

Lot 1 : Term of Reference – Assessment Specialist – Global WASH cluster/Field Support Team

Procurement Reference for this lot: FR-PA-POOL EMER2026 30

Introduction

ACF is currently looking for Assessment Specialist (**AS Specialists**) as consultants to support the Global WASH Cluster (GWC) Field Support Team (FST). The call covers both longer-term core-team engagements and assignment-based surge support through a roster; **the applicable modality will be confirmed in each contract or call-off.**

This call aims to:

- Recruit one **(1) Assessment Specialist** to contribute to the GWC Operational Support Core Team through sustained Helpdesk, country and global support (“core team”). **Core-team in-country deployments are expected to be short and targeted and may account for up to 30% of contracted working time, subject to operational needs and available travel funding;**
- Establish a **roster of Assessment specialists** available for time-bound surge assignments. Under the current project, missions are expected to be short and targeted, generally around two to three weeks however assignments of up to approximately three months may be considered where needs and available funding allow.

General Background

The **Field Support Team (FST)** is a surge and remote support mechanism for National Coordination Platforms (NCPs) and other WASH coordination arrangements in humanitarian contexts. The FST operates under the aegis of the Global WASH Cluster (GWC) Strategic Advisory Group (SAG) and under the strategic leadership of the GWC Cluster Advocacy and Support Team (CAST).

The FST provides reliable and predictable coordination support to enable effective, efficient, and accountable WASH response coordination at national and sub-national levels. The team is composed of deployable cluster coordinators, information management officers and assessment specialists.

Support is delivered through in-country and virtual deployments, as well as through remote, task-based technical assistance and global services provided to multiple countries through online platforms, guidance, tools, and capacity strengthening activities.

Position Summary

Organization: ACF

Department: OP / ERRU

Position: Assessment Specialist – Global WASH Cluster/Field Support Team

Indicative contract period:

- 1 November 2026 to 31 December 2027 for core-team engagements;
- Roster assignments will have separate, needs-based start and end dates.

Location: Home based or deployed, according to operational needs, security conditions and available funding.

Reporting and technical coordination:

The consultant reports to the FST Project Manager. Technical priorities and country support requests are agreed in coordination with the GWC CAST and the relevant National Coordination Platform.

Level of Effort (LOE)

- **Core-team consultants** are expected to work from their agreed duty station. From the 2026 start date the LOE expected is 100% and approximately 70% in 2027. The 2027 LOE may increase to 100%, subject to complementary funding and programme needs (ACF is actively looking for extra funding). In-country deployments may account for up to 30% of contracted working days. Remote country support, Helpdesk activities and global support form part of the remaining home-based level of effort.
- **Roster consultants** will be engaged for the duration and level of effort specified for each assignment, normally at 100% LOE and delivered remotely or in-country as stated in the assignment documentation.

Functions

In-country or remote support to National Coordination Platforms (NCPs)

- Run regular check-ins with NCPs on their needs assessment status and any support needs
- Support NCPs in the development and implementation of country WASH assessment strategies, especially as it relates to key humanitarian milestones such as the Humanitarian Needs Overview.
- Review NCPs WASH assessment strategies, track their implementation, and consolidate lessons learned for future improvement.
- Design, organize and deliver trainings, webinars and clinics on WASH assessment strategy development and implementation for NCPs and other relevant WASH partners, as part of the operational support to a country/response;
- Review NCPs WASH assessment strategies, track their implementation, and consolidate lessons learned for future improvement.
- Lead, animate, support Assessment TWiGs, when relevant and upon request from NCPs
- Design, organize and deliver trainings and webinars on assessment strategy, assessment design and implementation to transfer assessment skills and knowledge both to partners and NCPs' staff, as part of the operational support to a given country. This includes support for partner-participation in NCP-led assessment initiatives and facilitate the adoption of NCPs' methodologies and tools.
- Provide technical advice on assessment design, including the review of methodology, indicators, tools and analysis frameworks produced by NCPs and partners supporting assessment activities, ensuring multi-sectoral approaches;
- Review assessment results / products produced by GWC partner organizations or NCPs.

In-country deployments / remote support to harmonised / joint assessment activities (where relevant / requested):

- Lead assessment design, including the development and review of appropriate methodologies, indicators, tools and analytical frameworks.
- Plan and coordinate data collection, define coverage, rationalize partners' contributions to avoid overlapping, and make sure that data is collected within agreed deadlines.
- Ensure data quality meets highest standards by tracking data collection progress, as well as reviewing and cleaning data submitted by partners.
- Leading data analysis and output production, including drafting and review of assessment factsheets, reports and other information products.

