Northeast Syria WASH Sector Working Group

Terms of Reference (ToR)

## Introduction

The purpose of this Terms of Reference (ToR) is to define the role of the Northeast Syria WASH Sector Working Group (WSWG) coordination team. Overall, the (WSWG) coordination team along with Local authorities, the Cluster, Agencies active in WASH and the NES Forum shall work together to ensure a coherent and effective response by mobilizing groups of agencies, organizations and NGOs to respond in a strategic manner to the humanitarian crisis in NES.

Hosting agency: **SOLIDARITÉS INTERNATIONAL**

Start Date (TBC): April 1st 2018

The hosting agency will ensure the effective coordination and fulfilling of the cluster functioning through providing appropriate human resources and support to the WASH WG coordination team under the condition that funds are granted for these functions and resources.

## WASH Sector Working Group coordination team

### Members of the team:

* WASH Sector Working Group coordinator (international)
* WASH Sector Working Group IMO (national)
* WASH Sector WG coordinator Assistant (national)

### Key Activities and deliverables of the WASH Sector WG NES

1. Focal point at NES level for emergency response interventions through coordination with the WoS cluster focal points, identify gaps and needs and leading on resource mobilisation.
2. Provide WASH technical leadership on quality standards and indicators within the WASH cluster response.
3. Provide inputs into response, preparedness and contingency plans with inputs from the focal points.
4. Identify areas for upskilling and capacity building of WASH agencies and contribute to capacity building activities.
5. Act as the WASH members’ liaison and adviser for inputs into funding mechanisms, including HPF allocations and fast track funding appeals.

## WASH Sector Working Group coordinator

The WASH Sector Working Group coordinator (WSWGC) will be seconded by Solidarités International (SI), and will be a full time position. She/He will sit within SI office in Kobane or Amuda. The position will be expected to travel to field locations as needed and based on SI security plans (at least 50% of the time).

### Role description

The position-holder will be responsible for supporting sector coordination of WASH humanitarian actors in Northeast Syria in collaboration with the Whole-of-Syria (WoS) WASH sector coordinators and the Northeast Syria NGO Forum. The purpose of this position is to provide leadership and facilitate the processes that will ensure a well-coordinated, strategic, adequate, coherent, and effective response by Shelter & NFI and WASH actors in Northeast Syria

The position-holder will be stationed in Kobane and Amuda, but will be expected to travel regularly within Northeast Syria in addition to occasional travel outside Northeast Syria to support relevant Whole-of-Syria initiatives.

The position-holder will be employed and hosted by SI in Northeast Syria and will report directly to SI local management. However, the position-holder will be accountable to WASH partners in Northeast Syria. It should be noted that the position-holder will not be directly involved in the delivery of SI projects.

**Reports to**: SI Field coordinator (with functional line to the Whole-of-Syria WASH sector coordinators)

**Supervision of**: WSWG Information Management Officer and WSWG coordinator assistant

### Responsibilities

The WSWGC will work impartially, serving the needs of all members of the WASH WG and should work closely with the Whole of Syria Cluster Coordinator and NES Forum, as appropriate. He/She will be responsible for:

1. Be committed to putting aside their organisational interest and work on behalf of all the WG members equally;
2. **Inclusion of key partners** with specific attention to UN agencies based in NES, national/local authorities, state institutions, local civil society and stabilization actors;
3. **Establishment and maintenance of appropriate humanitarian coordination mechanisms**. This includes organizing regular multi-lateral and bilateral meetings, developing meeting agendas, sending minutes and following up/supporting the progress on action points, in collaboration with the WoS Sector Coordinators and the NES Forum Coordinator;
4. **Ensuring adapted information management monitoring** in collaboration with the WoS and NES NGO Forum Information Management functions to maintain 4Ws planning, reporting and information sharing as required.
5. **Ensuring adapted reporting** in collaboration with the WoS Sector Coordinators and NES NGO Forum. This includes draft reports and briefing notes on the situation and developments in the context and needs for the use by the WoS WASH sector and the NES INGO Forum.
6. **Ensuring needs assessment and analysis** in collaboration with the WoS Sector Coordinators and NES NGO Forum; this includes relevant contributions to multi-sector assessments.
7. **Ensuring the application of appropriate standards**. In collaboration with the WoS Sector Coordinators and relevant technical leads in the sector to discuss, develop, and share relevant technical standards and guidelines for best practice. This includes working with the WoS coordinators to develop and promote common or rationalised approaches between coordination hubs.
8. **Undertaking the planning and strategy development** including an active leadership on the HNO and HRP definition for Northeast Syria.
9. **Ensuring appropriate attention to priority cross-cutting issues** such as Protection, Age, Gender, Disability and Environment in the WASH response in Northeast Syria.
10. **Coordinating cluster-wide emergency preparedness** to ensure a WASH emergency preparedness and response plans is defined and operational with NGO partners.
11. **Ensuring a cluster agreed framework and appropriate mechanisms for accountability** to affected populations and emphasizing participatory and community-based approaches
12. **Undertaking training and capacity building** in collaboration with the WoS Sector Coordinators and relevant technical leads in the sector to facilitate technical training and capacity building.
13. **Actively contributing to Inter-Sector coordination.** The position-holder will be responsible for actively participating in other relevant coordination mechanisms in Northeast Syria. The position-holder will work in collaboration with the WoS Sector Coordinators and NES INGO Forum Coordinator to ensure adequate and appropriate liaison and coordination with the other WG/Sector and Coordination fora in Northeast Syria to ensure/facilitate contextual analysis, needs assessments and access to beneficiaries and sites/structures.
14. The position-holder will be expected to participate in SI strategic planning and information-sharing initiatives, as required.

