Request for expressions of interest for technical support to the UN-Water Global Analysis and Assessment of Sanitation and Drinking-Water (GLAAS)

WHO is seeking expressions of interest from institutions or individual consultants for technical support to the UN-Water Global Analysis and Assessment of Sanitation and Drinking-Water (GLAAS). The selected institution(s) or consultant(s) will work under the supervision of the focal point for GLAAS in the WHO Water, Sanitation, Hygiene and Health (WSH) unit with respect to the on-going efforts of GLAAS to monitor the water, sanitation and hygiene (WASH) enabling environment under the Sustainable Development Goals (SDGs), and to promote effective tracking of national WASH financial flows.

We welcome expressions of interest for the listed work packages or any specific or combined element(s) of the work packages.

**Deadline for applications: 8 November 2019 (full application details in section IV)**

I. Background

The vision of GLAAS is to accelerate progress towards universal, sustainable access to WASH by 2030 as part of the SDGs by monitoring, analysing and disseminating information on the enabling environment established by countries to further national progress on WASH. GLAAS collects (where necessary) and analyses national-level data on the WASH enabling environment, including on objectives, governance, and finance, validated through multi-stakeholder mechanisms. Additionally, GLAAS:

- Works with countries and partners to collect and validate data on the WASH enabling environment/WASH systems including through the GLAAS country survey.
- Supports countries to develop WASH accounts and to use the TrackFin methodology through capacity building, direct technical support, collaboration with WASH sector partners and developing/improving tools, guidance and training materials.
- Compiles and analyses data on the WASH enabling environment/WASH systems/WASH financing, disseminating results through GLAAS and TrackFin reports and products, SDG reporting and online data and databases.
- Develops tools, compiles information and collaborates with WASH partners to support improved monitoring of national WASH policies, plans and targets, including for urban sanitation.
- Strengthens national monitoring processes and promotes use of data compiled through GLAAS and TrackFin for evidence-based decision-making through the GLAAS and TrackFin processes.
- Supports the use of GLAAS data and evidence for policy development and programme decisions through the sharing of results, country partnerships and collaboration with Sanitation and Water for All, the African Ministers’ Council on Water and other organizations.
- Collects data from external support agencies on WASH funding and development cooperation.
- Monitors, with OECD and UNEP, the means of implementation targets for SDG 6.a and 6.b.
- Implements studies and analyses of data collected through GLAAS and TrackFin processes, and writes and disseminates reports or briefs, often in collaboration with WASH sector partners.

GLAAS, as part of its 2017-2021 strategy and in response to needs of the WASH sector, has continued to expand the scope of its activities due to data gaps brought to light by GLAAS, growing interest from Member States and partners and increasing monitoring needs associated with the SDGs. GLAAS is expected to make considerable contributions to the global monitoring agenda over the next 15 years.
II. Work Packages

Work package I: Technical writing and tools/materials development; advocacy and communications

a) **Analysis of data and development of reports, tools and other products:**
   2. Review data and information compiled by GLAAS to identify key questions/issues for a follow-on report to the GLAAS 2019 report.
   3. Develop structure/outline and write assigned text for the follow-on report, working closely with the WSH team and other partners as relevant.
   4. Develop structure/outline and write assigned text for other report(s) as relevant.
   5. Complete the development of a policy assessment tool/policy tracker based on information compiled by GLAAS and others as well as consultations with countries and partners.
   6. Proofread, copy edit and/or provide quality reviews of GLAAS products in English and Russian.

b) **Update of GLAAS survey tools and related materials; support to GLAAS implementation:**
   1. Undertake/document an analysis of survey responses and issues, and how data from each survey question is being used and by whom.
   2. Contribute to a priority-setting exercise to identify core survey questions based on results of analyses, partner consultation and identification of core indicators.
   3. Revise country and ESA survey tools, incorporating feedback from stakeholders.
   4. Develop content of survey support materials in English and Russian.
   5. Coordinate and/or provide technical assistance to countries collecting data using the GLAAS country survey.
   6. Monitor GLAAS survey implementation, review submitted country and ESA surveys and resolve gaps or issues with data.

c) **WASH accounts tools and guidance materials and capacity building**
   1. Develop sections of a QuickGuide for developing WASH accounts based on using the Trackfin methodology.
   2. Develop additional guidance materials and tools such as a WASH accounts highlights template, training slidesets, guidance on how countries can use WASH accounts data.
   3. Proofread, edit and/or reviews TrackFin tools and materials in English and Russian.
   4. Prepare and facilitate assigned materials and sessions for trainings of trainers for TrackFin implementation, development of WASH accounts and use of WASH accounts data.

