**TERMS OF REFERENCE**

**WASH Cluster**

## Roving WASH Cluster Coordinator

**Level**: P3 – TA

**Duty station:** Sana’a, with regular travel to field offices

**Reports to:** UNICEF WASH Cluster Coordinator.

**Duration**: 1 year

**Main duties and responsibilities at national level (50%)**

* Work closely with the National WASH Cluster in fulfilling cluster core functions
* Facilitate the roll out of WASH Cluster quality assurance and monitoring framework;
* Analyse gaps and good practices in WASH response to ensure application of minimum standards and provide recommendations for technical support and capacity building.
* Support the technical and strategic review process for the HPF allocation
* Support cluster planning processes (HRP, HNO) and Cluster Coordination Performance Monitoring.
* Lead on Analysis, tracking and review of integrated approaches and programming; Work closely with Health, Nutrition, FSAC, Shelter / CCCM to coordinate implementation of joint programming.
* Support integration of cross-cutting issues, human rights, HIV/AIDS, age, gender and environment, utilization participatory and community-based approaches ensuring cross-cutting issues are addressed in planning, implementation and monitoring of WASH emergency interventions.
* Act as officer in charge for National WASH Cluster Coordinator (WCC) when out of the country.
* Facilitate coordination of WASH assessments; regular mapping, collecting and sharing of assessments (including data) and ensure that all assessments are captured in a survey of surveys (SOS).
* Perform other duties as required.

**Main duties and responsibilities at sub national level (50%)**

* Roll out of quality assurance and monitoring Framework decentralised level – to ensure minimum WASH standards in place.
* Pilot the exposure and use of the cholera risk model to help target hot spots.
* Support sub national clusters in fulfilling six core functions and accountability to affected population.
* Support the sub national cluster coordinators ensuring effective cluster coordination meetings and information sharing to ensure appropriate coordination between all partners at sub national level.
* Build capacity of sub national coordinators through on-job training.
* Roll out CCPM at sub-national level.
* Support tracking, review and follow up of integrated response at sub-national level (IDPS, Cholera)
* Support sub national clusters in coordination of integrated programming with other clusters.
* Support integration of cross-cutting issues, ensuring they are addressed in planning, implementation and monitoring of WASH interventions
* Ensure any ad-hoc support is provided to sub national clusters on need basis.
* Act as the officer in charge (OIC) for the sub national WASH cluster coordinators when required.
* Perform other duties as required.

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| **ACCOUNTABILITY**  The post holder is accountable to:   * WASH Cluster Coordinator who will ensure the post holder has all necessary support and guidance * WASH Cluster participants, who will in turn ensure that they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at Country Level) * Information management team who will support in line with their terms of reference * Inter-cluster coordination bodies established by the HCT/UNOCHA * Affected populations through agreed mechanisms   Accountability to the Cluster Coordinator, cluster participants, information management team members and inter-cluster coordination bodies will be expressed in regular review meetings |
| **COMPETENCIES**  **Core competencies:**   * Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda. * Understands, uses and adapts the tools, mechanisms and processes developed as part of Humanitarian Reform * Analytical skills, in the frame of ensuring quality WASH programming and contextual analysis. * Communicates, works and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required * Thinks and acts strategically and ensures cluster activities are prioritised and aligned within strategy * Demonstrates commitment to Humanitarian Principles and Principles of Partnership - * Demonstrates commitment to the cluster and independence from employing organisation * Builds, motivates and leads information management team |
| **Technical competences**  Understands key technical issues for the cluster sufficiently well enough to be able to: engage with cluster participants; understand their cluster-specific information management needs.  Good knowledge of MS Excel and Word is an asset, clearing presenting information and reports in understandable tables, charts, graphs and reports; |
| **Languages**  The post holder will have at least CEFR level B1 in the following languages:   * English * Arabic is an asset. |
| **QUALIFICATIONS & EXPERIENCE**  **Qualifications**  University degree, preferably at an advanced level, in a subject area relevant to humanitarian Assistance, water and sanitaiton, water resource management, internaitonal development.  Extensive work experience relevant to the post may be considered as replacement for qualifications.  Formal training in cluster coordination / humanitarian reform is an advantage |
| **Experience**  At least 4 years progressively responsible humanitarian work experience with UN and/or NGO, including WASH program management / coordination in a major emergency response relevant to the cluster  Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience. |
| **FURTHER REFERENCES**   1. IASC Guidance Note Using The Cluster Approach To Strengthen Humanitarian Response 24 November 2006 http://clusters.humanitarianresponse.info/system/files/documents/files/IASC%20Guidance%20Note%20on%20using%20the%20Cluster%20Approach%20to%20Strengthen%20Humanitarian%20Response%20(November%202006).pdf 2. Handbook for RCs and HCs on emergency preparedness and response http://www.humanitarianinfo.org/iasc/downloaddoc.aspx?docID=5568&type=any 3. Cluster Performance Monitoring: Preliminary Coordination Performance Report http://clusters.humanitarianresponse.info/system/files/documents/files/template-preliminary\_report-coordination\_performance\_monitoring\_0.pdf 4. IASC “Women, girls, boys and men, different needs, equal opportunities" 2006 http://www.humanitarianinfo.org/iasc/downloaddoc.aspx?docID=4988&type=pdf 5. Different Needs - Equal Opportunities: Increasing Effectiveness of Humanitarian Action for Women, Girls, Boys and Men, e-learning course http://www.iasc-elearning.org/ 6. Water, sanitation and hygiene (WASH) cluster coordination handbook http://clusters.humanitarianresponse.info/system/files/documents/files/WASH%20Cluster%20Coordinator%20Handbook.pdf 7. Operational Guidance on Responsibilities of Cluster/Sector Leads & OCHA in Information Managementhttp://clusters.humanitarianresponse.info/system/files/documents/files/IASC%20Operational%20Guidance%20on%20Responsibilities%20of%20Sector%20Cluster%20Leads%20and%20OCHA%20in%20Information%20Management.pdf |