- Support effective dissemination of assessment findings, by producing media content, delivering presentations, organizing ad hoc PR events.
- Promote a broad participation of national coordination platforms' members at all the stages of the assessment process to create a broad sense of ownership.

Assessment activities can include both rapid needs assessments and planned needs assessments (i.e. those that fall within the schedule of the typical humanitarian planning cycle).

Facilitate Multi-Sectoral Assessment and Analysis Activities

- Keep up to date on relevant multi-sectoral assessments and analysis initiatives including JIAF, MSNA, RRMP, DTM, and OCHA-led assessments, etc.
- Represent GWC in JIAF methodology development workstreams at global level (if relevant).
- Support NCPs in the implementation of PIN analysis in line with JIAF methodology at country level.
- Represent national coordination platforms at inter-sector assessment fora, including information management and assessment working groups, workshops and meetings (if relevant).

Facilitate Systematic Inclusion of WASH in Inter-Sectoral Approaches and synergies with Area Based coordination and other global initiatives

- Keep up to date, and where relevant test and roll-out integration of components of other relevant sectors (e.g. health, nutrition etc.) into WASH assessment and analysis best practices and guidelines.
- Reinforce, at strategic level, the WASH Cluster's position as technical reference for WASH assessment and analysis within Area-Based Coordination platforms.
- Work towards ensuring that ABC platform products align with cluster standards and methodologies (e.g. core indicators for their Area), reducing information fragmentation and promoting standardization.
- Where relevant, ensure WASH best practices and technical standards are appropriately and systematically incorporated into the development of inter-sectoral analytical frameworks
- Where relevant, support the piloting of integrated public health assessment methods, ensuring WASH is appropriately and systematically captured in new and experimental research methods.
- Where relevant, liaise with other assessment and analysis activities conducted by other sectors/clusters, including FSL, Nutrition, Health via the Inter-Cluster / Sector Collaboration (ICSC).
- Ensure the support provided is in line with other global initiatives such as the WIA (Water Insecurity Analysis), when it comes to: development of any country assessment strategy, advice / support on data collection or analyses, informing sectoral HNRP PIN/Severities, at global and at national/sub-national level;

Helpdesk, reporting and project accountability

- Contribute to the operation of the GWC Helpdesk, including the reception, documentation and triage of support requests in coordination with CAST and the FST Project Manager.
- Record support provided in the Helpdesk tracker in a timely and accurate manner, ensuring traceability of activities, organizations reached and outputs produced.

- Contribute to project monitoring and reporting, including milestone reporting, satisfaction surveys, narrative inputs to donor reports, and communication and visibility products.
- Participate in FST team meetings and periodic reviews and contribute to collective planning and prioritization across contexts.

Duties applicable to all FST personnel, including consultants

- Work towards the achievement of the GWC strategic direction, objectives and measurable impact.
- Abide by humanitarian principles, the humanitarian Code of Conduct, policies on the Prevention of Sexual Exploitation and Abuse, and applicable ACF and UNICEF requirements and mandatory trainings.
- Treat information obtained during the assignment as confidential and handle personal and sensitive data in accordance with applicable data-protection requirements and ACF and UNICEF policies.
- Perform other work-related duties that may be assigned by the GWC and the FST Project Manager within the scope of the consultancy.

Expected deliverables

- Assessment strategies, methodologies, indicators, tools, analytical frameworks and related technical-review products, as required by the assignment Terms of Reference.
- Cleaned datasets, documented data-quality processes, analytical products, factsheets, reports and presentations, where relevant to the assignment.
- Training packages, guidance notes, tools and learning products developed or adapted, together with associated delivery reports.
- An end-of-mission report for each in-country or virtual deployment, using the FST template.
- Periodic activity reports at a frequency agreed with the FST Project Manager and timely entries in the Helpdesk tracker.
- Narrative contributions to milestone and donor reporting and to communication and visibility products.
- For core-team engagements, an end-of-assignment capitalisation note consolidating lessons learned across supported contexts; for roster assignments, a capitalisation note where requested.
- Complete archiving of deliverables on the designated ACF and UNICEF SharePoint platforms.

