

OBJECTIVE

This guide is for WASH Cluster Regional Focal Points. Note that in Somaliland and Puntland, many of these roles are taken by Zonal focal points and Government Co-leads.

Objective of field level Clusters (as per IASC/HCT Guidance Note)

- Identify gaps and overlaps in services
- Harmonise implementation strategies as appropriate
- Identify response strategies for emerging issues
- Respond to request for consultation from WASH Cluster
- Review and verify Cluster 4W

Key WASH Cluster Documents (available on WASH Cluster website)

- **Strategic Operational Framework** – This includes WASH Cluster standards such as:
 - Sanitation
 - One latrine per 50 people in emergency (ideally shared between 8 families), working towards one latrine for 30 people (shared between 5 families).
 - Quantity of safe water:
 - 6 litres per person in drought (this includes water for 6 shoats)
 - 7.5 litres per person for IDPs
 - Conflict minimisation guide “Do no harm”
- **AWD/Cholera Prevention and Response Plan**

Key contacts

Contact	Name	Email	Phone	Key role
WASH Cluster Coordinator	Pierre Oger	poger@unicef.org	+254 (0)20 762 28482 +254 (0)728 601 203 +252 90 535815	Overall Coordination
WASH Cluster Support Officer	Fatuma Ali	fatali@unicef.org	+254 (0)20 762 28550 +254 (0) 705194104	Support to Regional and District Focal Points Contact list
Information Management Specialist	Shem Okiomeri	sokiomeri@unicef.org For large files: wash.cluster.somalia@gmail.com	+254 705 194154	4W Matrix Maps Providing summary of who is doing what where
Zonal, Regional, District focal points		See map in Annex 1		

Key Websites:

- WASH Cluster Somalia: <http://ochaonline.un.org/somalia/WASH>
- WASH Cluster Somalia Hygiene Promotion Material and AWD/Cholera Handouts: Click the link on the WASH Cluster website, or go directly to: <http://ochaonline.un.org/somalia/Clusters/WASH/HygienePromotion/tabid/7688/language/en-US/Default.aspx>

WASH (*Water, Sanitation, Hygiene*)