d) **GLAAS outreach, communications and documentation**
   1. Write donor proposals and reports, status reports and updates for external partners.
   2. Develop briefing and communications materials, communications for social media, newsletter updates and products for Sanitation and Water for All (SWA).
   3. Prepare presentations to support GLAAS participation in WASH sector meetings and events.
   4. Proofread, edit or provide quality review of GLAAS documents.
   5. Advocate with countries and development partners to ensure awareness and use of GLAAS data and evidence, including financial data, for policy development and programme decisions.
   6. Contribute to maintaining strong relationships with key sector actors including SWA and the African Ministers’ Council on Water (AMCOW).
   7. Contribute to development of a GLAAS strategy for 2021-2026.
Work Package II: Targeted technical contributions and writing; support to GLAAS processes  

a) **Products and tools + technical support to GLAAS country survey implementation**

2. Contribute to identifying key questions/issues for a follow-on report to the GLAAS 2019 report.
3. Write text and/or develop tables and graphs for a follow-on report, working closely with the GLAAS team.
4. Contribute to other GLAAS studies or reports as assigned.
5. Contribute to the development of a policy assessment tool/policy tracker based on information compiled by GLAAS and others as well as consultations with countries and partners.
6. Contribute to analyses of GLAAS country survey responses and issues and how data from each GLAAS survey question is being used and by whom.
7. Contribute to a priority-setting exercise to identify core survey questions based on results of analyses, partner consultation and identification of core indicators.
8. Contribute to revision and finalization of country and ESA surveys in English, incorporating feedback from stakeholders.
9. Contribute to survey support materials (guidance, presentations) in English.
10. Proofread, copy edit and/or provide quality reviews of GLAAS products and tools.
11. Coordinate and/or provide technical assistance to countries collecting data using the GLAAS country survey.
12. Monitor GLAAS survey implementation, review submitted surveys and resolve gaps or issues with data in countries.

b) **Support to TrackFin**

1. Draft sections of new TrackFin materials.
2. Proofread, copy edit and/or provide quality reviews of TrackFin tools and materials.
3. Assist with preparations for training of trainers in English to strengthen skills and knowledge for TrackFin implementation, development of WASH accounts and use of WASH accounts data.
4. Facilitate sessions for TrackFin trainings of trainers in English.
5. Host and manage the TrackFin community of practice platform and content in English.

c) **Support to communications and advocacy**

1. Write/develop communications materials as requested.
2. Prepare meeting materials and presentations to support GLAAS participation in WASH sector meetings and events.
3. Proofread or review GLAAS documents in English.
4. Contribute to advocacy with countries and partners and to maintaining strong relationships with key sector actors including SWA and the African Ministers’ Council on Water (AMCOW).
Work Package III: Expert technical support for data consolidation, synthesis, analysis and reporting/presentation on WASH systems/the WASH enabling environment

a) *Analysis and synthesis of data and development of reports, datasets and other products:*
   1. Complete GLAAS 2019 ESA highlights and data analyses for country and ESA highlights.
   2. Review and analyse data and information compiled by GLAAS to identify key questions/issues for a follow-on report to the GLAAS 2019 report.
   3. Write text, undertake data analysis and/or develop tables and graphs for the follow-on report, working closely with the WSH team and other partners as relevant.
   4. Write text, undertake data analysis and/or develop tables and graphs for other reports including SDG 6 reporting on the means of implementation targets for SDG 6.a and 6.b.
   5. Provide targeted data analysis or synthesis of datasets related to the WASH enabling environment/WASH systems (data compiled by GLAAS and other WASH sector partners).
   6. Regularly update consolidated online GLAAS datasets including financial data from WASH accounts. Enhance dataset features that facilitate public access to specific data subsets (e.g. related to policies, plans and targets).
   7. Provide quality reviews and updates of GLAAS data and datasets as requested.

b) *Update of GLAAS survey tools and related materials; support to GLAAS implementation:*
   1. Research options for GLAAS survey format, documenting recommendation based on technical aspects and user issues.
   2. Undertake/document an analysis of survey responses and issues, and change in data over time.
   3. Undertake/document an analysis of how data from each survey question is being used.
   4. Contribute to a priority-setting exercise to identify core survey questions based on results of analyses, partner consultation and identification of core indicators.
   5. Revise financial sections of country and ESA survey tools.
   7. Develop updated templates for country and ESA highlights.
   8. Monitor GLAAS survey implementation, review submitted surveys and resolve gaps or issues with data in countries.

