

TERMS OF REFERENCE- Temporary Appointment

Summary

Post Title	WASH Officer
Proposed level	NOB
Location	Gedaref, Sudan
Duration	364 days
Supervisor	Gedaref Emergency Coordinator
WBS & Grant	

Background

In early November 2020, the UN recorded an influx of refugees at border entry points in East Sudan from Ethiopia, following military confrontations between the Ethiopian Defense Force (EDF) and Tigray Regional Security Forces (TRSF). As of September 2021, there are currently 48,321 refugees (28,374 refugees, including 12,690 children, residing in camps; 9,947 refugees, including 3,283 children, reside out of camps). Fighting along the Sudan-Ethiopian border continues. The existing inter-agency emergency refugee response plan (Nov. 2020 – Dec 2021) foresees an influx of up to 120,000 refugees from Ethiopia, including some 100,000 refugees of Tigray ethnicity into Kassala/Gedaref States.

The State Government of Gedaref, represented by the Commission of Refugees (COR), is leading the overall humanitarian response. UNHCR, in close collaboration with and under the leadership of COR, leads the overall coordination efforts across the response. UNICEF and UNHCR co-lead WASH, Education, and Child Protection Working Groups. The Health & Nutrition Working Group (WG) is co-led by COR and UNHCR under the overall leadership of State Ministry of Health. UNICEF programming approach to this response has aimed to build capacities of the government institutions at the state and locality level. Most of the programme interventions are implemented through the state ministries and line departments and address the needs of both refugees and host communities. The response interventions aim to provide a strong basis for longer term development of the local populations through system and capacity development.

Purpose

Under the supervision and direction of the Gedaref Emergency Coordinator, in coordination with the Chief of Field Office & WASH Officer in Kassala, and Chief of WASH (Khartoum), the WASH Officer supports the development, preparation, management, implementation, monitoring and evaluation of the WASH programme within the country programme, and supports the inter-agency coordination of the WASH Refugee Working Group at Gedaref and camp level. The WASH Officer provides technical guidance and management support throughout the programming processes, to facilitate the administration and achievement of the WASH-related output results in the country programme. The WASH Officer will be supporting the Gedaref Emergency Response (refugee response) as well as ensuring longer-term, sustainable WASH infrastructure and service provision is made available to communities hosting refugees. This work will be undertaken alongside the Kassala Field Office’s regular programme of support to communities in Gedaref and will require close communication and collaboration with the Kassala WASH team.

MAIN DUTIES AND RESPONSIBILITIES

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III. Key functions, accountabilities and related duties/tasks :

within the delegated authority and under the given organizational set-up, the WASH officer may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

Summary of key functions/accountabilities:

1. Programme development and planning
2. Programme management, monitoring and delivery of results
3. Technical and operational support for programme implementation
4. Humanitarian WASH preparedness and response
5. Networking and partnership building
6. Innovation, knowledge management and capacity building
7. Coordination of WASH Refugee Working Group

1. Programme development and planning

- Draft the WASH inputs for the situation analysis. Provide timely, comprehensive and current data to inform WASH policy and programme development, planning, management and implementation. Keep abreast of WASH sector development trends, for maximum efficiency and effectiveness in programme design, management and implementation.
- Participate in strategic WASH programme planning discussions. Provides input to WASH donor proposals, ensuring alignment with UNICEF's Strategic Plan, UNICEF's global WASH strategy and the Country programme, as well as government plans and priorities, and the role of other external support agencies.
- Assist in the formulation of the WASH outcome and output results, related indicators, baselines, targets and means of verification. Prepare required documentation for programme reviews.
- Work with colleagues and partners to discuss strategies and methodologies for the achievement of WASH output results in the country programme.
- Provide technical and operational support throughout all stages of programming processes and ensure integration, coherence, and harmonization of WASH with other UNICEF sectors, for the achievement of the WASH output results with due consideration of climate resilient programme requirements.
- Draft assigned sections of the annual work plan, in close cooperation with government and other counterparts.

Advise the emergency coordinator and sector partners on innovative ways to enhance WASH facility designs, sustainability/ functionality, and reliability.

2 Programme management, monitoring and delivery of results

- With other external support agencies, strengthen national government WASH sector monitoring systems, with a focus on WASH outcomes (behaviors), using bottleneck analysis tools available in the sector (WASH-BAT, CSOs, SDAs).
- 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.
- Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in programmes and management, identify and document lessons learned.
- 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.
- Prepare sectoral progress reports for management, donors and partners.

3 Technical and operational support for programme implementation

- Actively monitor UNICEF-supported activities through field visits, surveys and exchange of information with partners, to assess progress, identify bottlenecks and potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely interventions.
- 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.
- Plan for use of technical experts from the Regional Office and HQ, as and where appropriate in the WASH programme, through remote support and on-site visits.
- Participate in WASH programme meetings, to review progress, with government, other sector agencies and implementation partners, involved at various stages of WASH programme implementation, to provide expert advice and guidance.
- Draft policy paper inputs, briefs and other strategic materials for use by management, donors, UNICEF regional offices and headquarters.
- Co-ordinate with other WASH team members and UNICEF staff, especially logistics, Health/Nutrition, Child Protection, Education and communication section, to ensure a rapid, proportionate and effective and integrated response.

- Collect information on WASH facilities in terms of construction progress and functionality regularly and share reports regularly with concerned people.

4 Humanitarian WASH preparedness and response

- Prepare state level humanitarian response plans.
- Prepare 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.
- Contribute to the coordination arrangement for humanitarian WASH, for instant robust coordination in case of an emergency.
- Ensure that all UNICEF WASH staff are familiar with UNICEF's procedures for responding in an emergency.
- Take up support roles in an emergency response and early recovery, as and when the need arises.

5 Networking and partnership building

- Build and sustain close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve WASH output results.
- Prepare materials for WASH programme advocacy to promote awareness, establish partnerships and support fund-raising.
- Participate in inter-agency discussions, ensuring that UNICEF's position, interests and priorities are fully considered and integrated in the UNDAF development planning and agenda setting.

6 Innovation, knowledge management and capacity building

- Lead the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems).
- Prepare learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.
- Create and deliver learning opportunities for UNICEF WASH staff, to ensure our sector capacity remains up-to-date with latest developments.

<ul style="list-style-type: none"> • Contribute to the systematic assessment of WASH sector capacity gap analysis, in collaboration with government and other stakeholders, and support the design of initiative to strengthen capacities systematically. • Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
<p>7 Coordination</p> <ul style="list-style-type: none"> • Co-ordinate with UNHCR the WASH Refugee Working Group at Gedaref State and camp level, including developing context-specific standards, ensuring programme coherence, transparency and accountability among WASH partners, maintaining contact lists, and ensuring 4Ws and service provision mapping is regularly updated

Expected background and Experience

<p><u>Core Values</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability <p><u>Core Competencies (For Staff without Supervisory Responsibilities) *</u></p> <ul style="list-style-type: none"> ▪ 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) <p>*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others</p>
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VI. Recruitment Qualifications	
Education:	A Bachelor’s degree in one of the following fields is required: public health, social sciences, behavior change communication, sanitary engineering or another relevant technical field.

	Additional relevant post-graduate courses that complement/supplement the main degree are a strong asset.
Experience:	A minimum of two years of professional experience in WASH-related programmes for developing countries is required. Experience in a humanitarian context (with UN-Govt-INGO) is required.
Language Requirements:	Fluency in English and Arabic language is required.

Duty Station and Travel

Gedaref, Sudan

Prepared by:

Date:

Reviewed by:

Date:

Certified by:

Date:

Approved by:

Date: