International Federation of Red Cross and Red Crescent Societies

**CONSULTANCY TERMS OF REFERENCE: Revision of IFRC’s guidance on software in long term water and sanitation development programming**

**Terms of reference for consultancy**

Description: Revision of the IFRC’s publication “The International Federation software tools for long-term water and sanitation planning”.

Location: Home based with travel to Geneva

Summary outputs: One guidance document up to a maximum of 35 pages with rich use of visual aids and clear, uncluttered typeset and layout, together with a final consultant report.

Consultant: One external consultant will be engaged by the IFRC to develop the guidance document as per this ToR. The Water, Sanitation and Emergency Health Unit of the Geneva Secretariat will guide the process and provide collaboration and feedback to the consultant at key stages.

**Alignment to the IFRC’s objectives and strategy**

As water, sanitation and hygiene promotion are of critical importance to human health and dignity, the Federation’s work in this area contributes greatly to strategic aim 2 of Strategy 2020. The important role of hygiene promotion is clearly defined in the Federation’s Water and Sanitation Policy and in key strategic documents.

**Project objectives**

When the Federation launched the Global Water and Sanitation Initiative (GWSI) in 2005, a key criterion for GWSI projects was a balance between hardware and software activities. The Federation released a publication providing guidance on software in long term development programmes in 2007. The document primarily focusses on PHAST and does not include new approaches like Community Led Total Sanitation (CLTS) and the Look Back methodology.

The guidance document needs to be revised to reflect the evolution of hygiene promotion in the developmental context. This would include new hygiene promotion approaches as well as new tools like RAMP, which is likely to become instrumental in both hygiene promotion and monitoring and evaluation throughout the project cycle.

**Desired outcomes**

Revitalize the Federation’s guidance on software in long term development

**Consultancy outputs**

The final document will be up to 35 pages in length and the text should be interspersed with visual aids where possible and the typeset and layout should be clear and uncluttered. The presentation and formatting of the document will be done by the Secretariat and is outside these terms of reference.

Along with the guidance, a short report should be drafted outlining the consultant’s recommendations for continuing the process of developing and disseminating relevant and comprehensive guidance for long term developmental water and sanitation programming. It should note limitations from this piece of work and any gaps. Learning captured from stakeholder interview should be documented and attached as an annex to the report.

**Method of delivery and reasons for selecting that method**

Literature review (key resources and technical resources) including those of external partners.

Discussions with IFRC and National Society WatSan specialists to gather views and experiences from across the membership

Key informant interviews with external actors (including donors) have been engaged in large-scale developmental water and sanitation programming

Feedback to and from IFRC and NSs to drafts of the guidance

**Support to be provided to the consultant**

Detailed briefing on IFRC water and sanitation programming, introduction to key informants, provision of background material, detailed feedback to the publication.

**Schedule for payment of fees**

(Indicate deliverables and timeframe, e.g. milestones, reporting deadlines, etc.)

**Time Allocation, for budget purposes**

**Management of consultancy**

***Notes***

* *The consultant will be contracted by the IFRC and the standard contractual terms will apply.*
* *The budget is (insert figure).*
* *Agreed travel expenses will be reimbursed at cost in accordance with in the IFRC’s relevant regulations.*
* *(Insert name of project sponsor, the IFRC, date)*