

TERMS OF REFERENCE

(FOR Temporary Appointments)

UNICEF-BCO: TERMS OF REFERENCE (TOR)	
Job Title and Level: WASH Officer (Sanitation and Environment), NOB	
Section: WASH, Cox's Bazar	
Duration: 364 days	
Duty Station: Cox's Bazar Field Office	
Reports to: WASH Specialist, Cox's Bazar Field Office	
<p>1. Purpose of Assignment:</p> <p>Under the direction of the WASH Specialist P3, in close coordination with other members and technical specialists of the WASH Team and other sections as appropriate, the WASH Officer provides technical support for the development, planning, implementation, monitoring and evaluation of UNICEF's WASH Programme across of Rohingya Refugees camps and Bangladeshi host communities of Cox's Bazar District including Bhasan Char.</p> <p>The Officer shall be responsible for preparing, managing, and implementing a variety of technical and administrative tasks related to the development, implementation, monitoring and evaluation of the WASH sanitation output results for humanitarian assistance in Cox's Bazar Refugee Camps and Bhasan Char of UNICEF Cox's Bazar Field Office.</p> <p>The Officer will be based at Cox's Bazar Field Office and will also manage and provide technical support partners for WASH service delivery in Bashan Char. In Bhasan Char, the Officer will provide technical support in the overall planning and development of sanitation services on the Island. She/he will also provide technical support and guidance to the District WASH programme regarding sanitation infrastructure planning/design, standards and guidelines development, review and implementation. In addition, the Officer will also be responsible for managing WASH service delivery in Refugee Camps in Cox's Bazar and Bhasan Char.</p>	
2. Major duties and responsibilities:	
1	<p>Programme development and planning</p> <ul style="list-style-type: none"> Contribute to the development/establishment of WASH-related output results in Cox's Bazar, including Bashan Char and related strategies, by analyzing WASH sector needs and priorities. Contribute to developing the annual HAC appeal and Joint Response Plan (JRP) of the Cox's Bazar Field Office, including providing technical support for the development of the JRP chapter for Bhasan Char. Support to develop partnership documents, institutional contracts, Field Office Implementation Plan (FOIP) and supply plan for the Bashan Char and Cox's Bazar camps. Provide technical and operational support to government counterparts, NGO partners, UN system partners and other partners on the application and understanding of UNICEF policies, strategies, processes, and best practices in WASH to support programme implementation. Prepare technical reports and inputs for programme preparation and documentation, ensuring information accuracy, timeliness, and relevance. Prepare required documentation/materials to facilitate review and approval processes. Support the development and establishment of partnerships and alliances with government authorities, CSOs, NGOs, research institutions, the private sector, and donors for WASH service delivery in Cox's Bazar and Bhasan Char. Provide support to other sections and promote intersectoral collaboration and integration, especially with nutrition, health, and education, to ensure children have access to safe sanitation and live in a clean and healthy environment
2	Programme management, monitoring and delivery of results

	<ul style="list-style-type: none"> • 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. • Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts and prepare reports on results for required action/interventions at the higher programme management level. • Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verify compliance with approved allocations, organizational rules, regulations/procedures, donor commitments, and standards of accountability and integrity and report on issues identified to enable timely resolution by management/stakeholders. • Contribute inputs on critical financial requirements and needs of WASH for the Cox's Bazar and Bhasan Char WASH service delivery. • Support WASH needs assessment, studies, analysis and prioritization exercises to identify needs, gaps and priorities and use the evidence for WASH planning. • Support preparing WASH progress reports for management, donors and partners.
3	<p>Technical and operational support for programme implementation</p> <ul style="list-style-type: none"> • Undertake field monitoring visits and collect and share reports with partners/stakeholders. Report critical issues, bottlenecks, and potential problems to the Supervisor for timely action. • Responsible for supporting UNICEF's response in the WASH sector related to ensuring appropriate access to safe and appropriate sanitation services to the targeted population (strategies, outcomes, target population) as per agreed standards and CCC's benchmarks. In coordination with other UNICEF's relevant sections and divisions and implementing partners, develop strategies, plans and capacities to reach the target population with culturally appropriate and gender-sensitive interventions. • Develop and implement strategies and plans to recover the functionality of / rehabilitate/construct /reconstruct/upgrade sanitation infrastructure according to the identified gaps/needs and opportunities. • As per the sectoral definition of priorities, assess and select the most suitable solutions (most cost-effective/effective) and develop interventions for faecal sludge and solid waste management. • Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes, and best practices in WASH, to support programme implementation. • Provide technical support to the Cox's Bazar and Bhasan Char WASH sectors for planning, developing, reviewing, and evaluating sanitation designs, technologies, guidelines, and standards. • Raise awareness of and promote the integration of agreed priority cross-cutting issues (e.g., gender, climate change, C4D, communication, PSEA) in sector/cross-sector needs assessments, analysis, planning, implementation, and monitoring.
4	<p>Social and Environmental Sustainability and climate resilient</p> <ul style="list-style-type: none"> • Provide technical and operational support throughout all stages of the programming process to ensure the achievement of results in the areas of WASH climate resilience and environment. • Provide strategic and technical advice to partners on environmental and social safeguarding/protection aspects. • Support the planning, implementation and monitoring of social and environmental sustainability and WASH climate Resilient programme • Monitor FSM effluent quality, MRF-plastic recycling, and compost to ensure environmental and social safeguards—support partners to ensure compliance with the ESMP. • Support WASH vulnerability assessment and mapping activities and enhance climate change adaptation, disaster risk reduction and building climate resilience
5	<p>Networking and partnership building</p> <ul style="list-style-type: none"> ▪ Build and sustain close working partnerships with government counterparts and national stakeholders through the active sharing of information and knowledge to facilitate programme implementation and build the capacity of stakeholders to achieve WASH output results. ▪ Draft communication and information materials for WASH programme advocacy to promote awareness, establish partnerships/alliances and support fund-raising for WASH.

	<ul style="list-style-type: none"> Participate in inter-agency meetings on JRP planning to integrate and harmonize UNICEF output results and implementation strategies with HAC development and planning processes. Support drafting communication and information materials for WASH programme advocacy to promote awareness, establish partnerships/alliances and support fund-raising for WASH
6	<p>Innovation, knowledge management and capacity building</p> <ul style="list-style-type: none"> Assist in the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems). Assist in the preparation of 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 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 clients/stakeholders.
<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: public health, civil engineering, environmental engineering, sanitary engineering, or another relevant technical field.</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 five years of professional work experience in WASH-related humanitarian responses in Bangladesh is required.</p> <p>DEVELOPMENTAL: a minimum of two years of professional work experience in WASH-related programmes in Cox's Bazar District, Bangladesh is required.</p> <p>Other requirements:</p> <ul style="list-style-type: none"> Experiences of working in the Refugee Camps in Cox's Bazar District are desired. Strong technical knowledge/skill and experience in Faecal Sludge, plastic recycling and solid waste management, Technical knowledge/skills and experience in environment and social safeguarding is a requirement. Experience in working and managing partnership with national and international NGOs in Cox's Bazar refugee response is preferred. Experience in donor proposal development and report is preferred. <p>LANGUAGE PROFICIENCY: Fluency in English and Bangla is required. Knowledge of a local language is an asset.</p>	
COMPETENCIES/SKILLS: UNICEF foundational/functional competencies	
<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 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?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, check all that apply below.	
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<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>	
3a. Is this a Child data role? *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<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>	
4. Is this a Safeguarding response role*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<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>	
5. Is this an Assessed risk role*?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i>	

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.