**National Cluster Coordinators and Information Managers Workshop**

**WASH Cluster Concept Note**

**Budapest, Hungary**

**20th- 24th April 2020**

**Background**

The National Cluster Coordinators and Information Managers Workshop (NCC) is part of the capacity building and experience-sharing initiatives that the Global WASH Cluster proposes to National Humanitarian WASH Coordination Platforms (NHWCP). This annual event brings together the global network of professionals working in humanitarian WASH coordination providing an opportunity to:

(1) expand their knowledge base and skills related to WASH coordination

(2) share experiences and best practices from fellow field practitioners and

(3) receive technical input that is tailored to the needs of humanitarian WASH coordination

Blending theory with practice, the NCC will help participants understand the fundamentals of developing a cluster/sector coordination strategy, information management best practice and how to equip WASH sector staff with the required knowledge, skills, competencies and attitudes to effectively deliver an evidence-based and harmonized emergency WASH response.

**Training Aim and Content**

The theme for the 2020 NCC is:

***Strategic Planning and Advocacy Tools for National Humanitarian WASH Coordination Platforms***

*The workshop will provide participants with strengthened WASH coordination skills applicable to building a robust and comprehensive cluster strategy with maximum stakeholder buy-in and quality of response impact throughout the Humanitarian Programme Cycle (HPC) and including inter-sectoral linkages.* The tools proposed in the strategy development process will be applicable not only for short-term response strategies, but also for annual strategy development in the HPC and for the development of a comprehensive WASH Cluster/Sector Strategic Operational Framework (SOF).

The training will strengthen NHWCP staff capacity and commitment for the following phases of developing a WASH Cluster Strategic Operational Framework:

1. Preparation for Strategy Development
2. How to gather evidence and determine needs, including Secondary Data Review, needs assessment and context analysis, gap analysis, PIN calculation
3. How to plan a harmonized response, including partner capacity assessment
4. How to ensure alignment and continuity, including transition from cluster to sector, humanitarian development nexus (HDN)
5. How to develop monitoring tools and plan
6. How to finalize the Strategy

In addition to the training elements above there will also be updates from the GWC Cluster Advocacy and Support Team (CAST) and the Field Support Team (FST) on:

* 2019 FST Satisfaction Survey Results
* 2019 GWC Minimum Requirements Country Level Survey Results
* GWC Coordination Toolkit (CTK)
* GWC Road Map to Rebuild Capacity in the Humanitarian WASH Sector
* GWC Quality Assurance and Accountability Project +GWC WASH Research Gap Analysis Project

The NCC is an intermediate[[1]](#footnote-1) level training aimed at those with pre-existing knowledge and experience in WASH in humanitarian coordination

**Methodology**

The training is interactive, with a combination of participatory techniques that provide participants with the opportunity and time to process the theoretical information and apply it practically. Knowledge acquired and tools presented are used during the practical sessions to develop concrete outputs and action plans to be used by NHWCP staff with country level partners in their 2020 cluster work planning.

**Target audience**

1. National sector/cluster Coordinators;
2. National Information Managers
3. Delegates of the above, and/or Co-facilitators

**Training Length**

5 days - from 9-5.30pm (nb Friday closure is at 3.30pm)

**Facilitation Team Requirement**

Global WASH Coordinator and Deputy

Senior WASH Coordinator and RRT IM

Field Support Team (1 x Assessment specialist, 1 x WASH Coordinator, 1 x Information Manager)

Consultant

**Evaluation Methodology**

* Level one evaluation (“reactions”) at the end of each day to gauge participants’ feedback with the training and take immediate steps to address any request/concern;
* Level two evaluation (“learning”) at course completion focusing at learning. This includes a Pre- and Post Self-Assessment test based on participant’s confidence on relevant WASH coordination, information management knowledge and skills.

**Expectations from participants**

The training requires a (to be defined amount) of pre-training before the face-to-face training.

The commitment of participants to this is necessary. Instructions and reading materials will be shared with all participants prior to the training.

Following the training participants are expected to actively contribute to the development of their respective National WASH Cluster Strategies in 2020.

**Provisional Agenda**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
| am | Welcome / Introductions | Gathering Evidence and Determining Needs | Plan a Harmonised Response Simulation | Ensure Alignment and Continuity | Finalising and Advocacy |
| am | GWC / FST updates | Gathering Evidence and Determining Needs | Ensure Alignment and Continuity | Finalising and Advocacy |
| pm | Preparing for a Strategy | Gathering Evidence and Determining Needs | Develop Monitoring Tools and Plan | Closure |
| pm | Preparing for a Strategy | Plan a Harmonised Response | Ensure Alignment and Continuity | Develop Monitoring Tools and Plan |  |

**Resources:**

* Education Cluster Strategy Presentation 2017
* Summary Guide to Developing Education Cluster Strategies
* Guide to Developing Education Cluster Strategies, 2018
* Luca Frascini, Education Education Coordinator and Capacity Development Specialist, RRT
 (advice + supply of workshop plans?)
* WASH Coordination Tool Kit (CTK)
* GWC strategy and other sector’s strategies
* HRP/HNO guidance
1. Participants are required to already have basic competencies in their respective specific area of work (Coordination, IM and WASH) before participating [↑](#footnote-ref-1)