



TERMS OF REFERENCE

Post Title: WASH, Climate Change and Environment Officer

Duty Station: Manila, PCO

Level: NOB

Duration: 364 days

Funding: SM220124 3420/A0/06/001/004/001

Supervision: Paul Del Rosario, WASH Specialist NOC

ORGANIZATIONAL CONTEXT:

Water sanitation and hygiene (WASH) and climate change is part of the UNICEF global WASH strategy (2016-2030) and has an increased focus in the UNICEF Strategic Plan (2022-2025). This in turn contributes to the achievement of the Philippine Development Plan (PDP), by supporting the Department of Health (DoH), Department of Education (DepED), National Economic Development Authority (NEDA) and Department of Interior and Local Government (DILG) to ensure that the most disadvantaged children and their families benefit from increased access and utilization of WASH services, reduced environmental pollution, and risk from natural disasters.

WASH programme will support **increased access** to and use of safe water, sanitation and hygiene practices for children and adolescents, particularly the most disadvantaged including people with disabilities, through the support to local communities and institutions to secure access to sustainable and safely managed WASH services. Also, will strengthen the national **WASH system** for gender-equal, inclusive, affordable and sustainable services with the partners. At the same time, aiming to support the national authorities in efforts towards addressing **climate change, disaster risk reduction**, and environmental degradation to protect the rights of children and adolescents in all contexts.

PURPOSE OF TEMPORARY ASSIGNMENT:

The WASH Officer provides technical, operational and administrative assistance throughout the WASH programming process. The Officer prepares, manages and implements a variety of technical and administrative tasks, related to the development, implementation, monitoring and evaluation of the WASH, Climate Change and Environment output results under Outcome 1 and outcome 2 of the Philippines Country Programme.

MAJOR DUTIES AND RESPONSIBILITIES: See [Annex 1](#) for details

1. Programme development and planning
2. Programme management, monitoring and delivery of results
3. Technical and operational support for programme implementation
4. Humanitarian WASH preparedness and response
5. Networking and partnership building

6. Innovation, knowledge management and capacity building

QUALIFICATIONS AND COMPETENCIES

professional experience:

Minimum of (2) years of in some or all of the following areas. See Annex 2 for technical requirements:

DEVELOPMENTAL: a minimum of two years of professional work experience in WASH-related developmental programming in developing countries is required.

Additional relevant experience in WASH in the context of climate change adaptation, Disaster Risk Reduction and Management, environment, and knowledge of children's rights and gender in the context of climate change adaptation and mitigation is a strong asset.

HUMANITARIAN: a minimum of two years of professional work experience in WASH-related humanitarian and emergency response programming for developing countries is required.

Education:

University degree in one of the following fields is required: environmental Management, climate change, public health, social sciences, behavior change communication, sanitary engineering or another relevant technical field. Post graduate degree on any of the related fields is an advantage.

Languages:

Fluency in English (verbal and written) and Filipino. Good written and spoken skills in the language of the humanitarian operation and knowledge of another UN language an asset.

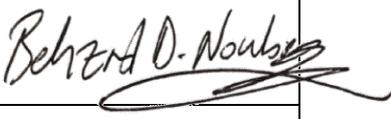
Competency Profile

i) **Core Values (Required) CRITAS**

- Care • Respect • Integrity • Teamwork • Accountability
- Sustainable Environment

ii) **Core Competencies (Required)**

- Builds and Maintains Partnerships • Demonstrates self-awareness and ethical awareness • Drive to achieve Results for impact • Innovates and embraces change • Manages ambiguity and complexity • Thinks and acts strategically • works collaboratively with others

Prepared by:	Endorsed by:	Approved by:
		
Paul Del Rosario Post Supervisor	Carlos Vasquez WASH Section Section Chief	Behzad Noubary Deputy Representative Programmes

ANNEX-1

Key function, accountabilities and related duties/tasks

1. Programme development and planning

- Draft updates for WASH in the situation analysis, to inform the development of WASH, Climate Change and Environment related outcome and output results. Research and report on trends in WASH, for use in programme development, management, monitoring, and evaluation.
- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevance of information.
- Contribute to the development/establishment of WASH, Climate Change and Environment related outcome and output results, as well as related strategies, through analysis of WASH sector needs and priorities.
- Provide technical and administrative support throughout all stages of programming processes by executing/administering a variety of technical programme transactions, preparing materials/documentations, complying with organizational processes and management systems, to support progress towards the WASH, Climate Change and Environment related outcome and/or output results in the country programme.
- Prepare required documentations/materials to facilitate review and approval processes.

