**OBJECTIVE**

This document explains the roles and responsibilities of the Somalia WASH Cluster.

# Objective of the Cluster Approach

**Global:** Humanitarian reform seeks to improve the effectiveness of humanitarian response by ensuring greater predictability, accountability and partnership. It is an ambitious effort by the international humanitarian community to reach more beneficiaries, with more comprehensive needs-based relief and protection, in a more effective and timely manner. (Source: Global Cluster One Response website)

**Country:** At the country level, the aim of the Cluster is to ensure a more coherent and effective response by mobilizing groups of agencies, organizations and NGOs to respond in a strategic manner across all key sectors or areas of activity. The Humanitarian Coordinator – with the support of OCHA – retains responsibility for ensuring the adequacy, coherence and effectiveness of the overall humanitarian response and is accountable to the Emergency Relief Coordinator. (Source: IASC Guidance note on using the Cluster approach to strengthen Humanitarian Response - 24 November 2006)

**Goal of the Somalia WASH Cluster:**

To achieve effective sustainable humanitarian WASH action

## WASH Cluster Roles and Responsibilities

The WASH Cluster roles and responsibilities are summarised below and detailed fully in the following Annexes.

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| --- | --- | --- | --- | --- |
| **No** | **WASH Cluster Structure** | **Summary of role** |  | **For detail see:** |
| 1. | **Partners** | Contribute to Cluster objectives and outcomes |  | Annex 1 - ToR |
| 2. | **Cluster Coordinator** | Overall Coordination, with support by Cluster team |  | Annex 2 - ToR |
| 3. | **Co-Chair** | Support Coordination |  | Annex 3 - ToR |
| 4. | **Strategic Advisory Group** (SAG) | Draft strategic direction, standards, approaches for WASH Cluster |    | Annex 4 - ToR Guide to SAG (on website) |
| 5. | **Cluster Review Committee** (CRC) | Recommend proposals for CAP and CRC using fair process |    | Annex 5 - ToR  Guide to WASH CRC  (on website) |
| 6. | **Zonal, Regional** Focal  Points, and **District** Focal Points for AWD/Cholera and Flooding | Sub-National coordination, and emergency response |    | Annex 6 - ToR  Guide for Regional Focal Points (on website) |
|  |  |  |  | Guide for District Focal Points (on website) |
| 7. | **Technical Working Group** | Provide guidance on technical issues |  | ToR as agreed with SAG |

## Annex 1: Responsibility of Cluster partners

Humanitarian actors who participate in the development of common humanitarian action plans are expected to be proactive partners in assessing needs, developing strategies and plans for the sector, and implementing agreed priority activities.

(Source: IASC Guidance note on using the Cluster approach to strengthen

Humanitarian Response - 24 November 2006)

## Annex 2: Role of WASH Cluster Coordinator

(Source: IASC Guidance note on using the Cluster approach to strengthen

Humanitarian Response - 24 November 2006)

Sector/cluster leads at the country level are accountable to the Humanitarian Coordinator for facilitating a process at the sectoral level aimed at ensuring the following:

### 1. Inclusion of key humanitarian partners

 Ensure inclusion of key humanitarian partners for the sector, respecting their respective mandates and programme priorities

### 2. Establishment and maintenance of appropriate humanitarian coordination mechanisms

* Ensure appropriate coordination with all humanitarian partners (including national and international NGOs, the International Red Cross/Red Crescent Movement, IOM and other international organizations), through establishment/maintenance of appropriate sectoral coordination mechanisms, including working groups at the national and, if necessary, local level;
* Secure commitments from humanitarian partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the sectoral group, with clearly defined focal points for specific issues where necessary;
* Ensure the complementarity of different humanitarian actors’ actions;
* Promote emergency response actions while at the same time considering the need for early recovery planning as well as prevention and risk reduction concerns;
* Ensure effective links with other sectoral groups;
* Ensure that sectoral coordination mechanisms are adapted over time to reflect the capacities of local actors and the engagement of development partners;
* Represent the interests of the sectoral group in discussions with the Humanitarian Coordinator and other stakeholders on prioritization, resource mobilization and advocacy;

### 3. Coordination with national/local authorities, State institutions, local civil society and other relevant actors

* Ensure that humanitarian responses build on local capacities;
* Ensure appropriate links with national and local authorities, State institutions, local civil society and other relevant actors (e.g. peacekeeping forces) and ensure appropriate coordination and information exchange with them.

