

## ANNEX 1.

### TERMS OF REFERENCE FOR INSTITUTIONAL CONTRACTOR

PART I		
Title of Assignment	WATER, SANITATION AND HYGIENE (WASH) SECTOR ANALYSIS FOR BOTSWANA	
Section & Supervisor	Health and Nutrition (WASH)	
Location	Gaborone	
Duration	3 Months	
Start date	From: 04/07/2022	From: 31/10/2022

#### Background and Justification

The government of Botswana reported to have achieved MDG targets for water and sanitation well ahead of time (UN, 2015). By 2010 the majority (88.9%) of the population had access to any of the three supply systems. Despite the government's recognition of water and sanitation as human rights since 1981 and subsequent water sector reform, maintaining the good status and ensuring achievement of domesticated sustainable development goal (SDG) targets is challenged by several factors. For instance, the National Wastewater and Sanitation Policy and National Master Plan for Wastewater and Sanitation which was developed by the Ministry of Environment, Wildlife and Tourism is implemented by the Ministry of Minerals, Energy and Water Resources. The GLASS report indicated inadequate funding for the implementation of the policy and master plan. In addition, the involvement of a total of six ministries/institutions involved in water, sanitation and hygiene is bound to cause difficulty in planning and collaboration difficult.

The country is committed to maintaining the WASH progress achieved so far, such that new SDG targets point to plans to achieve 89% population with basic sanitation by 2023 in both rural and urban areas. In addition, the country aims for a complete eradication of open defecation by 2030. Achieving these indicators may however prove to be difficult. For example, while the multiple overlapping child deprivation analysis (MODA) has previously linked the 58% reduction for clean water from 2009 to 2016 to significant investment in water infrastructure over the years between 2009 and 2016, the GLASS report of 2019 indicates partial implementation of cost estimates for water and sanitation and lack of financial resources allocated for hygiene plans. Moreover, the recent Rapid Assessment conducted by ESARO indicates lack of monitoring systems and data availability, to track all SDG6 targets in the country (WASH ESARO 2021).

It is in the light of this background that keeping up with achievement of SDG target 6.2 may be difficult for Botswana. The multiple overlapping child deprivation analysis (MODA) shows that sanitation is the

leading deprivation (73%) for children between 5 – 12 years, children in rural communities are the most deprived accounting to 83.3% while those in cities only 34% are deprived. For those 12 – 17 years sanitation remains the leading deprivation (71.6%). In all age cohorts there is an increase in the sanitation deprivation from 2009 to 2016 which could be linked to lack of investment in the infrastructure.

Botswana CO does not have WASH programme in the current Country Programme (CP) and was the same in the previous CPs. However, with limited data for hygiene and recently, water and sanitation (WASH ESARO 2021), it becomes critical to tackle the pockets of deprivations for children through limited WASH programming within the Health and Nutrition portfolio. As a start UNICEF plans to undertake a WASH sector analysis to determine gaps, bottlenecks and opportunities within the sector and the root causes for high sanitation deprivation for children in Botswana.

### Objectives and Work Assignment

**Goal and Objective:** The purpose of the assignment is to identify and analyse WASH sector gaps, bottlenecks and opportunities with the aim to deduce potential high impact interventions by UNICEF and Government to reduce deprivations for children.

Under the overall guidance of Ministry of Land Management, Water and Sanitation Services and UNICEF` WASH Focal Person and Health and Nutrition Specialist, the consultant will be expected to undertake the tasks below:

#### Activities and Tasks:

- I. Analyse sanitation status in rural, peri urban and urban areas.
  - a. Desktop review of the country`s sanitation status.
  - b. Onsite assessment of sanitation status at district level.
  - c. Assess progress against national sanitation development targets.
  - d. Develop practical recommendations for policy and strategy strengthening to enable equitable access to sanitation services.
- II. Assess sector planning, financing and budget performance including internal and external sources.
  - a. Analyse the size and composition of budget allocations for WASH services (by sub-sector) and give insights on equity and adequacy of past spending. Identify key gaps/challenges and opportunities to strengthen planning and budgeting.
  - b. Assess how sector financing practice is linking with sector or sub-sector policies and strategies.
  - c. Work out key sector and sub-sector financial gaps.
  - d. Develop practical recommendations for strengthening planning and financing mechanisms to enable equitable access to water, sanitation and hygiene services.

