

Call for Expressions of Interest

#013 - Job Title: Two national consultants to provide consultancy services in conducting GLAAS survey in 2024-2025

1. Background:

The Global Analysis and Assessment of Sanitation and Drinking-Water (GLAAS) is a UN-Water initiative implemented by WHO. It monitors the implementation of Sustainable Development Goal (SDG) 6, which is to ensure availability and sustainable management of water and sanitation for all. The GLAAS country survey is undertaken every two years to help countries identify policy, financing and human resources gaps and the means to address them towards the achievement of targets under SDG 6. Within the SDG monitoring framework, GLAAS is the instrument that collects information for SDG indicators 6.a.1 and 6.b.1. The GLAAS 2024/2025 cycle will cover the four key areas of water, sanitation and hygiene (WASH) systems: governance, monitoring, human resources, and finance.

Viet Nam has actively participated in GLAAS survey every two years since 2012 under a mechanism of inter-sectoral collaboration among relevant ministries, agencies including Viet Nam Health Environment Management Agency (VIHEMA) of Ministry of Health (MoH), Administration of Technical Infrastructure (ATI) of Ministry of Construction (MoC), General Statistics Office (GSO) of Ministry of Planning and Investment (MPI) and Directorate of Water Resources (DWR) of Ministry of Agriculture and Rural Development (MARD). For the GLAAS 2021/2022 country survey in Viet Nam, ATI of MoC was the focal agency coordinating with relevant ministries and agencies.

WHO Representative's Office in Viet Nam is recruiting 2 national consultants to provide consulting services to ATI to conduct the GLAAS 2024/2025 country survey for Viet Nam. One consultant will focus on governance and monitoring. Another consultant will focus on human resources and finance.

2. Planned timelines: Part-time

Start date: 5 June 2024 (subject to confirmation)

End date: 15 October 2024

Number of working days as a consultant: Consultant 1: 23 non-consecutive days
Consultant 2: 19 non-consecutive days

3. Work to be performed

Purpose of the consultancy

To provide consultancy services in conducting GLAAS survey in 2024-2025.

Method(s) to carry out the activity:

The selected consultants will be required to

- A. Work as a team and under the close supervision and coordination of the GLAAS 2024/2025 focal points at WHO Representative's Office in Viet Nam and ATI;
- B. Study GLAAS 2021-2022 report of Viet Nam and the GLAAS 2024/2025 country survey instruction ([glaas_2024_country_survey.pdf](#)) to identify the requirements and the gap of data and information to fill in the survey questionnaires;
- C. Review and edit the Vietnamese translation of a packet of survey forms and guidance note (provided by WHO) and provide guidance to relevant stakeholders;
- D. Facilitate 2 TWG meetings and a consultation workshop for data collection, discussion and validation;
- E. Review data and information collected from TWG meetings and consultation workshop to compile draft filled survey forms and country feedback form;
- F. Validate obtained data and analysis;
- G. Collect additional data and consolidate into the final survey reports in English; and
- H. Submit the finalized survey report and country feedback form to ATI for final review and endorsement.

Outputs

1. Completed GLAAS questionnaire
2. Country feedback form
3. Official endorsement of the GLAAS survey 2024-2025 to be facilitated

A) For Consultant 1 (aspects of Governance and Monitoring)

- **Deliverable 1.1:** A packet of edited survey forms and guidance note on Governance (section A) and Monitoring (section B)
- **Deliverable 1.2:** Draft filled survey forms on Governance (section A) and Monitoring (section B) for consulting with relevant stakeholders in a consultation workshop
- **Deliverable 1.3:** Finalized survey reports in English on Governance (section A) and Monitoring (section B) ready to submit to ATI for final review and endorsement
- **Deliverable 1.4:** Compiled survey report and country feedback form to submit to ATI for sending to WHO-UNICEF

B) For Consultant 2 (aspects of Human Resources and Finance)