### 4. Participatory and community-based approaches

 Ensure utilization of participatory and community based approaches in sectoral needs assessment, analysis, planning, monitoring and response.

### 5. Attention to priority cross-cutting issues

 Ensure integration of agreed priority cross-cutting issues in sectoral needs assessment, analysis, planning, monitoring and response (e.g. age, diversity, environment, gender, HIV/AIDS and human rights); contribute to the development of appropriate strategies to address these issues; ensure gender sensitive programming and promote gender equality; ensure that the needs, contributions and capacities of women and girls as well as men and boys are addressed;

### 6. Needs assessment and analysis

 Ensure effective and coherent sectoral needs assessment and analysis, involving all relevant partners

### 7. Emergency preparedness

 Ensure adequate contingency planning and preparedness for new emergencies including monitoring/surveillance and timely propositioning of contingency stock in strategic areas

### 8. Planning and strategy development

Ensure predictable action within the sectoral group for the following:

* Identification of gaps;
* Developing/updating agreed response strategies and action plans for the sector and ensuring that these are adequately reflected in overall country strategies, such as the Common Humanitarian Action Plan (CHAP);
* Drawing lessons learned from past activities and revising strategies accordingly;
* Developing an exit, or transition, strategy for the sectoral group.

### 9. Application of standards

* Ensure that sectoral group participants are aware of relevant policy guidelines, technical standards and relevant commitments that the Government has undertaken under international human rights law;
* Ensure that responses are in line with existing policy guidance, technical standards, and relevant Government human rights legal obligations.

### 10. Monitoring and reporting

* Ensure adequate monitoring mechanisms are in place to review impact of the sectoral working group and progress against implementation plans;
* Ensure adequate reporting and effective information sharing (with OCHA support), with due regard for age and sex disaggregation.

### 11. Advocacy and resource mobilization

* Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the HC and other actors;
* Advocate for donors to fund humanitarian actors to carry out priority activities in the sector concerned, while at the same time encouraging sectoral group participants to mobilize resources for their activities through their usual channels.

### 12. Training and capacity building

* Promote/support training of staff and capacity building of humanitarian partners;
* Support efforts to strengthen the capacity of the national authorities and civil society.

### 13. Provision of assistance or services as a last resort

 As agreed by the IASC Principals, sector leads are responsible for acting as the provider of last resort (subject to access, security and availability of funding) to meet agreed priority needs and will be supported by the HC and the ERC in their resource mobilization efforts in this regard.

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## Annex 3: Role of the WASH Cluster Co-Chair

The role of Oxfam, as Cluster Co-Chair is below, as agreed on 2 November 2011, and reviewed on 17 July 2012.

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| --- | --- | --- | --- | --- |
| **No.** | **Area** | **Detail** | **Estimated Time Commitment** | |
| 1. | Position on Strategic Advisory Group (SAG), if elected | WASH Expert with Somalia experience and strategic vision | 10 meetings per year | |
| 2. | Permanent position on  Cluster Review  Committee (CRC) | WASH expert with good knowledge of proposal review | 3 times a year  Approx. 5 days each | |
| 3. | WASH Cluster meetings | WASH expert, to provide technical input during WASH Cluster Meeting – to support input from other NGOs and participants | Currently 1 meeting every two weeks (normally 1  meeting per month) | |
| 4. | Interactive joint planning and analysis between  the Cluster Co-Chair and the WCC | Input from NGO perspective, real  problems faced at field level, valuable comment | Approx 6 per year | |
| 5. | Taking the lead in Technical working groups on specific thematic areas to support the Cluster | Support development of technical guides – to support Oxfam programme and WASH Cluster in  general (eg Guide for Chlorination, toilet design, desludging latrines, sanitary survey) | Approx 4 guides per year | |
| 6. | If required, support with Secondments to Cluster | Offer technical support to Cluster, via HSPs / Experts in WASH i.e.  Water, Sanitation and Hygiene  Promotion experts |  | |
| 7. | Backstop WASH Cluster Coordinator position during field visits and on leave | With support from WASH Cluster  Team: Information Management  Specialist and Cluster Support Officer | Average 6 weeks per year leave.  Field visits approx. 4 weeks per year | |
| 8. | Attend different humanitarian meetings/forums as WASH Cluster Co-Chair, as might be required by the WCC or OCHA |  | Approx 6 per year | |
| 9. | Represent WASH Cluster in field if WASH Cluster Coordinator not available  (eg assessment mission,  Regional/Sub Zonal  WASH Cluster  Coordination meetings) |  | Approx 2 per year | |
| 5. | Providing input in the WASH Cluster progress reports and other information products. | Provide input to WASH Cluster information products | Monthly | |
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| **No.** | **Area** | **Detail** | **Estimated Time Commitment** | |
| 6. | **Optional:**  Role of dedicated Subzonal WASH Cluster Focal Point |  |  | |
| 7. | Upholding WASH Cluster values, guidelines and demonstrating best practices. | Share good practices towards implementation of WASH Cluster strategies and guidelines (e.g.  Strategic operational framework,  AWD/Cholera response plan) | Quarterly | |
| 8. | Capacity building of  WASH Cluster partners. | Providing support in the development of capacity assessment of WASH Cluster partners. Mapping of the existing WASH capacity in different regions. Participating in the development of capacity building plan of WASH Cluster partners Providing support in the development of training modules Supporting the training of WASH Cluster partners through use of available skills or global experts personnel (e.g. O&M of water schemes, Flood proof latrines, Flood proof shallow wells, Point of use water treatment, Rain water harvesting - roof catchment, dams, pans, shallow/deep boreholes, AWD/Cholera preparedness and response, PPP for sustainability of WASH services, Contingency planning and Contingency stocks…). |  | |
| 9. | Participate in the process to undertake studies/ surveys to assess WASH best practices and areas that require further  improvements | Providing support in the development of the ToR to engage a consultant to undertake studies/surveys and highlight WASH Cluster successes, challenges and recommendations to overcome the same |  | |
| 10. | Contribute to provider of last resort in WASH | Planning for intervention to fill the gaps in WASH sector |  | |

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## Annex 4: ToR for Strategic Advisory Group

The WASH Cluster Strategic Advisory Group (SAG) Terms of Reference (ToR) were developed in the first SAG meeting on 24 May 2011, and finalised after review by the WASH Cluster. A guide for WASH Cluster SAG, which includes composition and election process, is available on the WASH Cluster website.

1. Agree SAG composition and way of working, including Terms of Reference;
2. Draw up and agree expectations of Cluster Partners;
3. Formulate and agree the Cluster’s ‘Strategic Operational Framework’ (SOF); ensure complementarity with government policies and plans at local level; update regularly according to evolving needs; and hold partners to account against this framework
4. Formulate and agree the Cluster workplan; and provide strategic oversight of its application by Cluster partners;
5. Establish ‘Technical Working Groups’ (TWIGs) as required and hold such groups accountable to Terms of Reference agreed by the SAG; ensure proper representation within such groups; ensure timely output; ensure transparent reporting; and close such groups;
6. Formulate and agree advocacy positions on behalf of the Cluster partners;
7. Provide strategic oversight on integration of cross-Cluster planning and inclusion of cross-cutting issues;
8. Agree performance indicators, and method by which these will be measured;
9. Ensure appropriate technical standards are agreed and consistently applied;
10. Ensure effective feedback loop between field and Nairobi, to maximise knowledge sharing and lessons learning
11. Oversight technical and functional capacities of Cluster partners, and guidance for necessary capacity building
12. Ensure the Cluster Lead upholds its responsibilities by applying both Cluster and Cluster partner Terms of Reference
13. Ensure effective dissemination of outputs from the SAG and TWIGs, including endorsement by WASH Cluster members

