

Terms of Reference

**WASH Cluster Co-Coordinator – Yemen**

**Position:**  National Wash Cluster NGO Co-Coordinator

**NGO Host Agency:** XXX

**Duty station:** Sana’a with regular travel to the field

**Overall Objective of the WASH Cluster Co-Coordinator**

The overall objective is to ensure the WASH Cluster is functionally achieving effective humanitarian coordination in the field of WASH response in Yemen. The specific objective of the agreement is to ensure an active involvement of NGO WASH stakeholders in Cluster activities to ensure a coherent and effective response by WASH partners in a strategic manner to a humanitarian crisis.

The three expected results are as follows:

* NGOs concerns and priorities are adequately brought up to WASH co-lead
* WASH stakeholders are encouraged to participate in WASH Cluster events
* WASH Cluster coordination effectiveness is reinforced

XXX as the NGO Co-Lead Agency for WASH will appoint a Cluster Co-Coordinator, full-time and fully independent from XXX WASH programs. The WASH Co-Coordinator will be reporting to XXX for all contractual arrangements and will be accountable to the NGOs (both international and national) partners of the cluster.

**Responsibilities of WASH Cluster Co-Coordinator**

**General Responsibilities of Cluster Coordinators**

As per IASC Guidelines, Cluster Coordinators (and Co-Coordinators) at the national level are accountable to the Humanitarian Coordinator for facilitating a process at the sectoral level aimed at ensuring the following:

***Inclusion of key humanitarian partners***

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

***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;

***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.

***Participatory and community-based approaches***

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

***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;

***Needs assessment and analysis***

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

***Emergency preparedness***

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

***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.

***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.

***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.

***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.

***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.

**In addition, the WASH Cluster Co-Coordinator, as a representative of NGO interests in the WASH Clusterwill assume the following responsibilities;**

* Participate in HRP, CERF, CHF and Flash Appeals processes and represent NGOs/Cluster Partners during the processes of defenses before the respective boards.
* Develop a cluster strategy that ensures appropriate NGO inclusion.
* Establish regular exchange with NNGOs and INGOs mechanisms.
* Ensure that NGO WASH partners have equal and fair access to all Humanitarian Common Services (HCS)
* Represent the NGO community at the monthly WASH Cluster meetings.
* Contribute to the production of WASH documents (policies, strategies, work plans, advocacy briefs, and bulletins) with appropriate view and technical input from NGO WASH partners.
* Work closely with the UN co-lead agency UNICEF to ensure effective collaboration between UN and NGOs
* Motivate NGOs to participate in WASH events (coordination meetings, working groups, training, workshop, assessments, etc.).
* Represent the NGO interests various in humanitarian forums where needed

**Requirements**

**General qualifications**

* Be committed to putting aside their NGO’s organizational interest and work on behalf of all cluster members equally
* Be technically competent in the cluster systems, procedures and governance structures.
* Able to maintain good relationships with all relevant stakeholder counterparts.
* Be able to work with diverse stakeholders to develop consensus.
* Understand and have experience in setting, chairing and preparing minutes of meetings.
* Know how to present ideas effectively and clearly while listening and acknowledging others’ perspectives and views.
* Demonstrate an understanding of the international humanitarian response and coordination mechanisms, and humanitarian reform.
* Able to take into consideration the interests of NGOs (international and national) while advocating or lobbying for any cause. The cluster is guided by the principles of neutrality, impartiality and advocacy for all.
* Able to represent the cluster at any forum.
* Experience working with UN agencies on WASH matters.
* Demonstrate personal and professional integrity in all interactions.
* Able to provide effective leadership.
* Pro-active.

**Specific qualifications**

These are skills, knowledge and experience that are important for effective performance.

* Advanced University degree in WASH with a minimum of 5 years’ experience in Humanitarian assistance.
* Strong leadership and coordination skills.
* Considerable relevant field experience in WASH projects in humanitarian and development programs preferable with non-governmental organizations and in more than one country.
* Experience and/or understanding of WASH related issues in humanitarian and development context.
* Experience in management and capacity building of teams in complex contexts.
* Proven record of training/skills development of individuals and teams, including partner organizations.
* Proven ability to analyze complex humanitarian and recovery contexts at local and national level, monitor changes and translate into appropriate strategic planning
* Good assessment, analytical, monitoring and evaluating and planning skills and project management skills to enable program delivery.
* Ability to consolidate and triangulate information received from various sources
* Good communication skills
* Working experience in Yemen is preferred