2. Programme management, monitoring and delivery of results

- Work collaboratively with colleagues and partners to collect/analyze/ share information on implementation issues, provide solutions on routine programme implementation and alert appropriate officials and stakeholders for higher-level interventions and/or decisions. Keep records of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts and prepare reports on WASH, Climate Change and Environment results for required action/interventions at the higher level of programme management.
- Support Education, Health& Nutrition sections in identifying UNICEF's niche for addressing Climate Change and Environment impacts on children and awareness raising to support the rights of children, and support risk informed programming in CCO.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verify compliance with approved allocations, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to enable timely resolution by management/stakeholders.
- Prepare sectoral progress reports for management, donors and partners.

3. Technical and operational support for programme implementation

- Undertake field visits and surveys, collect and share reports with partners/stakeholders. Report critical issues, bottlenecks and potential problems to supervisor, for timely action.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices in WASH, to support programme implementation.

4. Humanitarian WASH preparedness and response

- Draft requisitions for supplies, services, long-term agreements and partnership agreements to ensure UNICEF is prepared to deliver on its commitments for WASH in case of an emergency.
- Study and fully understand UNICEF's procedures for responding in an emergency.

<ul style="list-style-type: none"> • Take up support roles in an emergency response and early recovery, as and when the need arises. • In case of an emergency, ensure that UNICEF meets its CRC commitments for WASH in the planning, response and early recovery. • Support government to strengthen WASH emergency preparedness.
<p>5. Networking and partnership building</p> <ul style="list-style-type: none"> • Build and sustain close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve WASH output results. • Draft communication and information materials for WASH programme advocacy to promote awareness, establish partnership/alliances and support fund-raising for WASH. ▪ Participate in inter-agency meetings on UNDAF planning, to integrate and harmonize UNICEF output results and implementation strategies with UNDAF development and planning processes. ▪ Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.
<p>6. Innovation, knowledge management and capacity building</p> <ul style="list-style-type: none"> • Assist in the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems). • Assist in the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development. • Assist in creating and delivering learning opportunities for UNICEF WASH staff, to ensure our sector capacity remains up-to-date with latest developments. • Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders. • Support to Identify objectives, actions and best practices for protecting children from climate change and environmental risk and work with sections on implementation strategies. • Support Identify partners and entry points for strategic engagement regarding climate change impact on children as well as strategic entry points for engagement with the government.

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Technical Requirements

<ol style="list-style-type: none"> 1. Rural water supply for low- and middle-income countries - including water safety, sustainability 2. Rural sanitation for low- and middle-income countries, incl sustainability; applying CATS principles 3. Urban sanitation for low- and middle-income countries, incl sustainability 4. Handwashing with soap 5. WASH-in-Schools and Health Centres 6. Menstrual hygiene management 7. National government WASH policies, plans and strategies 8. Analysis of national budgets and expenditure for basic WASH, and related advocacy 9. Climate and Environment principles applied to programmes 10. Global climate financing instruments 	<p>Basic knowledge of six of the twelve components</p>
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<ul style="list-style-type: none"> 11. National government climate and environment policies, plans and strategies 12. Analysis of national budgets and expenditure for basic climate and environment and related advocacy 	
<ul style="list-style-type: none"> 1. Humanitarian WASH - preparedness 2. Humanitarian WASH - response and recovery 	Basic knowledge of one component
<ul style="list-style-type: none"> 1. Humanitarian WASH – coordination of the response 	Basic knowledge
<ul style="list-style-type: none"> 1. Programme/project management 2. Capacity development 3. Knowledge management 4. Monitoring and evaluation 	Basic knowledge of all four components
<ul style="list-style-type: none"> 1. Human rights and WASH 2. Inclusivity and WASH 	Basic knowledge