UNICEF

UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: WASH Specialist – P3

Section: WASH

Duration: August 2024 to June 2025 (11 months)

Duty Station: Dhaka

Reports to: Chief of WASH (P5)

1. Purpose of Assignment:
The WASH Specialist reports to the Chief WASH (P5) for general guidance and direction. The Specialist supports the Chief in managing the WASH section and in leading the development, preparation, management, implementation, monitoring, and evaluation of the WASH programme within the country programme. The Specialist provides technical guidance and management support throughout the programming processes to ensure the achievement of the WASH-related output results in the country programme. The Specialist provides authoritative advisory services to government and sector support agencies and interacts with government at senior levels and with staff of Donor Organizations and International Development Banks.

2. Major duties and responsibilities:

A Management support to the Chief of WASH

- Advise the Chief of WASH on establishing the annual workplan and annual work plan outputs, activities, and developmental priorities of WASH section staff, as well as determining priorities and performance measurements. Monitor workplan implementation to ensure that WASH output results are achieved according to schedule and performance standards. Report critical issues to the Chief of WASH for timely action.

- Provide technical advice to WASH section staff on all aspects of programming and implementation.

- Perform the full duties of the Chief of WASH in his/her absence.

B Programme development, planning and advocacy

- Draft the WASH inputs for the situation analysis. Provide comprehensive and current data to inform WASH policy and programme development, planning, management and implementation. Keep abreast of WASH sector developments for maximum efficiency and effectiveness in WASH programme design, management, and implementation.

- Work collaboratively with colleagues and partners to discuss national WASH priorities, resources, strategies and methodologies to ensure the most strategic use of the collective resources of external support agencies.

- Participate in strategic WASH programme planning discussions and the formulation of the WASH outcome and output results, related indicators, baselines, targets and means of verification, ensuring alignment with the UNICEF’s Strategic Plan, UNICEF’s global WASH strategy and the country programme as well as government plans and priorities, and the role of other WASH external support agencies.

- Prepare WASH donor proposals, ensuring alignment with the WASH output results in the country programme.

C Programme management, monitoring and delivery of results
- Draft documentation for programme reviews and analytical statements on progress and constraints of WASH outcome and output results.

- Provide technical and operational support throughout all stages of programming processes to achieve the WASH output results. Ensure that the development of all WASH proposals, documents and statements are based on the principles of climate-resilient WASH programming, guided by the UNICEF/GWP strategic framework. Ensure effective collaboration with other UNICEF sectors, where needed.

- With other external support agencies, analyze national government WASH sector programmes and projects and other tools available to the sector to design and implement a national planning and monitoring system that strategically services the WASH sector in the country.

- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other partners and prepare reports for the Chief of WASH and CO management.

- Monitor, report and certify 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 issues to the Chief of WASH for timely resolution.

- Prepare sectoral progress reports for management, donors, and partners.

