

TERMS OF REFERENCE

(FOR Temporary Appointments)

UNICEF-BCO: TERMS OF REFERENCE (TOR)	
Job Title and Level: WASH Officer - (Host Community)	
Level: NOB	
Section: WASH, Cox's Bazar	
Duration: 364 days	
Duty Station: Cox's Bazar, with frequent visits to Eight Upazila and beyond	
Reports to: WASH Specialist - NOC, Cox's Bazar Field Office	
Purpose of Assignment	
<p>Under the direction and supervision of the WASH Specialist (NOC), in close coordination with other team members, the WASH Officer-NOB will provide technical, operational, monitoring and administrative assistance to host community WASH programme at Cox's Bazar Field Office. The Officer will mainly be responsible for the host communities' water supply and sanitation components, along with facilitating field operations and monitoring for tracking progress followed by supporting partners. He/she prepares, manages and implements partnership projects and projects implemented through contractors.</p> <p>The WASH Officer-NOB will be based at Cox's Bazar Field Office and shall travel to Upazila at least 50% of his/her time for programme planning, monitoring and coordination. He/she will also be responsible for providing technical support on the water and sanitation project of Cox's Bazar municipality. In addition, the Officer will also be responsible for managing at least two partnership projects and two contracts.</p>	
Major duties and responsibilities	
1	<p>Programme development and planning</p> <ul style="list-style-type: none"> • Support to develop partnership documents, institutional contracts, Field Office Implementation Plan (FOIP) and supply plan for Cox's Bazar district. • Contribute to the develop WASH-related output results and related strategies through analysis of WASH needs and priorities of targeted areas. • Contribute to develop annual HAC appeal and Joint Response Plan (JRP) of the Cox's Bazar Field Office. • Develop and implement strategies to rehabilitate/reconstruct or install new WASH facilities according to the identified needs and priorities. • Prepare required documentation/materials to facilitate review and approval of partnership documents, institutional contracts, etc. • Provide quality inputs for developing Concept Notes, and funding proposals for WASH projects in the host communities. • Contribute to strengthen enabling environment at the district level.

	<p>Technical support for programme implementation</p> <ul style="list-style-type: none"> • Provide technical and operational support to government counterparts, NGO partners, UN system partners and other partners on implementing Cox's Bazar Field Office Annual Workplan of the WASH programme. • Guide and support implementing partners and contractors in conducting feasibility studies of water and sanitation projects and preparing BoQ and designs. • Work collaboratively with the WASH team and partners to collect/analyze/ share information on implementation issues, provide solutions for routine programme implementation and alert appropriate officials and stakeholders for higher-level interventions and decisions. • Raise awareness and provide technical support to implementing partners and promote the integration of priority cross-cutting issues (e.g. gender, climate change, C4D, communication, PSEA) in sector/cross-sector needs assessments, analysis, planning, implementation and monitoring. • Support assessing and selecting the most suitable WASH solutions and develop interventions for the district's underserved children, adolescent girls, and women.
2	<p>Programme monitoring and delivery of results</p> <ul style="list-style-type: none"> • Participate in monitoring and evaluation exercises, programme/project reviews and annual reviews with government and other counterparts and prepare reports. • Undertake regular field monitoring visits, compile findings, share with partners/stakeholders, and follow up on recommended actions. • Provide support to Third Party Monitors (TPM) for monitoring of WASH project activities and ensure the recommendations of TPM are effectively implemented for programme quality improvement. • Facilitate field monitoring and accumulate monthly monitoring reports required by Planning Monitoring and Report (PMR) section. • Conduct regular programmatic visits and ensure the key actions and recommendations are recorded and monitored in e-tools system.
3	<p>Programme reporting and information management</p> <ul style="list-style-type: none"> • Prepare quality and result-oriented donor reports in a timely manner, including RAM reports. • Guide and support implementing partners to prepare progress reports and ensure that the reports are uploaded to the e-tool system. Review progress reports of implementing partners and provide timely feedback. • Contribute to the development of knowledge management and evidence-generation products. • Facilitate adequate reporting and information sharing within targeted project areas covering WASH interventions in rural and urban areas and WASH in institution interventions. • Work with WASH Information Management Officer (Cox's Bazar) and support to establish Upazilla level Information Management system. • Support drafting communication and information materials for WASH programme advocacy to promote awareness, establish partnerships/alliances and support fund-raising for WASH. • Provide inputs to prepare weekly/monthly/quarterly WASH sector SitRep as required.
4	<p>Quality Assurance and Financial Management</p> <ul style="list-style-type: none"> • Monitor and track fund utilization, procurement of supplies, verification of invoices and DCT liquidation • Support spot checks and periodic audits, and other HACT assurance activities.

	<ul style="list-style-type: none"> • Work as a key point on UNICEF HACT assurance activities for a host community programme. • Closely monitor and ensure proper use of grants under the Partnership Documents and Institutional Contracts as per UNICEF policy/procedures and donor conditions. • Support implementation of EU-funded INTPA projects, KfW funded projects and other projects and ensure donor conditions are fully followed.
5	<p>Maintenance of appropriate coordination mechanisms at the sub-district level</p> <ul style="list-style-type: none"> • Contribute to functioning WASH coordination mechanism at sub-districts and district levels. • Act as a focal point for effective coordination with all humanitarian and development partners at the sub-district level and facilitate rapid assessment, planning and response for emergency-affected people as needed. • Participate in sub-district level WASH sector meetings in Upazilla of Cox's Bazar District. • Support Upazilla DPHE to convene meetings and ensure minutes are circulated to the sector members. • Support and facilitate donor visits to the project sites, including preparation of briefing notes and advocacy materials.
<p>3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)</p> <p>EDUCATION & OTHER SKILL: An advanced university degree in one of the following fields is required: civil engineering, environmental engineering, sanitary engineering or public health engineering.</p> <p>Additional relevant post-graduate courses complement/supplement the main degree and are a strong asset.</p>	
<p>WORK EXPERIENCE:</p> <p>HUMANITARIAN: a minimum of two years of professional work experience in WASH-related humanitarian responses in Cox's Bazar District, Bangladesh, is required.</p> <p>DEVELOPMENTAL: a minimum of five years of professional work experience in WASH-related programme in Bangladesh is an asset.</p> <p>Other requirements:</p> <ul style="list-style-type: none"> • Experience working in the JRP host communities and Cox's Bazar District is required. • Experience in planning, designing and monitoring water supply projects, urban WASH projects, WASH in schools and WASH in healthcare programme are required. • Experience in working with DPHE at the district and Upazilla of Cox's Bazar is preferred. • Experience in donor proposal development and report writing is preferred. <p>LANGUAGE PROFICIENCY: Fluency in English and Bangla is required. Knowledge of a local language is an asset.</p>	
<p>COMPETENCIES/SKILLS: UNICEF foundational/functional competencies</p>	
<p>Values</p> <ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability 	<p>Competencies</p> <ul style="list-style-type: none"> ▪ Demonstrates Self Awareness and Ethical Awareness ▪ Works Collaboratively with others ▪ Builds and Maintains Partnerships ▪ Innovates and Embraces Change ▪ Thinks and Acts Strategically ▪ Drive to achieve impactful results ▪ Manages ambiguity and complexity

Child Safeguarding Certification

(to be completed by the supervisor of the post)

Child Safeguarding refers to proactive measures 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.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>**"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.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "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".</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role*</p> <p><i>*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)</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

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.