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## Annex 5: ToR for Cluster Review Committee

The WASH Cluster has a Guide for CRC on the WASH Cluster website, which includes composition of the CRC. The ToR below is from the OCHA CHF Somalia Guideline, dated 9 Sept 2011.

## Cluster coordinators, co-chairs and Cluster Review Committees

* With regards to standard allocations, cluster coordinators are responsible for recommending the allocation of funding to projects within their cluster. Together with the co-chair, they compile a list of projects to be reviewed by the cluster review committee (detailed guidelines for cluster review committees are below). Cluster chairs are responsible for the inclusiveness and transparency of this process. The list of projects selected by the CRC is submitted to the HC and to the Funding Coordination Unit at OCHA for review and to ensure that it is in line with all CHF requirements.
* Clusters contribute to monitoring and evaluation by developing three to five key indicators per cluster, by including CHF projects in their cluster portfolio, by analyzing project reports, by participating in inter-agency project visits, and by providing sampling criteria for the selection of projects for evaluation.

## Guidelines for Cluster Review Committees

* **Objective:** Cluster review committees are established in each cluster to review proposals to the CAP and the CHF, and decide whether or not to include proposals in the CAP and prioritize projects for the CHF. Cluster review committees provide technical advice on proposals, they are not representative bodies.
* **Decision making:** CRC members review a scoring system to prioritize projects, which is prepared by the cluster coordinator. They try to find a consensus. If this is not possible, the members vote, and decide by simple majority. Members refrain from the discussion of and vote on their own agency’s projects.
* **Tenure:** The tenure for CRC members is one year. With the exception of 2010, CRCs are established in Sep/Oct of each year, ahead of the CAP process. (The tenure of the CRCs that are constituted for the mid-year review of the CAP 2010 and the first CHF Standard Allocation is 1.5 years, until September 2011.) Thus, CRC tenure is in line with the CAP cycle. During their one-year tenure, CRC members review proposals for the CAP in October, the first CHF Standard Allocation in February, the mid-year review of the CAP in May, the second CHF Standard Allocation in July, and for the CHF Emergency Reserve on a continuous basis (when consulted by the cluster coordinator). Membership is renewable, and there is no limit on the number of times that membership can be renewed.
* **Composition and Size:** Cluster review committees are composed of experts from national NGOs, international NGOs and UN agencies, plus the cluster coordinator and co-chair. The three groups (local and international NGOs, UN agencies) are represented equitably. The size of the CRC may vary according to the size of the cluster, from 5 members (1 LNGO, 1 INGO, 1 UN, cluster coordinator, co-chair) to 11 members (3 LNGO, 3 INGO, 3 UN, cluster

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coordinator, co-chair), and is determined by cluster coordinators. If there are fewer organizations of one group in a cluster than seats for that group in the CRC, not all seats are used and the size of the CRC is reduced accordingly. For instance, if there is only one UN agency in a cluster with many member organizations, there may be one UN agency but more than one local and international NGO on the CRC.

