

Call for consultancy: Strengthening sub-national WASH systems for area-wide programmes in West and Central Africa

Background

[The Sanitation Learning Hub](#) (SLH) works with sub-national governments and development partners in different regions to explore, document experiences on, and contribute to the growing debate about **how sub-national governments can be supported to drive progress towards area-wide sanitation coverage**. This [SLH Learning Brief](#) documents the recent work we have done with East African countries on this issue.

The SLH is now launching a similar initiative **in West and Central Africa**. We will collaborate with four sub-national governments and development partners who have achieved significant improvements in sanitation and hygiene in recent years, from both francophone and anglophone countries in West and Central Africa. [We recently commissioned a rapid review in West Africa](#) to identify local governments with strong leadership in sanitation and hygiene to kickstart this process. This initiative aims to generate: four sub-national **case studies** to be documented as **workshop** presentations; a **Learning Brief** to summarise case studies, workshop discussions and recommendations; and a **webinar** to present the discussions to a wider audience.

Assignment

The SLH is looking for a **bilingual consultant (French / English)** to support us in leading and facilitating this learning initiative. We expect the consultant to be the central convenor throughout the process, in close collaboration with SLH. The consultant will help analysis, communication, facilitation and organisation, by coordinating with SLH, with development partners and with local governments.

We also expect the consultant to provide active guidance for partners to develop well thought-through case studies, as well as critical thinking to support SLH to create a smooth and effective process. The consultant will play a central planning and facilitating role in the workshops and the webinar, and will write the Learning Brief for review by SLH. Although some aspects of planning and implementation may vary from our initial assumptions and from partner to partner, we expect these main steps:

Preparation

- **Partner identification:** SLH has started this process and anticipates finalising this in advance of hiring the consultant.
- **Development of case study guidance:** SLH will start adapting guidance documents, based on the guidance developed from the past initiative in East Africa, and the consultant will be required to provide input.

- **Individual kick off calls:** These are four calls with the four partners. The consultant will lead the planning and organisation of the calls. Note: SLH may carry out some calls in advance depending on the timeline.
- **Joint kick off call:** This will take place with all participants after the individual calls, and the consultant is expected to lead and facilitate this.

Case studies

- **Case study development:** In this important step, the consultant will lead the development of case study support plans and will closely follow up on those plans with two of the identified partners, while SLH will take charge of the other two partners. This includes step-by-step methodological and content-related assistance and review, e.g. by facilitating debriefs after interviews and regular check-ins to adapt interview guides. The type and level of support will vary depending on each partner's needs. Note: case studies will not be stand-alone documents but will take the form of workshop presentations and will also be featured in the Learning Brief. Please see the East Africa [Learning Brief](#) as an example.
- **Partner liaison:** SLH will manage ongoing communication with partners, and the consultant will support this, ensuring adherence to guidance and deadlines.
- **Case study sharing:** All case studies should be completed and shared before the first workshop. SLH will translate them into French / English, and the consultant will review formatting and translations as needed and will facilitate the sharing process.

Workshops

- **Workshop organisation:** Three or four three-hour participatory online workshops. We envisage one/two workshop days per week (back-to-back) over two consecutive weeks. The SLH Zoom account can be used to host the workshops. The consultant will play a major role in this, such as to identify dates and times, arrange the online setup, prepare agendas and supporting materials or slides, if needed bilingual.
- **Workshop design:** The consultant will provide leadership in designing the workshops' structure and methodology, in close collaboration with SLH. Note: SLH is considering using interpretation or closed captioning services (not part of this assignment), and the consultant may coordinate with the service provider as part of the assignment.
- **Workshop facilitation:** We aim to unpack, discuss and document nuances and commonalities between case studies. The consultant will be the main facilitator.

Outputs

- **Learning Brief:** Following guidance by and templates from SLH, the consultant will develop a Learning Brief of 6-8 pages, capturing key workshop discussions, case study reflections, learnings and recommendations, for publication through the SLH website and promotion through key communications channels.
- **Webinar:** In a one-hour webinar with the wider sector, partners will be invited to deliver presentations with Q&As. The consultant will facilitate and organise the webinar, in close coordination with SLH, partners and other stakeholders as relevant, including the design and development of all facilitation materials.

Timeline and level of effort

Steps	Timeline*	Consultant's level of effort* (full days worked)
Preparation	Mid-May to July	2-4 days
Case studies	Mid-July to late August	14-16 days
Workshops	September	4-6 days
Outputs	October	4-6 days
<p>* Although this requires fine-tuning, we aim to complete the process no later than indicated here.</p> <p>** Note: the consultant's level of effort is illustrative and can vary.</p>		

Person specifications

We are seeking an independent consultant or an individual in a firm, meeting the following requirements:

- **WASH:** Familiarity with sanitation issues, particularly within the SDG and systems strengthening frameworks, preferably in West or Central Africa and with a focus on governance, sustainability and equitability.
- **Participatory and learning processes:** Know-how to support others to develop case studies. Ability to facilitate multi-stakeholder workshops and seminars, and to capture learnings and recommendations from these. Experience in designing and leading inclusive debates and events. Note: as all events will take place online, facilitation experience in online settings is welcome.
- **French / English proficiency:** Working proficiency in written and spoken French and English. Capacity to understand - and to help others understand –

nuanced language and WASH-specific jargon in a French / English context, and to devise strategies to mitigate language barriers. Note: the consultant is not expected to provide simultaneous translation during the workshops or the webinar as SLH is sourcing a separate provider for that.

- **Writing and reviewing:** Capacity to write and review short summary notes as well as longer documents (6-8 pages), capturing lessons learned and recommendations from case studies and workshops. While we envisage this to be done mainly in English, we are open to consider French as the primary writing language.

How to apply

- We warmly welcome applications for this assignment. Please send the following information to **slh@ids.ac.uk** by **5pm UK time on 13/06/2021**:
- A **cover letter and CV**, detailing the applicant's relevant experience, background and fit (4 pages max across both documents);
- A concise **proposal**, detailing how you would carry out the assignment steps (preparation, case studies, workshops, outputs), your estimated number of days per activity, and the daily rate including all costs, e.g. VAT (6 pages maximum);
- Two **reference** contacts.