- **Deliverable 1.1:** A packet of edited survey forms and guidance note on Human Resources (section C) and Finance (section D)
- **Deliverable 1.2:** Draft filled survey forms on Human Resources (section C) and Finance (section D) for consulting with relevant stakeholders in a consultation workshop
- **Deliverable 1.3:** Finalized survey reports in English on Human Resources (section C) and Finance (section D) ready to submit to ATI for final review and endorsement

4. Specific requirements

4.1. For Consultant 1 (aspects of Governance and Monitoring)

Educational Qualifications required

University degree in WASH, environmental health, public health, environmental science or other relevant areas from a recognized university

Experience required

- Having 4-6 years of experience in WASH, environmental health or relevant fields.
- Advantage for Consultant 1: Experience in state management of water quality, monitoring and database.

Skills/Knowledge

- Knowledge on water quality in both urban and rural areas in Viet Nam;
- Experience and skills in collecting data, validation of data and analysis as well as database;
- Communication skills; and
- Teamwork spirit and coordinating skills

Languages and level required

Excellent in writing and speaking English. Fluency in Vietnamese as a mother tongue.

4.2. For Consultant 2 (aspects of Human Resources and Finance)

Educational Qualifications required

University degree in WASH, environmental health, public health, environmental science, finance and economy, human resources or other relevant areas from a recognized university

Experience required

- Having 4-6 years of experience in WASH, environmental health, human resources management, economy and finance, or relevant fields.
- Advantage for Consultant 2: Experience in state management of human resources and finance aspects in WASH sector.

Skills/Knowledge

- Knowledge on water, human resources and finance, institutional and planning aspects of WASH sector;
- Experience and skills in collecting data, validation of data and analysis as well as database;
- Communication skills; and
- Teamwork spirit and coordinating skills

Languages and level required

Excellent in writing and speaking English. Fluency in Vietnamese as a mother tongue.

5. Place of assignment

The Consultants are required to work mainly at their own places in Hanoi.

6. Medical clearance

The selected Consultants will not be expected to provide a medical certificate of fitness for work.

7. Travel

The Consultants are not expected to travel.

8. Budget

Please take note of the following when submitting application:

- The contractor will be responsible for paying taxes, if any.

Application letters and updated CVs in English should be received **on/or before 27 May 2024** and should be addressed to:

Administrative Officer World Health Organization
UN Building, 304 Kim Ma Street, Hanoi, Viet Nam

OR

wpvnmaplicants@who.int

For further information on this Call for Expressions of Interest, please contact: _

wpvnmhle@who.int

Schedule of work for Consultant 1:

No.	Activity	Duration (Days)	Note
1.	Studying previous GLAAS survey results and reviewing GLAAS survey instruction for the cycle of 2024-2025.	3	
2.	Preparing a packet of GLAAS survey forms and guidance note on the survey Consultant 1: Sections A and B	4	
3.	Facilitating 2 TWG meetings and 1 workshop for data collection, discussion and validation	3	
4.	Reviewing data and information collected from TWG meetings to compile draft filled survey forms: Consultant 1: Sections A and B	5	
5.	Validating obtained data and analysis	3	
6.	Collecting additional data and consolidating survey forms with Consultant 2 (the Parts C and D) to produce the final survey reports	3	
7.	Compiling the final country feedback form	2	
	Total of working days	23	

Schedule of work for Consultant 2:

No.	Activity	Duration (Days)	Note
1.	Studying previous GLAAS survey results and reviewing GLAAS survey instruction for the cycle of 2024-2025.	3	
2.	Preparing a packet of GLAAS survey forms and guidance note on the survey Consultant 2: Sections C and D	4	
3.	Facilitating 2 TWG meetings and 1 workshop for data collection, discussion and validation	3	
4.	Reviewing data and information collected from TWG meetings to compile draft filled survey forms: Consultant 2: Sections C and D	5	
5.	Validating obtained data and analysis	2	
6.	Collecting additional data and consolidating survey forms into the final survey reports (Parts C and D)	2	
	Total of working days	19	