

Terms of Reference

A. Position: Palika WASH Coordinator

B. Key responsibilities:

1. Communicate, coordinate, cooperate and collaborate

- Establish stronger coordination and collaboration with MWASHCC / RMWASHCC to ensure WASH programme implementation in accordance to the agreed plan of action,
- Establish good professional relation with MWASHCC members, line departments and other stakeholders including related WSSDO Unit (functioning under Provincial Government),
- Work in close coordination, cooperation and collaboration with WASH focal person and MWASHCC, DCC and related WSSDO Unit as per need.

2. Ensure Palika level WASH institutional structures are functional

- WASHCCs are reformed and functional at all the levels in programme Palikas in accordance to the new structure,
- WASHCC monthly meetings are conducted and pertaining issues timely discussed and the meeting minutes are shared.
- Arrange monthly meeting with the focal persons of all the Palikas, progress shared, issues discussed, shared with next month's plan of action and shared the minute,
- Track result against the set timeline and report to the Palika, and donor on monthly basis or whenever needed,
- Support all Palika/ward/community level capacity building orientations and ensure desired output and result.

3. Support in WASH Planning

- Review existing district/VDC and municipality level sanitation strategic plan / plan of action, analyze programme intervention modality, procedure and provide input to make the strategy more practical and effective,
- Support to develop Palika level WASH Plan in accordance to the guideline provided by DWSS/UNICEF,
- Support to develop mapping of WASH in School and WASH in Health Care Facilities considering cross cutting issues like climate change, DRR, gender and disability,
- Support to district level positive issues and concerns in MWASHCC meeting for effective planning which ultimately support to expedite the WASH Programme intervention to achieve desired result,
- In coordination of Palika focal person, support in planning process to incorporate WASH issues and leverage resource in WASH sector.

4. Organize Systematic monitoring / field visits

- Provide technical support to establish sound monitoring mechanism in accordance to NMIP/UNICEF monitoring system in the Palikas,
- Ensure result vs targets on Programme Indicators as per timeline,
- Arrange /coordinate with the concern Palikas for joint monitoring visits of the programme,
- Support third-party monitoring team, donors visit to programme Palikas,
- Ensure sharing of monitoring visit reports in time,
- Ensure all the Palikas timely requested fund and liquidated with desired documentation and submitted expenditure reports as per the UNICEF's FACE form and HACT standard.

5. Reporting / documentation including stories, innovations and initiation,

- Strengthen data collection and dissemination mechanism,
- Ensure data update and reporting to MWASHCC donor monthly,
- Collect, update and forward / community / Palika level information to MWASHCC and donor,
- Work closely with Palika level WASH focal person for information sharing and dissemination.

6.Support to observe national, international and local events / days

- In coordination/support of D/MWASHCC members, facilitate to observe key international/national and local events such as NSAW, GHD, WTD, WWD, MHM (menstrual hygiene day) so on.

C. Qualification and Competencies:

1.Education

- Bachelor degree in Civil Engineering, Sanitation Engineering, Environmental Science, Environmental Management, Public Health, Sociology, Rural Development, or equivalent, or intermediate passed and at least 5 year experiences on WASH sector.
- Additional training in Health Education or Communication for Development (Programme Communication) focusing to WASH, an asset.

2.Work Experience

- Three years of progressively responsible professional work experience in the UN or other international development organization, national government, NGOs or private sector. Field work experience specifically from WASH in Province 2.

3.Technical/Social Knowledge

- Good technical knowledge on the theories, principles and methods in the communication for behavior change,
- WASH in schools and health care facilities,
- Water supply projects management, appropriate water supply and quality technology, sustainability of water supply and sanitation,
- WASH planning and monitoring and evaluation.
- Community based sanitation hygiene education or latrine construction and waste management.
- General knowledge of methodology of programme / project management, programmatic goals, visions, positions, policies and strategies for sectoral programmes.
- Knowledge of human rights and gender/disability issues, specifically relating to children and women, and the current UNICEF/ Govt's position and approaches.
- UNICEF's financial, supply and administrative rules and regulations.

4.Language Proficiency / Computer skill

- Proficient in speaking / writing in English and Nepali, and Maithili / Bhojpuri is an asset.
- Good computer skill in Excel, Words, PowerPoint, Email, Internet.

5.Other

- Holding own motorbike with two-wheeler driving license is an asset.
- Candidates from working district will be preferred.
- Female, people from disadvantaged group, marginalized and indigenous community are highly encouraged to apply.

**Recruitment Committee
Student Awareness Forum (BIJAM), Parsa**