c) *TrackFin data quality assurance and consolidation:*
   1. Undertake an in-depth data review of WASH accounts/TrackFin data/TrackFin country highlights to ensure data quality.
   2. Prepare and regularly update consolidated datasets of WASH financial data for the dedicated ‘TrackFin’ website and repository, developing appropriate presentation and visualization options for data.
Work package IV: TrackFin capacity building, technical assistance and collaboration/communication

a) **Capacity building for WASH accounts and TrackFin**
   1. Plan/prepare French and English training of trainers workshops to strengthen skills and knowledge for TrackFin implementation, development of WASH accounts and use of WASH accounts data.
   2. Facilitate sessions for French and English trainings of trainers.
   3. Plan and prepare materials for regional WAPT analysis workshops in English and French to finalize WASH accounts and build skills with the WAPT.
   4. Facilitate assigned sessions for regional English and French WAPT analysis workshops.
   5. Provide technical inputs to the TrackFin community of practice platform in French and English.
   6. Provide technical inputs to improvements to the WAPT and updates to WAPT training exercises and presentations in French and English.
   7. Provide technical inputs and draft assigned content for a QuickGuide for developing WASH accounts using the TrackFin methodology.
   8. Implement or support pilots and consultations to develop guidance on how WASH accounts data can be used alone or packaged with other country data to inform national decision-making processes.
   9. Provide technical inputs and draft assigned content for additional tools such as a WASH accounts highlights template, training slidesets and WASH-specific household survey questions.
   10. Contribute to an expert consultation on TrackFin methodological questions and update guidance and reference information accordingly.

b) **Expert technical support to countries and partners supporting TrackFin implementation**
   1. Provide in-country as well as distance technical support in French and English to develop WASH accounts and to use the TrackFin methodology.
   2. Regularly review progress and status of TrackFin implementation in countries where partners are leading TrackFin and provide timely technical feedback and recommendations for course corrections.
   3. Undertake an in-depth reviews of WASH accounts/TrackFin data/TrackFin country highlights in close collaboration with WASH section partners to ensure comparability and quality financial data.

b) **Coordination, advocacy and communications for TrackFin**
   1. Contribute to donor reports, status reports and updates on TrackFin and TrackFin implementation including the TrackFin tracker.
   2. Prepare materials and presentations related to TrackFin (and GLAAS) to support GLAAS participation in WASH sector meetings and events.
   3. Proofread, edit or provide quality review of TrackFin communications materials in French.
   4. Advocate with countries and development partners to ensure awareness and use of GLAAS data and evidence, including financial data, for policy development and programme decisions.
   5. Advocate and coordinate with WASH sector partners to promote the institutionalization of WASH accounts development in national processes.
Work package V: Technical writing, reporting and materials development and coordination for GLAAS and WSH products and processes

a) **Development of multilingual GLAAS reports and other products:**
   2. Coordinate inputs and write assigned text including on GLAAS for the WHO WASH Annual Reports, working closely with the WSH team and other partners as relevant.
   3. Support the revision of the GLAAS country survey and consultation with stakeholders on updated surveys and survey testing.
   4. Finalize country survey in English, French and other priority languages.
   5. Develop content of support materials (guidance, presentations) in English, and coordinate development in French and other UN languages.
   6. Proofread, copy edit and/or provide quality reviews of GLAAS survey tools and related materials and other products in English, French and other languages.

b) **WASH accounts tools and guidance materials and capacity building**
   1. Coordinate and contribute to ongoing improvements and maintenance of the WAPT including new languages and features, in partnership with developers.
   2. Coordinate development and write assigned sections of a QuickGuide for developing WASH accounts using the Trackfin methodology.
   3. Develop or update tools and guidance such as a WASH accounts highlights template, training slidesets, WAPT training exercises and presentations, and/or help videos.
   4. Coordinate/support an expert consultation on TrackFin methodological questions and update guidance and reference information accordingly.
   5. Coordinate pilot testing of WASH accounts/TrackFin materials before finalization.
   6. Coordinate development of multilingual versions of new materials and quality reviews.
   7. Plan and prepare materials for assigned multilingual trainings of trainers for TrackFin implementation, development of WASH accounts and use of WASH accounts data.
   8. Plan and prepare materials for multilingual WAPT analysis workshops.

