



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

TERMS OF REFERENCE WASH OFFICER (P3)

Mission

The WASH Officer will support the UNHCR Country Operation, in coordination with the Government, to coordinate the provision of WASH services to persons of concern to UNHCR. This will include ensuring that an adequate level of WASH service is provided at each site in accordance with applicable UNHCR and National Standards, and developing longer term WASH Strategies and Contingency Plans to cope with possible additional refugee flows in the foreseeable future.

Duty Station: Cox Bazaar

Key Responsibilities

Leadership and Coordination

- Lead the delivery of WASH services for refugees to meet the UNHCR standards and / or the national WASH standards, depending on the context.
- Act as a focal point for WASH issues within UNHCR and liaise with UN and international agencies, Government and Non-governmental counterparts.
- Coordinate the activities of WASH Partners, together with other UN agencies, governmental and non-governmental counterparts and local authorities to ensure delivery of WASH services to beneficiaries meet UNHCR standards of assistance, depending on the context.
- Facilitate adoption of methodologies for monitoring and reporting.

WASH Strategy, Planning and Programme Support

- Advocate, help and support the development of new policies and strategies for UNHCR in key aspects of WASH.
- Contribute to the budgeting, planning, programmatic processes and financial management of the operation in the area of WASH.
- Formulate project submissions, including budgets, to respond to identified needs in collaboration with appropriate authorities, implementing and other partners, UNHCR Programme and technical sectors.
- Advise Programme staff and managers on the strategic development of WASH aspects of the Programme.
- Actively participate in drafting WASH strategies, developing and implementing work plan, indicating indicators, for any existing or newly installed refugee settlement or settlement extension identified.
- Jointly with technical staff of implementing partners and other WASH actors, update detailed needs and resource assessments and revise designs of technical plans as necessary, taking into account practical aspects of implementation, long-term sustainable solutions, and relevant technical specifications and guidelines.
- Advise and assist the UNHCR programme staff on the development of WASH aspects of the programme including budgeting and input to financial management of the programme on technical areas, when needed.

Technical Assistance and Capacity Building

- Provide technical guidance and support to partners on all water, sanitation, hygiene promotion and environment related issues, to ensure quality, cost-effectiveness, sustainability and impact soundness in their implementation and in accordance with UNHCR policies, standards and priorities.
- Facilitate capacity strengthening activities of national UNHCR WASH staff and, if applicable, of staff of implementing/operational partners to address key areas of WASH importance to refugees and other persons of concern to UNHCR.

Monitoring, Evaluation and Quality Assurance

- Supervise and monitor the implementation of the ongoing water, sanitation, hygiene projects administered directly by UNHCR and its partners.
- Ensure that mechanisms to monitor the performance of UNHCRs partners on WASH activities in the refugee camps / settlements / host community are in place.
- Ensure that the WASH monitoring system data collection and reporting is carried out systematically, properly and timely with quality information

Reporting

- Report regularly on WASH activity implementation by all WASH partners, while maintaining accurate records of all relevant WASH performance indicators.
- Prepare monthly sectorial reports and submit material for preparation of periodic project monitoring reports as required by the office at country level.
- Perform other duties as required.

Expected Outputs

- Technical advice, coordination and oversight provided to enable response to immediate WASH needs (water supply, toilets, showers, wash basins, solid waste management, etc.).
- Development of long term WASH strategy for the sector relevant to those sites that are planned to be long-term sites ensured and local government authorities supported to oversee implementation of the strategy and construction of the necessary infrastructure.
- Regular reports on WASH gaps and implementation through UNHCR reporting channels provided.
- Improved and upgraded water supply system and infrastructure to serve the refugees, and if possible, also to the host communities implemented.
- Sanitation and solid waste management improved.
- Hygiene promotion and capacity building intensified.
- Environmental impact caused by refugees' presence in hosting areas reduced.

Essential minimum qualifications, professional experience and skills

Academic:

University degree in Water / Civil / Environmental / Engineering. Advance training in water, sanitation or public health engineering will be preferable.

Experience:

Essential

- At least 8 years of progressively responsible functions in water/ sanitary engineering or a related field in a developing countries dealing with WASH facilities.
- Proven experience with Engineering Project Management and ability to achieve quality results, on time, and within budget.

- Ability to coordinate a range of diverse actors and activities to achieve a common objective in the area of WASH.
- Proven ability to deal with multiple tasks in a courteous and service-oriented manner in demanding working conditions that often have short deadlines.
- Proven technical expertise in the area of WASH assessment including survey, programme implementation, technical design, monitoring and coordination.
- Exposure to UNHCR mandate, its priorities and principles.

Desirable

- Good understanding of integrated water resource management, water, wastewater and solid waste management strategies and design.
- Applied knowledge in UNHCR programme management, project formulation, programme cycles and reporting standards.
- Previous exposure to UN sector approach, preferably both at the global policy level and at field implementation approach.
- Expertise in planning, formulation, implementation, monitoring and reporting on humanitarian operations.

Skills:

- Ability towards analytical and creative thinking for rapid solutions
- High ethical and professional standards
- Good communicator with strong interpersonal and negotiations skills to deal with persons of various cultural and educational backgrounds.
- Team player with service oriented attitudes.
- Proficiency in basic computer software such as water modelling software, GIS, AutoCad.

Languages:

- Excellent knowledge of English (written / oral / comprehension) is essential.
- Working knowledge of another UN language.

Reporting Line

This position will report directly to the WASH Team Leader.

Duration : 6 months