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<tr>
<th>D</th>
<th>Advocacy, networking and partnership building</th>
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<td>Build and strengthen strategic partnerships with government counterparts, UN agencies, donor agencies, WASH institutions, NGOs, research institutes and the private sector to stimulate coordination and collaboration.</td>
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<td>Support analysis of national budgets for WASH, cost analysis and value-for-money studies to advocate for improvements in sector efficiency.</td>
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<td>Produce materials for WASH programme advocacy to promote awareness, establish partnerships and support fund-raising.</td>
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<td>Participate in inter-agency discussions, ensuring that UNICEF’s position, interests and priorities are fully considered and integrated in the planning and agenda setting.</td>
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<td>Interact with global and regional initiatives and partnerships for WASH.</td>
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<th>E</th>
<th>Technical and operational support for programme implementation</th>
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<td>Actively oversee WASH programmes and projects undertaken in water supply services delivery at the national and sub-national levels and ensure strong technical guidance is provided to partners.</td>
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<td>Provide technical support and capacity building to Government and sector partners on the step-by-step scientific procedure to target the most vulnerable and unserved with appropriate climate-resilient technology options, maintaining the standards of construction and water quality.</td>
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<td>Provide support to WASH Section, Partner agencies and the government in addressing existing water quality issues like arsenic, salt intrusion, Pseudomonas and E Coli contamination and other emerging contaminants and recommend solutions.</td>
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<td>Undertake field visits and surveys, collect and share reports with partners/stakeholders. Report critical issues, bottlenecks and potential problems to the Supervisor for timely action.</td>
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| F | **Humanitarian WASH preparedness and response**  
|   | - Manage all aspects of UNICEF’s preparedness for WASH in emergencies.  
|   | - Ensure the coordination arrangements for humanitarian WASH are in place for instant robust coordination in case of an emergency.  
|   | - Ensure that all UNICEF WASH staff are familiar with UNICEF’s procedures for responding in an emergency.  
|   | - Take up leadership/Specialist role in emergency response and early recovery, as and when the need arises. |
| G | **Climate change mitigation, adaptation and engagement**  
|   | - Undertake research and report the impact of climate change on WASH services and the children and communities that depend on these.  
|   | - Collaborate with the country office team, government, key stakeholders, and sectoral experts to identify appropriate, reliable and affordable low-carbon solutions.  
|   | - Identify and support opportunities for low-carbon climate-resilient WASH programming to leverage climate finance.  
|   | - Provide technical oversight of low-carbon and climate-resilient programmes for sustainable services and climate-proofing of WASH Infrastructure. |
| H | **Networking, partnership building and resource mobilisation**  
|   | - Build and sustain close and positive working partnerships with government counterparts and national/sub-national stakeholders through the active sharing of information and knowledge to facilitate programme implementation and build the capacity of stakeholders to design and achieve sustainable and climate-resilient WASH results and outcomes.  
|   | - Build and strengthen strategic partnerships with government counterparts, UN agencies, donor agencies, WASH institutions, NGOs, research institutes and the private sector to enhance coordination and collaboration.  
|   | - Produce materials for WASH programme advocacy to promote awareness, establish partnerships and support fundraising.  
|   | - Support active engagements with the private sector to create and meet the demand for climate-resilient WASH services.  
|   | - Research information on potential donors and programming interventions and prepare resource mobilization materials and briefs for fundraising and partnership development purposes. |
| I | **Innovation, knowledge management and capacity building**  
|   | - Manage the implementation, monitoring and documentation of WASH action research and innovation (technical or systems), ensuring rigorous monitoring and wide sharing of results.  
|   | - Prepare learning/knowledge products covering innovative approaches and good practices to support overall WASH sector development.  
|   | - Support the professional development of UNICEF WASH staff, to ensure our sector capacity remains up-to-date with the latest developments. |
Initiate and contribute to the systematic assessment of WASH sector capacity gap analysis, in collaboration with government and other stakeholders, and support the design of initiatives to strengthen capacities systematically.

Participate as a resource person in capacity-building initiatives to enhance the competencies of clients/stakeholders.

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

EDUCATION & OTHER SKILL:
An advanced university degree in one of the following fields is required: Civil Engineering, Hydrogeology, Water Resources, Climate Change or another relevant technical field. Additional relevant post-graduate courses that complement/supplement the main degree is a strong asset.

WORK EXPERIENCE:
DEVELOPMENTAL: A minimum of five years of professional experience in WASH-related programmes for developing countries is required

HUMANITARIAN: At least six months of work in humanitarian situations.

LANGUAGE PROFICIENCY:
Fluency in English is required. Knowledge of another official UN language or a local language is an asset.

TECHNICAL REQUIREMENTS:
Expert knowledge in the following areas:

1. WASH services delivery for low and middle-income countries - including low-income settlements
2. Climate-Resilient WASH services Delivery
3. Programme/project management.
4. Analysis of national budgets and expenditures for basic WASH, and related advocacy
5. National government WASH policies, plans, and strategies

Basic knowledge in the following areas:

1. WASH-in-Schools and Health Centres
2. Humanitarian WASH – preparedness, coordination, response and recovery
3. Capacity development
4. Knowledge management
5. Monitoring and evaluation
6. Human rights and WASH Gender equality and WASH

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

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<th>Core Values</th>
<th>Core competencies</th>
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<td>Care</td>
<td>Demonstrates Self Awareness and Ethical Awareness</td>
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<td>Respect</td>
<td>Works Collaboratively with others</td>
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<td>Integrity</td>
<td>Builds and Maintains Partnerships</td>
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<td>Trust</td>
<td>Innovates and Embraces Change</td>
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<td>Accountability</td>
<td>Thinks and Acts Strategically</td>
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<td>Drive to achieve impactful results</td>
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<td>Manages ambiguity and complexity</td>
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**Child Safeguarding Certification**
(to be completed by Supervisor of the post)

**Child Safeguarding** refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?*
   - [ ] Yes
   - [X] No

2a. Is this a Direct* contact role?
   - [ ] Yes
   - [X] No

2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.
   - [ ] Yes
   - [X] No

   **“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.**

3a. Is this a Child data role? *
   - [ ] Yes
   - [X] No

3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)
   - [ ] Yes
   - [X] No

   * “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.

4. Is this a Safeguarding response role*
   - [ ] Yes
   - [X] No

   *Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)

5. Is this an Assessed risk role?*
   - [ ] Yes
   - [X] No

   *The incumbent will engage with particularly vulnerable children; or Measures to manage other safeguarding risks are considered unlikely to be effective.  

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1 Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

2 i.e. the role-risk will be compounded by other residual risks.