person months, intermittent). The project coordinator will be engaged to manage the day-to-day implementation and operation of the TA. The project coordinator will work closely with CWUW, and the implementing agency, UNICEF, to support the effective implementation of the TA activities. The project coordinator will provide technical and management support to the overall implementation of the TA, and will serve as focal point for technical, administrative, and financial activities related to TA implementation and will assist in the overall monitoring and reporting of TA and timely delivery of high-quality TA outputs. The detailed tasks of the expert will include, but not necessarily be limited to, the following:

- (i) Prepare detailed work plan and budget and design of activities and use of resources under the TA through a consultation process with ADB officers, UNICEF, ADB resident missions officers, and project executing agencies representatives in the project countries;
- (ii) In consultation with ADB and UNICEF, prepare specific terms of reference (TOR) of experts to be engaged based on planned TA activities;
- (iii) Update and validate the workplan of TA activities every 6 months and prepare requests for funding to be submitted to ADB (CWUW);
- (iv) Provide informed procedural advice on issues that may arise during TA implementation;
- (v) Prepare briefing notes, correspondence, and other documents as may be required;
- (vi) Monitor the implementation of TA activities by ensuring that they are consistent with approved Terms of Reference and fund allocation and timely submission of deliverables;
- (vii) Coordinate and facilitate communication between CWUW and UNICEF focal points, resident missions, and projects executing agencies involved in the TA activities;
- (viii) Provide inputs to progress reports particularly on fund utilization;

- (ix) In coordination with a training specialist to be engaged, prepare an operational manual for the virtual, adaptive, and holistic WASH Centre for CAREC region and five-year strategy for its development;
- (x) In coordination with the Capacity development training coordinator, provide logistical support in organizing events, including the preparation of budget estimates, coordination with participants, facility use, among others
- (xi) Assist in managing knowledge products including in the production and dissemination of knowledge products, if required; and
- (xii) Prepare a Monitoring and Evaluation (M&E) Plan to capture good practices, lessons, and ways to tackle challenges during the TA implementation
- (xiii) Perform other tasks relevant to this TA, as may be required.

8. The Project Coordinator will be a senior expert with a degree in civil engineering, water and wastewater engineering, or related field and with at least 15 years of work experience in urban development and environmental projects and 10 years of experience as team leader of technical assistance for environmental projects. The expert is expected to be familiar with ADB procedures, methods, and modes of procurement.

9. The **WASH specialists' Terms of Reference (TOR) for Output 1** will focus on providing expert inputs and advice for design or implementation of selected projects. The background and experience of WASH specialists may vary depending on the needs (WSS experts, WSS policy, Water and Climate change experts, etc.). In addition to the tasks and activities outlined in the description of Output 1 in the TA Report, the detailed tasks of the experts will include, but not necessarily be limited to, the following:

- (i) Supporting the project teams through expert inputs during investment dialogues with DMCs and coordinate with the project teams for lessons learned under other CAREC initiatives such as Health and Tourism;
- (ii) Undertaking the required WASH+H needs assessments, WASH+H related impact assessments design, and other upstream work to inform project concept;
- (iii) Undertaking stakeholder mapping and analysis to identify community-based, national and international civil society organizations active in WASH and IPC service delivery in the targeted DMCs as potential delivery partners for CWUW projects;
- (iv) Identifying critical challenges that urban/rural communities facing by carrying out a city-wide inclusive sanitation (CWIS) assessment, leading to the generation of a shit flow diagram for the city and prioritization of the fecal exposure risks to be addressed in the context of COVID-19;
- (v) Providing expert technical inputs to project design and implementation to ensure adequate incorporation of WASH+H, including hygiene behavior change promotion, approach to projects;
- (vi) Developing the practical policy recommendations and protocols on water safety, sanitation and COVID-19 IPC;
- (vii) Analyzing and preparing recommendations on gender-sensitive options to ensure the sustainability for the Women's Development Centre (Tajikistan);
- (viii) Developing gender-responsive WASH training course that would build capacity to promote women empowerment;
- (ix) Providing support to hygiene awareness, behavior change campaigns, in response to COVID-19 in order to provide uninterrupted and quality services, in particularly continuously pressurized drinkable water and safe water handling at household level during the COVID-19 and COVID safe technology options;

- (x) Supporting risk communications, water safety risk assessments and development of improvement plans;
- (xi) Providing recommendations for Climate-resilient WASH infrastructure rehabilitation by supporting to identify and adopt climate-resilient and gender-sensitive WASH technologies for complex schemes targeting performance, costs efficiency and long-term sustainability;
- (xii) Supporting technical and partnerships dialogues and meetings with local government authorities and stakeholders in WASH; and
- (xiii) Provide recommendations for better integration of WASH+H in the operations and maintenance of WSS utilities to prevent, detect, prepare for, and respond to COVID-19 and other WSS- related diseases in order to provide uninterrupted and quality services during pandemics.
- (xiv) Assess climate impacts on WASH-Tourism sector, design climate resilient interventions under Output 1, and provide inputs into the design of an adaptive WASH center

10. **Expected Deliverable for Output 1.** The consultants for output 1 will, among others, (i) contribute to the preparation of RRP incorporating WASH and COVID-19 IPC components; (ii) prepare WASH+H needs assessment reports; and (iii) prepare reports on WASH+H policy recommendations/strategic frameworks. Detailed, time-bound, specific, and measurable TOR would be prepared in consultation with stakeholders during the implementation of the TA, by the Project Coordinator in consultation with ADB and UNICEF based on the TA activities included in the workplan.