c) **GLAAS documentation, strategy and workplan, tools and processes**
   1. Write assigned donor proposals, reports, status report and updates for external partners.
   2. Proofread, copy edit or review assigned GLAAS documents including in French.
   3. Develop a GLAAS strategy for 2021-2026 in close collaboration with the GLAAS team and in consultation with partners and WHO WSH.
   4. Develop and monitor a detailed GLAAS workplan in close collaboration with the GLAAS team, tracking resources and progress to meet timelines and budget targets.
   5. Develop and implement tools and processes to enhance GLAAS team planning, allocation of responsibilities and implementation efficiencies.
   6. Support planning and monitoring of GLAAS external resources.
III. Specific requirements

Qualifications required (all work packages):
- At least Master level in a relevant area

Experience required (by work package):
- **Work package I**: at least 8 years of relevant experience, including in-country experience.
- **Work package II**: at least 3 years of relevant experience, including in-country experience.
- **Work packages III, IV, V**: at least 15 years of relevant experience. In-country experience highly desirable.

Skills/Technical skills and knowledge (for all work packages):
- Knowledge of the global monitoring landscape including national, regional and global WASH monitoring mechanisms and instruments.
- Knowledge of WASH governance and policies, WASH financing and SDG6 monitoring.
- Knowledge and experience with country-level research/data collection, survey design and results analysis.
- Demonstrated ability to rapidly integrate technical knowledge.
- Excellent writing and reporting skills.
- Knowledge of and experience with different actors and WASH partners (governments, NGOs, donors, intergovernmental organizations) at global, regional and country levels.
- Excellent organizational, team and interpersonal skills.
- Highly desirable: Experience with the GLAAS survey and GLAAS reporting.
- Highly desirable: Experience with the TrackFin methodology and/or the WASH accounts production tool (WAPT) and/or TrackFin training and reporting.
- Highly desirable: Established relationships with key sector partners at international, regional and/or country levels; Experience working across the three levels of WHO.

Additional required skills/technical skills and knowledge (by work package):
- **Work packages I and II**:
  - Knowledge of policy analysis and what makes effective policies, particularly for sanitation.
  - Experience in developing advocacy and communications materials, including for social media.
  - Experience with developing training materials and leading or facilitating training workshops.
- **Work package III**:
  - Advanced quantitative skills; expertise with data collection systems, building of complex data sets, data quality assurance, data compilation and data analysis, trend and historical analyses.
  - Demonstrated ability to present, synthesize, and identify key data points of large data sets.
  - Familiarity with WASH, health and socioeconomic data and relevant datasets.
- **Work package IV**:
  - Experience with developing training materials and leading or facilitating training workshops.
  - Knowledge and experience with the TrackFin methodology and the WAPT, as well as TrackFin training and reporting.
  - Knowledge of country systems and data sources for WASH finances.
- **Work package V**:
  - Experience with public health strategic planning, workplanning and results monitoring.
  - Proven track record in project operations including developing systems and tools.
  - Experience in developing training materials/guidance documents, proposals and reports.
  - Knowledge and experience with the TrackFin methodology and the WAPT.
Language requirements (by work package):

- **Work package I:** Expert level English (reading, writing, speaking) + Good working knowledge of Russian (or other UN language)
- **Work package II:** Expert level English (reading, writing, speaking)
- **Work package III:** Expert level English (reading, writing, speaking) + Good working knowledge of another UN language
- **Work package IV:** Expert level English and French (reading, writing, speaking)
- **Work package V:** Expert level English (reading, writing, speaking), Advanced French (reading, writing, speaking) + Good working knowledge of another UN language

Location and travel:

- The place of assignment is unspecified; essentially offsite with occasional visits
- The consultant or contracting partner will be expected to travel upon request as required for undertaking assigned tasks.

**IV. Application details**

**Submission of application package:**

Applications should be submitted by **midnight GMT on 8 November 2019** to glaas@who.int and include:

- Up-to-date curriculum vitae including links to relevant work, articles or reports in this field.
- Cover letter outlining:
  - Specific areas of interest and expertise from the above Work Packages (listed Work Packages and/or any combined element(s) of the Work Packages),
  - The skills and contributions that you bring to this work, and
  - Expected availability during 2020 and 2021.

**Application review criteria includes:**

1) The required qualifications, experience, technical skills and knowledge and language skills outlined above, as relevant to the selected elements of the work package(s);
2) Availability for specific tasks and travel in consideration of needs during 2020 and 2021; and
3) Cost effectiveness.

**Successful applicants will be contacted by email by 12 November, 2019 to take part in phone interviews 14 and 15 November or 18 and 19 November.**

*Please inform in your cover letter of any limitations to your availability on these dates.*