### Key required skills and experience of role

As a core member of the coordination tea, he/she will be responsible for:

1. Be technically competent in the WASH sector with minimum 3 years of experience of project implementation in humanitarian response WASH including water distribution, construction and rehabilitation of WASH facilities, Waste management and hygiene promotion.
2. Be technically competent in the cluster approach;
3. Demonstrate personal and professional integrity in all interactions;
4. Be able to work with diverse stakeholders to develop consensus;
5. Know how to present ideas effectively and clearly while listening and acknowledging others’ perspectives and views;
6. Demonstrate an understanding of the international humanitarian response and coordination mechanisms, and humanitarian reform;
7. Have an understanding of humanitarian funding mechanisms (HPF, CERF, CHF and Flash Appeals processes);
8. Have an understanding of humanitarian principles and how to apply these;
9. Able to develop a cluster strategy and to clarify complex strategies for operational implementation;
10. Understand the links between emergency response, recovery, and the transition to development;
11. Handling insecure environments
12. Strong level of autonomy
13. Fluency in English, both written and verbal;
14. Fluency in Arabic is an advantage, but not essential.
15. Fluency in Kurdish is an advantage, but not essential.

## WASH Sector Working Group IMO

### Role description

The WASH Working Group IMO (IMO) will be seconded by SI and will be a full time position. She/He will sit within SI office in Kobane or Amuda. The purpose of this role, under the supervision and direction of the WSWGC, is to manage the collection, analysis and sharing of information needed for the Cluster participants to make informed (evidence based) strategic decisions to address humanitarian needs and enable reporting.

**Reports to**: NES WSWG coordinator

**Supervision of**: N/A

### Responsibilities

As a core member of the coordination team, he/she will be responsible for:

1. Responding to the NES WSWG agencies needs for information.
2. Adapting existing IM approaches for collecting, analysing and reporting NES WSWG activities and resources, and identifying information gaps.
3. Establishing and maintain information databases that consolidate, analyse and report/disseminate information critical to decision making.
4. Maintaining monthly reporting from NES WSWG agencies, including 4Ws (‘Who does What, Where, When?’ databases).
5. Working with the NES Forum IM Specialist to develop appropriate supportive strategies.
6. Using GIS mapping for map production and geographic data management
7. Adopting and promote the use of global standards for IM for inter-operability.
8. Managing an inventory of relevant documents on the humanitarian situation.
9. Supporting the development and analysis of needs assessment and monitoring programmes
10. Supporting assessments and monitoring activities, including joint assessments and training.
11. Liaising with and provides information to UN Agencies based in NES, OCHA and WASH WoS cluster including contextual and response data and information on activities and population of concern across the NES operations.

### Key required skills and experience of role

1. Advanced university degree or equivalent experience in library or geographic sciences, including information technology and statistics;
2. Ability to develop systems and tools for Information Managers to present information in multiple formats;
3. Advanced knowledge on mapping tools and map making process;
4. Strong knowledge of GIS/cartographic outputs;
5. A minimum of 2 years of experience within the humanitarian sector;
6. Fluency in English, both written and verbal;
7. Fluency in Arabic is an advantage, but not essential.
8. Fluency in Kurdish is an advantage, but not essential.

## NES Sector WASH WG coordinator Assistant

The NES WSWG Coordinator assistant will be seconded by SI, and will be a full time position. She/He will sit within SI office in Kobane or Amuda. The position will be expected to travel to field locations as needed and based on SI security plans (at least 50% of the time). His/her role is to provide professional, pro-active and problem solving support to the WSWG and to support the NES WSWG Coordinator in effective management of the Working Group. The role is supportive and administrative and has an active role in the involvement of local authorities and civil society (CSO, CBO, LNGO) in the coordination of the WASH humanitarian response in NES.

**Reports to**: NES WSWG coordinator

**Supervision of**: N/A

### Responsibilities

As a core member of the coordination team, he/she will be responsible for:

1. Facilitating coordination efforts between WASH actors active in NES with a particular attention to the inclusion of local authorities and civil society (CSO, CBO, LNGO);
2. Conducting technical training in local language when required;
3. Supporting the establishment/maintenance of appropriate WSWG mechanisms;
4. Acting as focal point for inquiries on the WASH sector (including response plans, gaps and operations…) for local authorities and civil society (CSO, CBO, LNGO)
5. Actively contributing to needs assessment and analysis; development of standard assessment formats for use within the sector;
6. Supporting the drawing of lessons learned from past activities and revising strategies and action plans accordingly;
7. Developing/upgrading/translating guidelines for the sector in close collaboration and consultation with all the relevant stakeholders;
8. Supporting the WSWG IMO in upcoming assessments related to highlighting needs, gaps and required responses;

### Key required skills and experience of role

1. Advanced university degree or equivalent in a field related to WASH;
2. A minimum of 2 years of experience within the humanitarian sector;
3. Excellent interpersonal skills
4. Excellent attention to detail, analytical capacity, organisational skills and discretion with confidential information
5. Ability to work independently and proactively
6. Experience in report writing, production of communication material, database maintenance, M&E and analysis of data;
7. Excellent verbal and written communication skills in English (required), Arabic (required) and Kurdish (required)
8. Computer literate (including working knowledge of Microsoft Office and Excel)

## Structure and reporting lines

WSWG Coordinator

WSWG

IMO

WSWG Coordinator Assistant

NES Forum

Inter sector Group

WoS WASH Cluster Coordinators

NES Forum

IMO

UNICEF

Qamishly

Reporting line

NES Forum

Member of

Coordination