Appendix 1: minimum WASH coordination requirements

Coordination Funtions	Requirements	Sub Requirements
Core Function 1: To support service delivery	1.1 Terms of Reference and Coordinator and SAG identified	Terms of Reference outlining the structure, architecture, roles and responsibilities and minimum participating requirements of the platform.
		Partner Coordinator (Co-lead)
		Govement Coordinator (Co-lead)
		IM
		Operators and Regulators
		NGO Partners and donors
		UNICEF focal point
		Technical Working Group Leads
		Members of the Strategic Advisory Group (SAG)
		Leaders of the technical working groups
	1.2 Organised Coordination Meetings	Contact list (name, email, phone, org, location, back up by WASHLAC contact list) + mailing list (i.e. googlegroup)
		Cluster/sector meetings with agenda, minutes and action points
		Calendar, frequency of meetings, invites
	1.3/2.1 Information Management	Needs Overview database/prioritization matrix (basis for monitoring framework, National Institution Statistics (INE) listing)
		WASH Monitoring Tool (databse Prioritization Matrix) resulting in: response/activity monitoring and gap analysis (in a dashboard, can extract monthly reports) - note gender, age and disability disagregation
		Website
		Document Repository at website
		Gap Analysis Dashboard
Core Function 2: To inform the HC/HCT's strategic decision-making		Vulnerability & Capacity Matrix (V&C)
	2.2 Rapid and detailed WASH Assessment	Rapid and detailed WASH Assessment forms gender and age disaggregated and including markets information, translated and known to actors, available on website, in kobo/mobile use
		Assessment Compilation/Analysis Template with automatically generated dashboard/report
Core Function 3: To plan and implement cluster strategies	3.1 Plans (HRP, Response Plan, Workplan)	Strategic Operational Framework (with standards, designs, etc)
		Humanitarian Response Plan (cluster activated countries only)
		WASH Sector Response Plan (with set indicators embedded in WASH Monitoring tool)
		Work Plan (suggest monthy or quarterly review of progress)
Core Function 4: To monitor and evaluate performance	4.1 Review with partners progress against plan (response plan indicators, monitoring tool/dashboard, financial tracking, CCPM)	WASH Monitoring Tool & Dashboard progress against WASH Sector Response Plan
		Financial tracker
		Bulletin of Report assessment results, needs, response, gaps and other updates regularly to contact list
		Cluster Coordination Performance Monitoring
Core Function 5: To build national capacity in preparedness and contingency planning	5.1 Preparedness/contigency plan	Key capacity building (identified by the sector - i.e. assesment, emergency water supply set up, free residual chlorine testing, etc)
		Contigency Plan including hazard risks, contact list/geo, stocks, links to assessments see above 2.2, standards, etc
		Contigency stocks and HR mapped
Core Function 6: To support robust advocacy	1.2 Meeings + Evidence generation	Identify Critical WASH issues, generate evidence (studies/evaluations) and undertake advocacy initiative
Accountability to Affected Populations	Establish feedback mechanism and response tracking	AAP field consultation by dedicate coordination team, partner cross-visit for independent consultation, hotlines, message system, etc (to complement AAP done at monitoring framework level)