

Terms of Reference
Temporary Appointment
Water, Sanitation and Hygiene (WASH) Officer (NOB) – Urban

Summary

Post Title	WASH Officer (NOB) - Urban
Type of Contract	Temporary Appointment (TA)
Purpose	Implementation of the Urban Sanitation Programme including COVID 19 WASH response
Location	Accra, Ghana
Duration	12 Months
Start Date	25 May 2020
Reporting to	Chief of WASH
Budget Code	SC150025
Project and activity codes	Output 8 & 9

Background

Access to safe water, improved sanitation and safe hygiene practices are vital for maintaining and improving the health of children and women and have assumed even greater importance during the COVID-19 pandemic as key factors in reducing infection rates. However, with only 21% of households in Ghana having access to basic sanitation (25% urban and 17% rural) and over 22% still practicing open defecation (11% urban and 31% rural), the sanitation situation of Ghana is a matter of urgent concern. The situation is even worse in urban areas where over 60% of people use poorly maintained public toilets and where open defecation rates increased between 2011 and 2017 by 3 percentage points. As a result, diarrheal diseases like cholera remain endemic, particularly among coastal communities. The impact of poor sanitation is also taking a toll on the quality of drinking water, where nearly half of improved water sources are found to have been contaminated with faecal matter (MICS 2017).

UNICEF has been supporting the Government of Ghana (GoG) to implement an Urban Sanitation Programme (USP) with funding support from the Embassy of the Kingdom of the Netherlands (EKN) since 2015. As of December 2019, more than 140,000 people have gained access to improved sanitation facilities through the construction of over 23,000 household toilets. Similarly, more than 12,676 children across 30 target schools gained access to improved water, sanitation and hygiene services.

While the key targets of the USP were fully met by end of 2019, some innovative components are still at a nascent stage, requiring continued attention and support. These include, further refining behavior-change and demand creation approaches and strengthening the enforcement of environmental sanitation by-laws, as recommended in the newly developed National Liquid Waste Strategy.

The government has shown commitment to sanitation with the establishment of the Ministry of Sanitation and Water Resources (MSWR) in 2016 and the declaration of 'One household, One-toilet' policy in 2017. However, limited human resources on the ground and inadequate budget allocation through national and local governments to sufficiently respond to existing challenges slows progress against commitments. Progress is challenged further by conflicting implementation strategies and poor coordination among the government institutions.

Considering the overall progress achieved within the USP and noting the on-going challenges and opportunities in the sector, UNICEF continues to support implementation in three metropolitan, municipal assemblies (MMAs) – Ashaiman, Ho and Tamale - to consolidate gains and move these municipalities towards open defecation free (ODF) status. In addition, the USP will expand the urban sanitation approaches into two new MMAs, namely Cape Coast and Komenda Edina Eguafó Abrem for further learning and consolidation.

Justification

The USP was extended from 2020 to 2021. There is a continued need for strong technical support to the programme from UNICEF. This is also because the USP is moving into two new municipalities that need full institutional setup and capacity building for effective implementation. Under the terms of the donor agreement, a WASH Officer (NOB) – Urban supports the International Urban Sanitation Specialist to implement the planned activities. This WASH Officer (NOB) – Urban post is currently vacant, and recruitment is required to ensure adequate capacity to deliver expected results.

Further, the post is also required to provide strategic support to government in the WASH sector, especially in addressing the inequity in access to sanitation by urban poor and strengthening the engagement of women in promoting sanitation and safe hygiene practices. It is also important to highlight that Ghana is in the forefront of modelling innovation in Sanitation Marketing (SanMark) through private sector engagement, which the position also supports.