CLUSTER

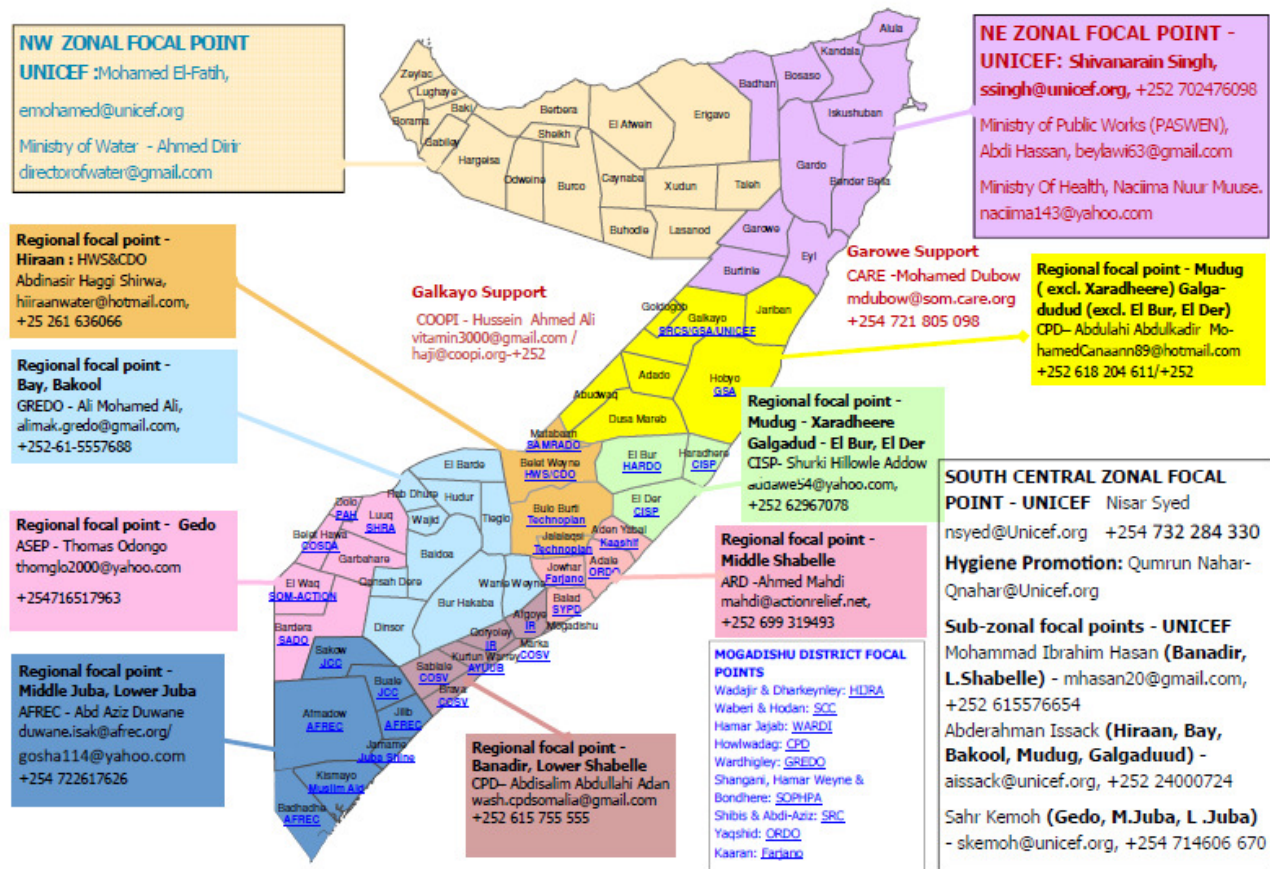
Somalia

GUIDE FOR REGIONAL FOCAL POINTS

Annex 1: Map of WASH Cluster Zonal, Regional and District Focal Points (also available on the WASH Cluster website)

WASH Cluster Somalia: Zonal and Regional focal points

Including district focal points for flood/AWD reporting– August 2012



WASH (*Water, Sanitation, Hygiene*)

CLUSTER

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GUIDE FOR REGIONAL FOCAL POINTS

Annex 2: Recommended Agenda for Regional WASH Cluster Meetings

WASH CLUSTER – Region

Preparation:

- Ask National WASH Cluster (fatali@unicef.org) to share meeting invitation
- Request Regional 4W summary (pivot table) from WASH Cluster Information Specialist (sokiomeri@unicef.org), and print for participants

Date:

Time:

Venue:

Chair:

Minute Taker:

AGENDA

Standing items (for every meeting)

1. Introductions (5 min)
2. Agree previous minutes (5 min)
3. Review/follow-up actions from previous meeting (10 min)
4. Distribute and review Regional summary 4W pivot table (Who is doing What Where – provided by WASH Cluster Information Management Specialist)
5. Review of gaps per district (by District Lead Agencies for AWD/Flooding if possible)
 - a. Change in need (new IDPs, AWD/Cholera, flooding etc)
 - b. Gaps in current response
 - c. Can they be filled by agencies present in meeting with existing funds?
 - d. If gap still exists, agree specific requirement to share with other agencies, and to send to National WASH Cluster meeting
6. Any other challenge or constraint affecting all agencies? Agree action

Meeting Specific

7. Preparedness: Coordinate preparedness, prevention activities and response to future events, such as AWD/Cholera and Floods – including supplies, responsibilities
8. Twice a year - Annual or Mid-Year Review of progress
9. Any other business

Post meeting: Share minutes with agencies, and copy the National WASH Cluster (fatali@unicef.org) to take appropriate action in the National WASH Cluster meeting, and to upload onto the WASH Cluster website.

Annex 3: Terms of Reference for WASH Focal Points

Focal Point	Role and Responsibility
Zonal	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> <u>Facilitate regular field coordination meetings</u> 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	<ul style="list-style-type: none"> 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 AWD/ Flooding	<ul style="list-style-type: none"> <u>Coordinate prevention and response to AWD/Cholera and Flooding in District</u> 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	<ul style="list-style-type: none"> Share information with District Focal Point Update 4W matrix to avoid overlaps and gaps Attend Regional WASH Cluster meeting