11. The **WASH specialists' TOR for Output 2** will focus on providing support for creating the enabling environment, improving knowledge base and increasing capacity for integrated WASH+H approach. Specifically, the outline TOR will include but not necessarily be limited to the following:

- (i) In coordination with the Project Coordinator, prepare an operational manual for the virtual, adaptive, and holistic WASH Centre for CAREC region and five-year strategy for its development;
- (ii) Carry out surveys for identification of potential for technological innovations, know-how areas and education, research cooperation scope in CAREC region on WASH based on the TA activities included in the TA workplan;
- (iii) Developing policy documents, implementation guidelines, toolkits, and collection and dissemination of the best practices on WASH+H in the context of COVID-19 and post-pandemic era;
- (iv) Identify, design, develop, implement and monitor knowledge sharing initiatives and capacity building programs for EA/IA, and institutions including civil society organizations involved in CWUW projects in CAREC region and Caucasus;
- (v) Identify, design, develop, and implement knowledge sharing initiatives and capacity building programs for EA/IA, and institutions involved in CWUW projects in CAREC region and Caucasus;
- (vi) Developing and providing targeted and demand-based capacity building programmes for institutions, businesses and practitioners from CAREC countries based on best practices/cases from countries in particular People's Republic of China and Central Asian countries, including virtual trainings and workshops;
- (vii) Identifying and facilitating demonstration of innovative, climate-resilient and infection preventive WASH technologies in pandemic and emergency situations in particular promoting technical sharing and exchange between People's Republic

- (viii) of China and Central Asian countries;
- (viii) Design and conduct of in-country workshops, regional sanitation conferences and other similar knowledge sharing events to highlight ADB WASH initiatives;
- (ix) Liaise with development partners in ensuring synergy in promoting WASH and COVID-19 IPC principles and City Wide Inclusive Sanitation (CWIS) strategy across CAREC Region and Caucasus
- (x) Provide inputs to and oversee the development of knowledge products, guidelines and monitoring framework, checklists, operation manuals, business models, best practices handbooks, regulations and policies; and
- (xi) Participate in regional conferences as presenter, moderator and/or panelist to highlight ADB WASH related work as required

12. **Expected Deliverable for Output 2.** The consultants for output 2 will, among others, will (i) prepare training tools, guidelines, and knowledge products, and (ii) provide documentation on WASH+H best practices/solutions; (iii) prepare knowledge material for capacity building and training activities for EA/IAs and WASH practitioners (WASH Center). Detailed, time-bound, specific, and measurable TOR would be prepared in consultation with stakeholders during the implementation of the TA, by the Project Coordinator in consultation with ADB and UNICEF based on the TA activities included in the workplan.

13. **Capacity development training coordinator (national) for Output 2.** The consultant will provide technical and administrative assistance and help coordinate experts, DMCs and resident missions, CWUW country focal, CWOD-PSG and relevant ADB departments/divisions for the output 2 delivery. The expert will support structuring of training course content, format, and interactive communication and implementation strategies, and create training **packages** consisting of a training manual, PowerPoint slides, compilation of participant list, facilitator's guide/session plan, course description, handouts, partner visibility, etc. Detailed tasks include but not limited to the following:

- (i) provide analytical, technical and administration support for the output 2 team including background work and data collection and keep the participants list and ensure 30% women representation in the training sessions;
- (ii) coordinate, plan, arrange and facilitate meetings and training sessions with DMCs and other relevant parties **including civil society organizations** to implement the trainings developed by the team and other administration of TA activities;
- (iii) coordinate, plan, arrange and facilitate meetings and training sessions with DMCs and other relevant parties to implement the trainings developed by the team and other administration of TA activities;
- (iv) identify target DMC participants and ensure their maximum participation for Output 2 activities;
- (v) provide support to enhance participants' virtual and in-person interactions and exchange of information and knowledge;
- (vi) maintain working folders for TA outputs and support planning, facilitation, administration and visibility of TA activities;
- (vii) ensure access and availability of learning and other relevant output 2 materials to participants via a most cost-effective way; and
- (viii) any other task as reasonably assigned by CWUW.

14. The expert will have (i) degree in education, development, communications or related field, (ii) at least 5 years' similar work experience, (iii) proven analytical, administration, and oral and writing skills, (iv) familiarity with MSWord, Excel, Power Point, online communications platform (zoom), and (v) excellent organizational skills and team player.

F. Qualifications

15. Specific qualifications of each required expert will be developed during TA implementation and recruitment process as appropriate to each country context. These will be customized according to the place and timing of assignment.

G. Duration and Reporting

16. The duration of assignment will be determined during TA implementation and recruitment process, depending on the requirement of specific TA activities included in the workplan. Specific reporting will be determined during TA implementation and recruitment process.