Ghana is currently affected by the Global COVID-19 pandemic, registering one of the highest caseloads in the West African countries. Most cases have been identified in urban centres, with high density urban spaces believed most at-risk and where mitigation measures are constrained. Poor urban sanitation and hygiene conditions predominate, including high levels of open defecation (11%) and a significant use of shared or public facilities which are poorly maintained (nearly 80% use public facilities in Ashaiman and over 50% in Cape Coast and Elmina municipalities). Low coverage of handwashing facilities with water and low soap availability across the country (48.5%) also puts urban populations at high risk of COVID-19 infection. The WASH Officer (NOB) – Urban will therefore also support the implementation of UNICEF's COVID-19 response plan to support government in high risk urban areas, including the USP-targeted MMDAs.

Timely recruitment for the post will ensure that the urban sanitation team has sufficient capacity on-hand to mobilize partners to implement the regular USP together with lifesaving COVID-19 WASH emergency response activities in high-risk urban communities in a timely manner. The assignment is expected to begin on 25 May 2020.

Purpose

The purpose of this position is to support the interventions under the USP and UNICEF COVID-19 response plan, under the overall guidance of Chief WASH and in collaboration with the Urban Sanitation Specialist (Consultant). This includes assisting in programme progress assessments, in order to ensure that project timelines are met. Further, the WASH Officer (NOB) – Urban will identify gender issues and implement programmes to enhance their participation, thus minimizing inequalities. Underpinning these responsibilities is the requirement to maintain transparency in the distribution and monitoring of financial disbursements to implementing partners and maintaining proper documentation, collating facts and figures and transforming

them into collective data reports. The Urban WASH Officer will regularly update Chief of WASH on progress of USP implementation.

The position will also provide technical support to implementing partners in needs assessments and delivery of emergency WASH responses on COVID-19 in high-risk areas of UPS target municipalities. Staff member may need to support in any other locations as deemed necessary to address the gaps identified in UNICEF COVID-19 WASH response plan under the guidance of Chief WASH.

Specific Tasks

The WASH Officer (NOB) – Urban will fulfil the following:

- Responsible for the Implementation, Monitoring and Evaluation of USP in Ghana, ensuring overall efficiency and effectiveness and accomplishment of programme goals and objectives.
- Responsible for managing the implementation of the USP in a rigorous and transparent manner to ensure efficient/timely programme delivery and stakeholder engagement.
- Working together with partners, s/he will be responsible for supporting the WASH team in providing technical support, guidance and oversight to UNICEF COVID19 WASH response in urban areas.
- When needed, be ready to travel to regions of Ghana to ensure that UNICEF provides appropriate, targeted and effective emergency preparedness and emergency response support to the government.
- Provide support for sector review and evaluation exercises, programme reviews and meetings with intra/inter-department and government counterparts.
- Mentor and train government WASH staff at the local level in the principles and processes of WASH, enabling them to effectively participate in implementation and bringing about social change, especially around ending open by building and using household toilets.
- S/he will work closely and collaboratively with local government officials and other partners, NGOs and bilateral agencies in the different stages of USP implementation to provide technical support and guidance on appropriate technical, financial and institutional capacity building measures to achieve programme goals.
- S/he will promote knowledge management by exchange of knowledge, information, situation analysis, experience, good practices or lessons learned documents or reports including knowledge sharing of technical input or recommendations on major programme directions and on introduction of new initiatives in the country.
- As a gender focal point for WASH section, s/he will ensure the effective participation and engagement of women in WASH Programme, especially in USP, by collaborating with CO gender focal point and the Ministry of Gender in mainstreaming gender approaches, including women's involvement in SanMark.

- S/he will ensure that quality rights-based WASH programmes are effectively promoted and coherence, synergy and value added to programme management process through results-based management.
- S/he will ensure that programme delivery, evaluation and reporting are carried out efficiently, rigorously and transparently in compliance with the established guidelines and procedures.
- S/he will collaborate with UN agencies and international NGOs working in WASH sector in delivering development and humanitarian assistance to avoid duplication and improve sector learning.

