**TERMS OF REFERENCE**

(FOR Temporary Appointments)



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| **UNICEF-CXB: TERMS OF REFERENCE (TOR)** | | | |
| **Job Title and Level: WASH Officer, NOB** | | | |
| **Section: WASH, CXB** | | | |
| **Duration: 364 days** | | | |
| **Duty Station: Cox’s Bazar** | | | |
| **Reports to: Musa Drammeh** | | | |
| 1. **Purpose of Assignment:**   Under the direction of the WASH Specialist P3, in close coordination with other members and technical specialist of the WASH Team and other sections as appropriate, responsible for / support the development, planning, implementation, monitoring and evaluation of UNICEF’s emergency response activities and results related to safeguard and improve public health of the affected population by ensuring access to safe drinking water, excreta disposal and promoting safe hygiene practices, including appropriate use and maintenance of WASH facilities and services; ensuring overall efficiency, effectiveness and delivery of results in accordance with UNICEF’s Core Commitment for Children in Emergencies (CCCs) and national and international humanitarian standards. | | | |
| 1. **Major duties and responsibilities:** | | | |
| 2.1 | In collaboration with the WASH team, partners and other stakeholders, support the overall analysis of WASH sectoral needs and priorities and the formulation, implementation, monitoring and coordination of plans( AWP,HAC, JRP) and standards to ensure the delivery of safe sanitation and hygiene promotion to affected population, with particular attention to special needs of women, children and people with disabilities and other cross-cutting areas | | |
| 2.2 | In addition, as per the sectoral definition of priorities, assess and select the most suitable sanitation solutions and/or technological options (most cost-effective/effective technologies or systems ) and develop interventions for providing access to sanitation and hygiene services for the affected population, particularly for women, children and PwD. | | |
| 2.3 | Support WASH knowledgement management, innovation, and research - prepare learning/knowledge products, covering innovative approaches (technical and systems) and good practices, to support overall WASH sector development. | | |
|  | In coordination with other members of the WASH team, maintain close working partnerships with government counterparts, other WASH partners and stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of building of partners to achieve WASH output results | | |
| 2.4 | Support emergency preparedness and response activities including development of HPDs, SSFA, Long-Term Arrangements (LTAs) and/or MOU, Contingency Plan update and monitoring as well supporting and participating in cross-sectoral needs assessment, analysis, review and evaluations of the emergency response. | | |
| 2.5 | Support the implementation and monitoring of implementation of WASH LTA including field verification of completion of activities by contractors and follow-up on processing of payment of invoices and closing of contracts | | |
| 2.6 | Be responsible for management, monitoring and reporting of the use of 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. | | |
| 2.7 | Provide input to progress reports for management, donors and partners as well communication, and information materials for WASH programme advocacy to promote awareness, establish partnership/alliances and support fund-raising for WASH. | | |
| 2.8 | Undertake regular field visits and monitoring of the implementation of sanitation activities to provide technical support to partners and contractors in the camps | | |
| **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: public health, social sciences, behavior change communication, sanitary engineering or another relevant technical field.    **WORK EXPERIENCE:** A minimum of two years of professional work experience in WASH-related programmes for developing countries is required.  **LANGUAGE PROFICIENCY:** Fluency in English and Bangla is required. Knowledge of Rohingya or Chittagong languages is considered as an asset | | | |
| **COMPETENCIES/SKILLS: UNICEF foundational/functional competencies** | | | |
| **Core Values**   * Care * Respect * Integrity * Trust * Accountability | | **Core competencies**   * Demonstrates Self Awareness and Ethical Awareness (1) * Works Collaboratively with others (1) * Builds and Maintains Partnerships (1) * Innovates and Embraces Change (1) * Thinks and Acts Strategically (1) * Drive to achieve impactful results (1) * Manages ambiguity and complexity (1) | **Functional Competencies**:  Formulating strategies and concepts (I)  Analyzing (II)  Applying technical expertise (II)  Learning and researching (II)  Planning and organizing (II) |

**Child Safeguarding Certification**

**(to be completed by 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 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.

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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 |
| 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)