* **Criteria:** Organizations included in the 3W matrix (or that meet other cluster membership criteria) are considered cluster members. Only cluster members can be part of a CRC. The individual nominated by the organization shall have the relevant technical expertise, and shall be available for at least six months. The organization nominating a staff member shall have a presence in Somalia. Consultation with field-based staff is possible, by email or other means. Organizations but not individuals may be members of more than one CRC. Individuals may not be nominated for more than one CRC.
* **Selection Process:** CRC members are elected by the cluster members. Cluster coordinators invite interested organizations to nominate one staff member and one alternate. Cluster coordinators establish a list of all eligible candidates. They invite all cluster members to cast three votes (one for each group: LNGO, INGO, UN). Each organization that is a cluster member can cast their three votes once. Cluster coordinators and co-chairs do not vote. The vote is secret. Cluster coordinators publish the results and constitute the CRC.

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## Annex 6: ToR for Zonal, Regional and District Focal Points

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| **Focal Point** |  | **Role and Responsibility** |
| **Zonal** |  | In Somaliland and Puntland, Zonal focal points can take a similar role as Regional Focal Points in South-Central given ability to attend meetings |
|  |  | If present and possible, support Government to take a key role in Cluster, ideally leading or co-chairing Cluster meetings. As Government has the overall responsibility for water, sanitation and hygiene. |
|  |  | In South Central, Zonal Focal Points support Regional Focal Points remotely, due to lack of access |
| **Regional** |  | Facilitate regular field coordination meetings to share information, identify common problems. If problems can’t be addressed at regional level, request support from Zonal focal point or WASH Cluster team |
|  |  | Invite partners working in the region to field coordination meeting |
|  |  | Facilitate regular review of the Regional Who is Working Where (4W) summary (pivot table provided by the WASH Information Management Specialist). Encourage active agencies not on the 4W matrix to contact the WASH Cluster IM Specialist. |
|  |  | Identify any gaps and overlaps in the districts. |
|  |  | Request 4W summary data, or maps, from WASH Cluster Information Management  Specialist to fill requests for information from OCHA, or to support Cluster discussions |
|  |  | Facilitate joint needs assessments and monitoring missions to prioritise needs in the region, as required or requested – in coordination with OCHA field officer |
|  |  | Facilitate implementation of WASH Cluster standards and guidelines |
|  |  | Ensure appropriate information exchange between the cluster members in the field and  Nairobi based Cluster team |
|  |  | Ensure the Cluster coordinator and OCHA field officers are informed of cluster specific developments in the region |
|  |  | Disseminate key WASH documents to members |
|  |  | Jointly with the Zonal focal point, coordinate AWD/Flood Preparedness and Response for the WASH Cluster at District level |
|  |  | Establish strong working relationships with all the cluster members in order to facilitate effective collaboration and communication |
| **Deputy Regional** |  | Support Regional Focal point to follow up with the WASH cluster team to update the 4W matrix and guide members who have a problem filling out the 4W matrix |
|  |  | Chair the regional meetings in case the regional focal point is absent and write meeting minutes |
|  |  | Proactively share information with the cluster members |
| **District FP for AWD/ Cholera and Flooding** |        | Coordinate prevention and response to AWD/Cholera and Flooding in District  Establish coordination with other WASH agencies working in district  Collect information on preparedness and prevention activities. Identify gaps. Work with Regional Focal Point to initiate action to fill gaps in Regional meetings  Monitor river levels through observation and through SWALIM website. |
|  |  | Collect information on AWD outbreaks and floods: who is responding and gaps. Work with Regional Focal Point to initiate action with agencies working in district or region |
|  |  | Report on preparedness, response and gaps for your district, at 1) the Regional WASH  Cluster meeting (if you are able to attend), and 2) via the weekly Reporting template  (Annex 3) to Regional and National Cluster, or whenever conditions change |
|  |  | Regular contact with local health authorities for quick information sharing and response |
|  |  | Support establishment of a multidisciplinary taskforce for AWD/Cholera for each district, including community members, ideally led by local health facility |
| **WASH**  **Cluster**  **Agency** |      | Share information with District Focal Point  Update 4W matrix to avoid overlaps and gaps  Attend Regional WASH Cluster meeting |

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