- III. Analyse sector and sub sector data availability and quality.
    - a. Review of data management systems for the sector and sub sectors to determine availability and quality of data. In addition, assess synchronization/ alignment of national and sub national system for effective monitoring and reporting.
    - b. Assess the use of data for sector and sub sector planning.
    - c. Develop practical recommendations for strengthening data availability, quality and use through a monitoring and evaluation system that includes feedback loops to guide policy and operational decision making.
  - IV. Lead a broad stakeholder engagement process to systematically outline root-cause analysis of the major constraints on sector progress to determine potential solutions in the short to medium term, special attention to be given to sanitation as leading deprivation for children in Botswana.
    - a. Engagements should be at all major levels; strategic level (Permanent Secretary/ Deputy Permanent Secretary) technical level (Director/ Sector Specialist) and sub-national (District WASH leads).
    - b. Organize and facilitate validation workshop prior to finalizing the report.
  - V. Develop advocacy brief for improving equitable access to sanitation and hygiene services for children.
- 1) **Work relationships:** The assignment will be supervised by a UNICEF team consisting of the Social and Behaviour Change Officer (WASH Focal Person) with the support of Health and Nutrition Specialist and WASH Specialist at BNLE Hub. All work will be done in collaboration with Ministry of Land Management Water and Sanitation Services.
  - 2) **Outputs/Deliverables:**
    - a) Inception Report  
**Timeline: 11 July 2022**
    - b) Draft Botswana WASH Sector Analysis Report  
**Timeline: 26 August 2022**
    - c) Organize and Facilitate validation workshop  
**Timeline: 20 September 2022**
    - d) Final Approved Botswana WASH Sector Analysis Report  
**Timeline: 30 September 2022**
    - e) Botswana WASH Advocacy Brief (based on key recommendations)  
**Timeline: 07 October 2022**

Below is summary and payment schedule for the assignment.

Deliverables	Timeline/Deadline	Schedule of payment
First Deliverable <ul style="list-style-type: none"> <li>Inception Report</li> </ul>	11 July 2022	30%
Second Deliverable <ul style="list-style-type: none"> <li>Draft Botswana WASH Sector Analysis Report.</li> </ul>	26 August 2022	30%
Final Deliverable <ul style="list-style-type: none"> <li>Approved Botswana WASH Sector Analysis Report.</li> <li>WASH Advocacy Brief</li> </ul>	07 October 2022	40%

#### Qualifications and Skills

Various arrangements are encouraged to apply: proposers might be academic institutions, research centres, consultancy firms, or a consortium of individuals.

The number and profile of the consulting team members should be such that the team size, experience, qualifications, mix and complementarity of expertise, availability and level of effort is convincing that the proposed work plan can be met. The group or institution must demonstrate previous experience of undertaking similar assignment in sub-Saharan Africa, with capacities on social sector policy, financing and budget and monitoring systems

The team should have as a minimum, a Team Leader and/or Social Scientist and a WASH expert respectively:

#### Team Leader

- Advanced University Degree in social sciences or engineering
- Minimum of eight years of experience in conducting basic services sector reviews including public policy analysis and development, public sector finance/budgeting, expenditure analysis and investment management, local governance, sector performance monitoring, strategic planning and an appreciation of the WASH Sector. Demonstrated experience of strong analytical skills
- Proven skills in preparing and communicating high quality documents and reports for policy advocacy and lobby
- Excellent English report writing and communication skills
- A strong commitment to delivering timely and high-quality results--i.e. evidence of similar work

- Experience of facilitating high-level multistakeholder dialogue focused on government based (both central and local government) transformations for basic service delivery with or without the assistance/participation of development partners
- International or Regional experience

#### WASH expert

- Advanced university degree in civil, sanitary engineering or related field
- Experience in issues related to water sector regulation, upstream work and policy advocacy.
- In-depth knowledge of the global and regional WASH sector and development context and agenda;
- Familiarity with WASH linkages with cross cutting issues affecting WASH such as education, health and climate

#### Other Team Members

- Other team members may be proposed based on the work plan of the bidder. However, the proposed tasks of any additional members must be aligned with the TORs and bidders are strongly advised to ensure the proposed team build up is cost effective

#### Administrative issues

As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 Per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

The selected institution will be governed by and subject to UNICEF's General Terms and Conditions for institutional contract.

#### How to Apply

Rates must include all expenses related to the assignment (e.g. consultancy fee, travel and administrative costs.)

Rates must include all expenses related to the assignment (e.g. consultancy fee, travel and administrative costs.) and e-mailed to [BTW\\_procurement@unicef.org](mailto:BTW_procurement@unicef.org) cc to [ritumeleneg@unicef.org](mailto:ritumeleneg@unicef.org).

**Submission date: 16<sup>th</sup> June 2022, 12 Noon Botswana Time**

Applications will be evaluated based on the criteria below.

Evaluation criteria	Weight
<p><b>Technical</b></p> <p>Demonstrated Experience undertaking WASH related analysis projects/ consultancies. (25 points)</p> <p>Demonstrated Experience analyzing public sector planning, budgeting and financing. Experience in WASH will be an asset (20 points)</p> <p>Demonstrated Experience developing monitoring and evaluation systems for WASH sector. (20 points)</p> <p>Demonstrated experience in developing advocacy briefs. Experience in WASH specific advocacy brief is an asset. (10 points)</p> <p>Team leader and WASH Expert profile (25 points)</p>	<p><b>65%</b></p>
<p><b>Financial</b></p>	<p><b>35%</b></p>

Only bidders with a minimum score of 65% will be eligible for financial evaluation. Financial proposals will be evaluated on a weighted average, with maximum of 35% awarded to the most cost-effective offer.