

Scope of Work: Regional Consultant - Research, Learning, and Capacity Strengthening

Human-Centered Design for WASH (Francophone)

Supervisor Title: WASH Technical Director, PRO-WASH & SCALE

Work Location: Remote

Start date: August 1, 2023

End date: December 31, 2023

Estimated number of days: 24 days

To Apply:

Please submit an email by 11:59 p.m. ET (USA) on **July 5, 2023** with the following:

1) your daily rate 2) 2-3 paragraphs highlighting your relevant experience 3) names and contact information for two professional references 4) confirmation of your availability to undertake this consultancy between August 1-December 31, 2023 5) USAID Bio-Data Form https://www.usaid.gov/sites/default/files/2022-05/Form_1420_F_21.11.10.pdf 6) estimated total cost to complete deliverables and 7) copy of resume to prowashandscale@savechildren.org and nweber@savechildren.org.

Background

PRO-WASH & SCALE (Practices, Research, and Operations in Water, Sanitation, and Hygiene and Strengthening Capacity in Agriculture, Livelihoods, and Environment) is an Associate Award funded by the USAID Bureau for Humanitarian Assistance (BHA). The purpose of PRO-WASH & SCALE is to strengthen the design, coordination, implementation, and overall effectiveness of key sector-specific interventions across BHA's food and nutrition security portfolio in emergency, early recovery, risk reduction, and resilience (ER4) activities. The Award's technical intervention areas include WASH, agriculture, livelihoods, markets, infrastructure, natural and water resource management, climate change, and disaster risk reduction. The Purpose areas are as follows:

Purpose 1: Capacity Strengthening and Localization,

Purpose 2: Applied Research, Adaptation, and Knowledge Management, and

Purpose 3: Coordination and Collaboration.

PRO-WASH & SCALE is developing a short course on human-centered design for water, sanitation, and hygiene, based on the [HCD for WASH: Resource Platform](#). This short course will be delivered live remotely over a virtual platform such as Microsoft

Teams or Zoom and is anticipated to be a total of 8 hours of live instruction and 8 hours of office hours, spread over 2-3 months. It is estimated that a maximum of 20-25 participants will be enrolled in the session

We are seeking to hire a **Francophone consultant** to support the preparations and pilot testing of this remote short-course. The consultant will be responsible for working closely with the WASH Research and Learning Advisor, the Communications and Knowledge Management Advisor, and partners to develop, organize, pilot test the course for Francophone partners.

Main activities for this consultancy

The consultant will be responsible for:

- Working with the WASH Research and Learning advisor to **prepare and analyze learning needs assessments of Francophone partners** to inform the short course.
- **Adapting an English version** of the short course (under development) and resources available here ([HCD for WASH: Resource Platform](#)) to prepare for the online short course on human-centered design for WASH in French.
- **Identifying/sourcing HCD in WASH case examples relevant** to Francophone partners.
- Providing **quality assurance for course materials translated into French**, such as PPTs, participant exercises, participant surveys, agendas etc.
- **Leading the online facilitation of the short course in French**, using participatory methods.
- **Providing 1-1 support in French to partners during office hours** alongside the WASH Research and Learning Advisor to troubleshoot challenges partners face in their own work.
- Reporting on key takeaways from the short course, number of participants, recommendations for future short courses, and next steps.

Main deliverables and Estimated Level of Effort

All work will be carried out remotely.

Activity	Deliverable	Timeline	Estimated Level of Effort
Deliverable 1: Review existing course materials and develop a workplan in conjunction with the WASH Research and Learning Advisor.	<ul style="list-style-type: none"> • Notes from Kick-off meeting • Inception Report and Workplan 	August	3 days

Activity	Deliverable	Timeline	Estimated Level of Effort
Deliverable 2: Adapt the English version of the course for Francophone partners.	<ul style="list-style-type: none"> • Reviewed and customized PowerPoint materials (French) • Copies of the agenda, exercises, handouts, and online exercises in French 	August	6 days
Deliverable 3: Deliver the HCDforWASH short course over several weeks in French, including customized training (e.g. presentations, self-guided manuals, test runs/ role plays, Q&A sessions, etc.) and ongoing coaching and support. Adapt subsequent sessions based on feedback from the participants.	<ul style="list-style-type: none"> • Recorded online sessions • Attendance sheets 	September-November	13 days
Deliverable 4: Debriefing and Summary of the HCDforWASH short course process and recommendations for next steps.	<ul style="list-style-type: none"> • Short report on key takeaways from the short course, number and profile of participants, and next steps • Debriefing with PRO-WASH & SCALE and/or partners 	November	2 days
Total number of days			24 days

Timeframe

- Five months, from approximately August through December, part time.

Payment

- Payments will be based on the completion of deliverables and approved by PRO-WASH & SCALE, as detailed in table above.

The Consultant will report to:

The PRO-WASH & SCALE WASH Technical Director. The consultant will work closely with the team and partners.

Responsibilities

All costs associated with the events such as translation, interpretation, event platform etc. will be covered directly by PRO-WASH & SCALE.

Required Competencies

The individual Consultant will have the following minimum competencies:

- **Fluent in French** and working proficiency in English
- Extensive experience in working with adult learners to incorporate participatory methods and transformative approaches to resilience programming in low resource settings
- Experienced in training and coaching others on human-centered design, qualitative research methods or other approaches, including remotely training and coaching staff
- Comfortable and experienced with using Microsoft Teams, Zoom or other online platforms for virtual training sessions
- Very strong interpersonal and relationship building skills

Preferred Qualifications

- Experience in conducting similar work under USAID funded programs will be desirable.
- Knowledge of virtual learning tools such as Mural, Miro, Jamboard is an asset.
- Experienced developing training packages, job aids, technical guidance etc. aimed for a global audience.