

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: WASH Officer – NOB

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 Officer reports to the Chief WASH (P5) for general guidance and direction. The WASH Officer leads the water supply pillar under the WASH programme and supports the Chief in managing and leading the development, preparation, implementation, monitoring, and evaluation of all water supply interventions under the WASH programme. The WASH Officer provides technical guidance and management support throughout the programming processes to ensure the achievement of safely managed and climate-resilient water supply services in line with WASH results under the country programme. The Officer provides authoritative advisory services to government and sector support agencies and interacts with the government at senior levels and with staff of Donor Organizations and International Development Banks.

2. Major duties and responsibilities:

1	<p>Programme development, planning and advocacy</p> <ul style="list-style-type: none">▪ Conduct situation analysis to inform the development of WASH-related outcome and output results. Observe, research and report on trends, gaps and opportunities in accessing and utilizing equitable, affordable, climate-resilient, sustainable and safely managed water supply services for use in programme development, implementation, monitoring, and evaluation.▪ Prepare technical reports, analyses and inputs for programme preparation and documentation, ensuring information accuracy, timeliness and relevance.▪ Enhance programme efficiency and effectiveness through evidence-based and equity-based approach integrating sanitation and hygiene as an integral part of water supply & water quality projects.▪ Ensure UNICEF visibility in the sector through leading/ participating in national events like World Water Day, sector consultations on various emerging water-related issues.▪ Prepare documentation and reports highlighting key areas of programme intervention to support accelerated access to safely managed water supply and water safety planning at national and sub-national levels.
2	<p>Programme management, monitoring and delivery of results</p> <ul style="list-style-type: none">▪ Support the Chief of WASH in managing key donor projects and providing technical expertise in planning, implementation, reviewing progress, analysing constraints, and providing innovative strategies to accelerate WASH outcome and output results.▪ Enhance programme efficiency and effectiveness through evidence-based and equity-based approaches integrating sanitation and hygiene as an integral part of water supply & water quality projects.▪ Undertake routine monitoring visits of selected interventions to assess the functionality of the UNICEF-supported interventions and identify and share key lessons learned.

	<ul style="list-style-type: none"> ▪ 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. ▪ Draft sectoral progress reports for management, donors, and partners.
3	<p>Technical and operational support for programme implementation</p> <ul style="list-style-type: none"> ▪ 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. ▪ 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 ▪ 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. ▪ 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. ▪ Actively collect information on key programming issues, trends and bottlenecks and propose technical solutions to address these, in collaboration with technical experts in the country office.
4	<p>Humanitarian WASH preparedness and response</p> <ul style="list-style-type: none"> ▪ Support preparedness and anticipatory action efforts through the collaboration and coordination with key stakeholders in the development and implementation of preparedness plans in advance of critical seasons (e.g. flooding, cyclones etc.) to ensure maximum and efficient preparedness and response, ensuring strong linkages to climate resilient WASH systems and supporting the nexus between humanitarian and development. ▪ Coordinate with key partners and WASH stakeholders on humanitarian needs and proposed programming solutions. ▪ Study and fully understand UNICEF's procedures for responding to an emergency. ▪ Take up support roles in emergency response and early recovery as and when the need arises.
5	<p>Climate change mitigation, adaptation and engagement</p> <ul style="list-style-type: none"> ▪ 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. ▪ Support efforts to mobilise demand for low-carbon climate-resilient WASH services, engaging with the private sector ▪ Provide technical oversight of low-carbon and climate-resilient programmes for sustainable water resources management and climate-proofing water supply services.
6	<p>Networking, partnership building and resource mobilisation</p>

	<ul style="list-style-type: none"> ▪ 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.
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7	<p>Innovation, knowledge management and capacity building</p> <ul style="list-style-type: none"> ▪ 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. ▪ Assist in creating and delivering learning opportunities for UNICEF WASH staff, government counterparts and key WASH stakeholders to ensure our sector capacity remains up-to-date with the latest developments. ▪ Participate as a resource person in capacity-building initiatives to enhance the competencies of stakeholders.
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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 two 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. Rural water supply for low- and middle-income countries - including water safety and sustainability.
2. Urban water supply (including low-income settlements)
3. Water Resources Management, including early warning and early action systems
4. Water quality monitoring and surveillance, including arsenic mitigation

5. Water Safety Planning
6. Programme/project management.
7. 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

<u>Core Values</u>	<u>Core competencies</u>	<u>Functional Competencies:</u>
<ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability 	<ul style="list-style-type: none"> ▪ Demonstrates Self Awareness and Ethical Awareness (2) ▪ Builds and Maintains Partnerships (2) ▪ Drive to achieve impactful results (2) 	<ul style="list-style-type: none"> ▪ Collaboratively with others (2) ▪ Innovates and Embrace Change (2) ▪ Thinks and Acts Strategically (2) ▪ Manages ambiguity and complexity (2)

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.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?*</p> <p>If yes, check all that apply below.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>2a. Is this a Direct* contact role?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>3a. Is this a Child data role? *:</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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.