

Consultant Agreement

Scope of Work

Consultancy Title: Rapid Sanitation Market Assessment Consultant

Period of engagement: 15 October - 31 December 2024. Consultant will work 20 days.

To Apply:

Please submit an email to prowashandscale@savechildren.org and jmacarthur@savechildren.org by 11:59 p.m. ET (USA) on 4 September 2024 with the following:

- One email or letter with:
 - your daily rate
 - 2-3 paragraphs highlighting your relevant experience
 - names and contact information for two professional references
 - confirmation of your availability to undertake this consultancy between 15 October-December 31, 2024
- USAID Bio-Data Form (available [here](#))
- Resume/CV

Applicants are encouraged to apply early.

Project Description/Background:

This consultancy will support Save the Children US's (SCUS) PRO-WASH & SCALE award through the co-facilitation of a rapid sanitation market assessment with [Okhokelamo Ni Solha](#) Resilience and Food Security Activity (RFSA) in Mozambique funded by USAID's [Bureau for Humanitarian Assistance](#) (BHA).

Based on a direct request from the *Okhokelamo Ni Solha RFSA*, the work involves two main tasks conducted simultaneously and in full collaboration with PRO-WASH & SCALE's WASH Research and Learning Advisor (WRLA): 1) conducting a rapid sanitation market assessment and 2) hands-on training of the Okhokelamo WASH team.

The work will occur between October and December 2024 and builds on previous PRO-WASH work on [Market-based Sanitation](#) and a forthcoming course refresh for the WASH Systems Academy. The consultant MUST be available full-time from 11-22 November for in-person training and fieldwork. The

work will broadly align with a similar study done with [Takunda](#) under the PRO-WASH award, which leveraged principles of Human Centered Design to explore challenges with sanitation product design, demand creation, and local business interest.

A draft Scope of Work for the collaboration with Okhokelamo Ni Solha is found [here](#).

Description of Services:

This consultancy will support Save the Children US’s (SCUS) PRO-WASH & SCALE award through the co-facilitation of a rapid sanitation market assessment in the Zambezia province of Mozambique. The consultant will be responsible for the following:

- Completing the Save the Children consultancy and guest travel requirements
- Refining a two-day introductory course on market-based sanitation and assessment techniques for staff and stakeholders of the Okhokelamo Ni Solha Resilience and Food Security Activity (RFSA)
- Co-facilitating a two-day introductory course with staff and stakeholders
- Co-leading a rapid market assessment in the Zambezia province through qualitative data collection and analysis
- Supporting the reporting phase and contextualization of recommendations

Activities and Timeline

| Activity | Details | Estimated level of effort |
|---|---|--|
| Refine a two-day introductory course on market-based sanitation and assessment techniques | <ul style="list-style-type: none"> ● Collaborate online with the WRLA to review and revise a two-day course tailored for the Mozambican contexts ● Review, refresh and contextualize auto-translated materials (slides, handouts and data collection tools) for the sessions | <i>3 days online</i> |
| Co-facilitate a two-day introductory course with staff and stakeholders | <ul style="list-style-type: none"> ● Act as the primary course facilitator in Portuguese alongside the Anglophone WRLA | <i>2 days in Mocuba</i> |
| Co-lead a rapid market assessment in the Zambezia province through qualitative data collection and analysis | <ul style="list-style-type: none"> ● Engage in the research as a facilitator and team lead (6 days of field research) ● Act as the primary debrief facilitator in Portuguese alongside the Anglophone WRLA (3 days of debriefing) ● Provide interpretation support to Anglophone members of the team as required | <i>10 days in Mocuba, Ile, Alto Molocue and Mulevala</i> |

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|--|---|----------------------|
| Support the reporting phase and contextualization of recommendations - | <ul style="list-style-type: none"> • Collaborate online with the WRLA to draft a training Report summarizing key activities and insights (3-4 page PDF) • Collaborate online with the WRLA to draft a Rapid Market Assessment Visual Report (Powerpoint Slide Deck) | <i>5 days online</i> |
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Payment

The provider will be reimbursed based on the number of days worked and will submit an invoice and a corresponding time-sheet detailing the tasks completed, the number of hours worked, and the number of days worked (up to 20). Each day is defined as 8 hours of work. If a consultant did not work a full day, the consultant will be paid for the number of hours worked based on the set daily rate of USD. If a consultant does not work in full hour increments, they will be paid for 15-minute increments based on the hourly rate. The provider will be provided with a sample invoice and/or time-sheet if requested. The invoice should include the provider's name, date of invoice, dates worked, address and be addressed to Save the Children with an invoice number on the top.

Required Skills

- The consultant should have experience in market-based sanitation or a comparable market-based development sector.
- The consultant should have experience conducting rapid market and/or participatory research.
- The consultant should have strong workshop/training facilitation skills.
- The consultant must be fluent in both English and Portuguese.
- The consultant must have a stable internet connection and experience with online Google-based collaboration tools.

Responsibilities

Local travel, per diem, and accommodation will be covered by PRO-WASH & SCALE for the consultant according to SCUS's policy. PRO-WASH & SCALE will also cover relevant expenses such as printing, cell phone credit or office supplies up to USD 200, to be reimbursed based on an approved expense report and receipts.

Management of Consultancy

The consultant's main point of contact will be Jess MacArthur (PRO-WASH & SCALE WASH Research and Learning Advisor) and will be supported by Nicole Weber (Technical Director-WASH), and Kelsie Bruton (Award Manager) will be the point of contact on the contract and billing issues.