

# TERMS OF REFERENCE

(FOR Temporary Appointments)



## UNICEF-BCO: TERMS OF REFERENCE (TOR)

**Job Title and Level: WASH Officer – NOB**

**Section: WASH**

**Duration: 14 July 2024 to 13 January 2025 (6 months)**

**Duty Station: Sylhet FO**

**Reports to: Chief of Field Office (NOC)**

### 1. Purpose of Assignment:

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the Organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the water, sanitation and hygiene (WASH), health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give more children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Ensuring that children and their communities have access to reliable, affordable, equitable, sustainable, safe, low-carbon, climate-resilient and safely managed water, sanitation and hygiene services is critical for their current and future health, safety and development both in normal and crisis times.

From the 6th of June, heavy monsoon rainfall impacted the northeastern region of Bangladesh. The flood situation has been deteriorating with rivers inundating vast tracks of land. The number of people affected by the floods rose to over 2 million, with more than 51,000 being moved into 1,685 shelters. Continuous heavy rainfall inside the country and on-rushing water from upstream have flooded the northeast Haor region of Bangladesh. Sylhet and Sunamganj districts have experienced 242 mm and 223 mm of rainfall, respectively, which exceeded monthly averages. Almost 75% of Sylhet District is now flooded, with more than half of the crops and paddy fields in the region submerged under water, and this is likely to have lasting impacts on people’s livelihoods and food security. According to the Department of Public Health Engineering (DPHE), the flood fully damaged 15,034 tube wells (TWs) with 87,395 partially damaged. A total of 67,256 latrines were fully damaged, while 54,021 were reported partially damaged.

The WASH Officer reports to the Chief of a Field Office, who is at Level 3 for supervision, with a technical dotted reporting line to the WASH Specialist (Level 3) in Dhaka. The WASH Officer provides technical, programme, operational and administrative assistance throughout the WASH programming process. The Officer prepares, manages and implements a variety of technical, programming and administrative tasks, related to the development, implementation, monitoring and evaluation of the WASH output results and focusing on the survival and well-being of children and families affected by Flash Flood.

### 2. Major duties and responsibilities:

#### 1 Programme development, planning and advocacy

- Draft updates on the WASH situation for the situation analysis, to inform the development of WASH-related outcome and output results. Observe, research and report on trends and gaps (and opportunities) in accessing and utilizing equitable, affordable climate resilient, sustainable and safely managed WASH services for use in programme development, management, monitoring, and evaluation.
- Prepare technical reports, analyses and inputs for programme preparation and documentation,