Expected Deliverables

The following are the expected deliverables:

- Effective management of USP implementation by providing technical support, guidance and effective coordination in managing implementing partners for timely delivery of the annual results including:
 - Updated curriculum and plans for training Environmental Health Officers (EHOs) in two municipalities are developed and EHOs trained;
 - Programme Cooperation Agreement (PCA) with CSOs finalized and essential orientation provided on the project implementation;
 - A minimum of additional 8,000 toilets built in five target MMAs reaching at least 40,000 people by end of Dec 2020;
 - Rollout of Basic Sanitation Fund (BSF) in all five municipalities.
- Effective management of COVID 19 WASH response in urban areas, especially in Ashaiman, Cape Coast and Elmina municipalities
 - A minimum of 20 health facilities will have access to improved WASH services in the UPS target municipalities;
 - Public places in poor urban areas (bus station and markets) are disinfected and handwashing facilities revamped in selected 20 public toilets from high-risk areas.
- A draft toolkit (basic minimum guide) for gender mainstreaming in sanitation is developed, especially focusing on the role of women in sanitation promotion and SanMark.
- Timely disbursement of fund to partners and their timely liquidation (ensure zero DCTs over 9 months in USP) with supervision, monitoring and effective technical advice to implementing partners.
- The USP data and results are timely updated and briefing notes submitted to Chief WASH to ensure partners and donors are adequately informed through monthly / quarterly updates.
- Represent UNICEF (in consultation with Chief WASH) on urban sanitation dialogues and effectively promote UNICEF mission and Goals with reference to the WASH strategy through policy dialogue and active engagement in communication, networking and participation at every opportunity inside and outside UNICEF.

- A final report is submitted at the end of assignment which should include results achieved, lessons learnt, and challenges encountered and proposed plans for resolving them.
- Handover document outlining key projects worked on, completed and ongoing for WASH.

Required qualification and Experience

- Bachelor's Degree (or equivalent) in Public Health, Environmental Management, Health Education, Civil Engineering or any other WASH related areas. Advanced university degree is an asset.
- At least 5 years progressive professional experience in Water/Sanitation/Hygiene related programme in UN/Government/ NGO/Private sector
- Good inter-personal skills and strong understanding of the local cultures and values
- Experience on the implementation of urban sanitation programming is a significant asset
- Experience on sanitation financing and marketing is a significant asset
- Fluency in English
- This position is also the gender focal point for WASH Section, hence female candidates are encouraged to apply.

Competency Profile

Core Competencies (Required)

- Communication [II] • Working with People [II] • Drive for Results [II]

Functional Competencies (Required)

- Leading and Supervising [I] • Formulating Strategies and Concepts [II]
- Analysing [III] • Relating and Networking [II]
- Deciding and Initiating Action [II] • Applying Technical Expertise [III]

Additional Competencies:

- Possess strong analytical, strategic and documentation skills
- Sets high standards of quality of work and consistently achieves project goals
- Good leadership and supervisory skills
- Ability to communicate successfully with team on ground, local government agencies and aid partners
- Ability to identify urgent and potentially difficult decisions and taking prompt action

Technical Knowledge:

- Advanced technical knowledge of Urban Water, Sanitation and Hygiene, Urban Planning, Sanitary Engineering
- Knowledge and awareness of communication for behavior change, WASH in schools, water supply projects management, monitoring and evaluation; integrated water resource management; community-based water supply.

- Basic knowledge of
 - UNICEF policies and strategy to address WASH issues, including those relating to conflicts, natural disasters, recovery and disaster risk reduction and environment.
 - UNICEF financial, supply and administrative rules and regulations.
 - Rights-based and Results-based approach and programming in UNICEF.
 - UNICEF programme policy, procedures and guidelines in the Manual.
 - UNICEF Board endorsed policy papers and agency-wide programmes impacting on WASH results.
 - Knowledge and proficiency in the use of corporate office computer system applications and software, including LAN, email, word processing, spreadsheet, database, telecommunications.
 - Knowledge of global environmental issues that pertain to sustainable development and specifically relation to children and woman, and the current UNICEF position approaches.
 - Gender equality and diversity awareness.
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