**TERMS OF REFERENCE**

(FOR Temporary Appointments)



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| **UNICEF-BCO: TERMS OF REFERENCE (TOR)** | | |
| **Job Title and Level: WASH Officer Water Supply and Coordination), NOB** | | |
| **Section: WASH, Cox’s Bazar** | | |
| **Duration: 364 days** | | |
| **Duty Station: Cox’s Bazar, with frequent visits to Bhasan Char** | | |
| **Reports to: WASH Manager, Cox’s Bazar Field Office** | | |
| 1. **Purpose of Assignment:**   The Officer provides technical, operational and administrative assistance throughout the WASH programming process at Cox’s Bazar Field Office. The Officer prepares, manages and implements a variety of technical and administrative tasks related to the development, implementation, monitoring and evaluation of the WASH output results for humanitarian assistance in Bashan Char and Cox’s Bazar Refugee Camps of the Cox’s Bazar Field Office.  The Officer will be based at Cox’s Bazar Field Office and shall travel to Bashan Char at least 50% of his/her time for programme planning, monitoring and coordination. The staff member will also be responsible for providing technical support on water supply systems in eight camps in Cox’s Bazar and water quality monitoring works. In addition, the Officer will also be responsible for managing at least two Refugee Camps in Cox’s Bazar.  Under the WASH Manager's direction and close coordination with the WASH specialist (responsible for Bhashan Char Sector Coordination), the WASH Officer is responsible for planning, implementing, monitoring and reporting UNICEF's emergency response activities in Bhashan Char and Cox's Bazar Refugee Camps. | | |
| 1. **Major duties and responsibilities:** | | |
| 1 | **Programme development and planning**   * Contribute to the development/establishment of WASH-related output results, including Bashan Char, and related strategies, through analysis of WASH sector needs and priorities. * Contribute to developing the annual HAC appeal and Joint Response Plan (JRP) of the Cox's Bazar Field Office inclusive of providing appropriate inputs for 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. | |
| 2 | **Programme management, monitoring and delivery of results**   * 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 level of programme management. * Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verify compliance with approved allocations, organizational rules, regulations/procedures and donor commitments, and standards of accountability and integrity. Report on issues identified to enable timely resolution by management/stakeholders. * Contribute inputs on critical financial requirements and needs of WASH for the quarterly funding analysis for Bhasan Char response, in consultation with Budget Officer of PMR | |
| 3 | **Technical and operational support for programme implementation**   * 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 ensure appropriate access to safe drinking water to the affected 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/reconstruct or install new water distribution systems according to the identified 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 mass treatment and distribution of drinking water for the affected population. * 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. * 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 | **Maintenance of appropriate humanitarian coordination mechanisms (for Bhashan Char Camp)**   * Ensure appropriate coordination with all humanitarian partners (including national and international NGOs, the International Red Cross/Red Crescent Movement, UNHCR, IOM and other international organizations), through the establishment/maintenance of appropriate sectoral coordination mechanisms * Participate in all WASH sector meetings and relevant inter/cross-cluster meetings in Bashan Char and Cox's Bazar and ensure that sector meetings are well-managed. * Convene and facilitate meetings of the WASH sector in Bashan Char and ensure minutes are circulated to the sector members | |
| 5 | **Needs assessment, analysis, prioritization and planning**   * Guide and support WASH sector study, assessment and monitoring exercises as appropriate to ensure that identified needs, gaps and priorities are as evidence-based as possible. * Based on the studies and assessments, work with sector partners to establish a baseline of the WASH situation and develop a WASH response plan for the medium and longer term. | |
| 6 | **Information management and reporting**   * Facilitate adequate reporting and information sharing within the sector and other sectors. This will involve contact list management, collecting 5W information (Who/What/When/Where/to whom) from partners, and ensuring it is shared with the cluster and other interested parties. * Work with WASH Information Management Officer (Cox’s Bazar based) and establish Bhashan Char Camp level Information Management system. * Support drafting communication and information materials for WASH programme advocacy to promote awareness, establish partnership/alliances and support fund-raising for WASH. * Provide inputs to prepare weekly/monthly/quarterly WASH sector SitRep. * Support for preparing sectoral progress reports for management, donors and partners. | |
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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, environmental engineering, sanitary engineering or public health engineering.  Additional relevant post-graduate courses complement/supplement the main degree and are a strong asset. | | |
| **WORK EXPERIENCE:**  HUMANITARIAN: a minimum of two years of professional work experience in WASH-related humanitarian responses in Bangladesh is required.  DEVELOPMENTAL: a minimum of two years of professional work experience in WASH-related programmes in Bangladesh is an asset.  Experiences of working in the Refugee Camps in Cox's Bazar District are desired.  **LANGUAGE PROFICIENCY:** Fluency in English and Bangla is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset. | | |
| **COMPETENCIES/SKILLS: UNICEF foundational/functional competencies** | | |
| **Values**   * Care * Respect * Integrity * Trust * Accountability | | **Competencies**   * 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](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) 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.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | Yes  No |
| 2a. Is this a Direct\* contact role?  2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  *\*“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.* | Yes  No  Yes  No |
| 3a. Is this a Child data role? \*:  3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  *\* "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".* | Yes  No  Yes  No |

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| 4. Is this a Safeguarding response role\*  *\*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* | Yes  No |
| 5. Is this an Assessed risk role\*?  *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | Yes  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). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)