	<p>ensuring information accuracy, timeliness and relevance.</p> <ul style="list-style-type: none"> <li>▪ Prepare required documentation/materials to facilitate review and approval processes.</li> <li>▪ Prepare documentation and reports highlighting key areas of programme intervention to support advocacy and resource mobilization efforts at national and sub-national levels.</li> </ul>
2	<p><b>Programme management, monitoring and delivery of results</b></p> <ul style="list-style-type: none"> <li>▪ Work collaboratively with colleagues, the government, partners and key sector stakeholders to collect/analyse/share information on implementation issues and provide solutions for programme implementation.</li> <li>▪ Regular monitoring and follow-up visits should be undertaken to assess the functionality of the UNICEF-supported interventions and identify and share key lessons learned.</li> <li>▪ Participate in monitoring and evaluation exercises and programme reviews with government and other counterparts and prepare reports on results for required action/interventions at the higher level of programme management.</li> <li>▪ 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, standards of accountability and integrity. Report on issues identified to enable timely resolution by management/stakeholders. Ensure adherence to HACT requirements for programming oversight and requirements.</li> <li>▪ Prepare progress reports for management, donors and partners.</li> </ul>
3	<p><b>Technical and operational support for programme implementation</b></p> <ul style="list-style-type: none"> <li>▪ Actively oversee WASH programmes and projects undertaken in the area under the zonal office, ensuring strong technical guidance is provided to partners.</li> <li>▪ Undertake field visits and surveys, collect and share reports with partners/stakeholders. Report critical issues, bottlenecks and potential problems to the supervisor and Dhaka WASH team, for timely action.</li> <li>▪ 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.</li> <li>▪ Provide technical and operational support to government counterparts, NGO partners, UN system partners, WASH stakeholders 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.</li> </ul>
4	<p><b>Humanitarian WASH preparedness and response</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Support local authorities to ensure coordination mechanisms between all WASH humanitarian partners, including effective links, communication, and information management.</li> <li>▪ Support Information Management efforts to ensure clear, consistent and up-to-date information is available (including 5W matrix)</li> <li>▪ Coordinate with key partners and WASH stakeholders on the needs and proposed programming solutions.</li> <li>▪ Draft and maintain updates on the situation in coordination with field office and WASH and Field Services teams.</li> <li>▪ Draft contingency programme documents, requisitions for supplies, services, long-term agreements and partnership agreements to ensure UNICEF is prepared to deliver on its commitments for WASH in case of an emergency.</li> <li>▪ Study and fully understand UNICEF's procedures for responding in an emergency.</li> <li>▪ Lead and support roles in emergency response and early recovery, as and when the need arises.</li> </ul>
5	<p><b>Climate change mitigation, adaptation and engagement</b></p> <ul style="list-style-type: none"> <li>▪ Undertake research and report the impact of climate change on WASH services and the children and communities that depend on these.</li> <li>▪ Collaborate with the country office team, government, key stakeholders and sectoral experts to identify low-carbon and appropriate, reliable and affordable solutions.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Identify and support opportunities for low-carbon climate-resilient WASH programming to leverage climate finance.</li> <li>▪ Support efforts to mobilise demand for low-carbon climate-resilient WASH services, engaging with the private sector</li> <li>▪ Provide technical oversight of low-carbon and climate-resilient programmes.</li> </ul>
6	<p><b>Networking, partnership building and resource mobilisation</b></p> <ul style="list-style-type: none"> <li>▪ 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 capacity of stakeholders to design and achieve sustainable and climate resilient WASH results and outcomes.</li> <li>▪ Draft communication and information materials for the WASH programme to promote awareness and establish partnership/alliances.</li> <li>▪ Participate in inter-agency and coordination meetings.</li> <li>▪ Promote active engagement with the private sector to create, and meet, the demand for climate-resilient WASH services.</li> <li>▪ Research information on potential donors and programming interventions, and prepare resource mobilization materials and briefs for fundraising and partnership development purposes.</li> </ul>
7	<p><b>Innovation, knowledge management and capacity building</b></p> <ul style="list-style-type: none"> <li>▪ Assist in developing, implementing, monitoring and documenting WASH programming, action research and innovation (technical or systems).</li> <li>▪ Assist in the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.</li> <li>▪ 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.</li> </ul>

### **3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)**

#### **EDUCATION & OTHER SKILL:**

An advanced university degree (Master's or higher) in one of the following fields is required: civil, water, sanitation, environment, or public health engineering or another technical field relevant to WASH. Formal training in cluster coordination and WASH in Emergency an advantage.

#### **WORK EXPERIENCE:**

**DEVELOPMENTAL:** A minimum of two years of professional experience in WASH-related programmes for developing countries is required

**HUMANITARIAN:** A minimum of two years of professional experience in humanitarian work experience with UN and/or NGO, including WASH programme management and/or coordination in the first phase of a major emergency response relevant to the WASH

#### **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. Humanitarian WASH – preparedness, response and recovery
2. Humanitarian WASH – coordination at sub-national level cluster
3. Rural water supply - including water resources, integrated water resource management, water safety, sustainability, and safely managed water services
4. Rural sanitation – demand creation, safely managed sanitation, private sector engagement
5. Climate Resilient WASH services

6. Programme/project management.

**Basic knowledge in the following areas:**

1. WASH-in-Schools and Health Centres
2. National government WASH policies, plans and strategies
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**

**Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

**Core competencies**

- Demonstrates Self Awareness and Ethical Awareness (2)
- Builds and Maintains Partnerships (2)
- Drive to achieve impactful results (2)

**Functional Competencies:**

- 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 children<sup>1</sup>; or Measures to manage other safeguarding risks are considered unlikely to be effective<sup>2</sup>.</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<sup>1</sup> 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).

<sup>2</sup> i.e. the role-risk will be compounded by other residual risks.