

# 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](mailto:prowashandscale@savechildren.org) and [jmacarthur@savechildren.org](mailto:jmacarthur@savechildren.org).

- 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"> <li>● Collaborate online with the WRLA to review and revise a two-day course tailored for the Mozambican contexts</li> <li>● Review, refresh and contextualize auto-translated materials (slides, handouts and data collection tools) for the sessions</li> </ul>	<i>3 days online</i>
Co-facilitate a two-day introductory course with staff and stakeholders	<ul style="list-style-type: none"> <li>● Act as the primary course facilitator in Portuguese alongside the Anglophone WRLA</li> </ul>	<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"> <li>● Engage in the research as a facilitator and team lead (6 days of field research)</li> <li>● Act as the primary debrief facilitator in Portuguese alongside the Anglophone WRLA (3 days of debriefing)</li> <li>● Provide interpretation support to Anglophone members of the team as required</li> </ul>	<i>10 days in Mocuba, Ile, Alto Molocue and Mulevala</i>

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