Evaluation Criteria

Evaluation Criterion 1 – Application Form Review

Applications will be assessed against the following criteria:

- Master's degree (or higher) in a relevant discipline, such as humanitarian or development studies, political science, statistics, M&E, international relations, public policy, social sciences or a related field, data science, public health, economics, statistics, etc.
- Minimum five years (5) of experience in assessment, information management, monitoring and evaluation, or operational research.
- Minimum five years (5) of field experience in complex humanitarian crises.
- In-depth experience in humanitarian coordination mechanisms, including previous experience with the Global WASH Cluster (GWC), the Field Support Team (FST), UNICEF, cluster coordination or other relevant humanitarian coordination architecture.

- For **core-team positions**, professional working proficiency in both English and French is required. Working knowledge of Spanish is highly desirable.
- For **roster candidates**, English is required; French, Spanish, Portuguese, Arabic or another language relevant to GWC operations is an asset.

Evaluation Criterion 2 – Sample of previous work

The candidate is requested to share **3 samples of research, assessment frameworks, methodologies** or reports she/he led on and/or contributed to. WASH-related or multi-sectoral assessments are considered a plus.

Evaluation Criterion 3 – Daily rate

Applicants should provide their proposed **daily consultancy rate (EUR)**, inclusive of all applicable taxes and professional fees (VAT included). Travel costs and mission-related expenses should not be included at this stage, as these will be managed separately in accordance with ACF procedures. The financial proposal will be assessed based on overall value for money rather than lowest cost alone.

The same daily rate should apply throughout the contract period. The indicative level of effort is 100% from the agreed start date until 31 December 2026 and approximately 70% during 2027, with the possibility of an increase subject to complementary funding and programme needs.

Evaluation Criterion 4 - Availability

Applicants should clearly indicate their earliest possible start date, availability, expected level of effort and whether they are applying for a core-team position, the roster, or both. Priority may be given to candidates available to start immediately or at short notice.

Evaluation Criterion 5 – Quality of the interview

Shortlisted candidates will be assessed on their ability to demonstrate:

- Proven track record of successful implementation of humanitarian assessments
- For **core-team candidates**, professional working proficiency in both English and French will be assessed. For **roster candidates**, English proficiency will be assessed; French, Spanish, Portuguese, Arabic or another language relevant to GWC operations is an asset and may also be assessed where relevant.
- Experience in liaison with a broad range of stakeholders, ability to build relationships and networks with international donors, UN agencies and INGOs, national authorities, national/local partner agencies and emergency affected communities
- IT skills, including advanced Excel, NVIVO and InDesign. Knowledge of R a strength.
- Demonstrated experience using Artificial Intelligence for needs assessments, such as secondary data review or AI-assisted tool design, is considered a plus.
- Experience using mobile data collection software, such as Kobo toolbox.

Other requirements

For both roster and core team members:

The consultant should be fit for travel to hardship duty station and have an updated vaccination record, in line with WHO recommendations, including COVID-19 vaccination when requested/relevant

- When deployed, the Consultant is considered an “Expert on Mission” and shall abide to what stated in the document [Undertaking](#) of Stand-By Personnel working on behalf of UNICEF
- Compliance to the UNICEF [SBP](#) regulations when deployed and to the content of the UNICEF mandatory trainings ([Ethics and integrity at UNICEF](#), [Prevention of sexual harassment and abuse of authority](#), [Prevention of sexual exploitation and abuse \(PSEA\)](#), [BSAFE](#)). Pls note that these links might not work until the 28th of September, due to AGORA website maintenance.
- Are able to **work autonomously** in a home-based and multicultural setting and have **reliable internet access** for remote support and collaboration.
- Able to work flexibly within the **CET time zone**.
- You are, or can become before contracting, a **legally registered consultant** able to comply with the tax and financial requirements of your country of registration.
- Having the SSAFE training certification is considered a plus (the SSAFE does not expire)

In addition

- **Core-team members** should be willing to travel for up to 30% of their working time, potentially with very short (72 hours) notice, subject to visa, medical and security clearance.
- **Roster candidates** should **be willing to** mobilise at very short notice, potentially within 72 hours, subject to contracting, visa, medical and security clearance. When deployed, roster members are intended to be working full time, in adherence to the receiving office working schedule and requirements.

Other

- Candidates who previously applied for a similar role with the FST are welcome to reapply if they meet the requirements of this call.
- Female candidates are encouraged to apply