



## TERMS OF REFERENCE

### **WASH Cluster Sub-national Coordinator co-lead, *Select: P3/P4***

Based in **Marsh Harbour town in Abaco island, The Bahamas** for cluster activities in **Abaco island and the Family islands covered by post holder** with travels within the area covered and **occasional travel and support to Nassau as per needs**

**Reports to:** Water and Sewerage Corporation and to UNICEF LACRO regional WASH  
**Supervises:** *none but will work closely with the IMO based at national level*  
**Duration:** From 1<sup>st</sup> October 2019 until 20<sup>th</sup> of December 2019

### **BACKGROUND**

The cluster approach ensures clear leadership, predictability and accountability in international responses to humanitarian emergencies by clarifying the division of labour among organizations and better defining their roles and responsibilities within the different sectors of the response. It aims to make the international humanitarian community better organised and more accountable and professional, so that it can be a better partner for the affected people, host governments, local authorities, local civil society and resourcing partners

*Major Hurricane Dorian, the fourth named storm of the 2019 Atlantic Hurricane Season, impacted the Northern islands of the Commonwealth of The Bahamas from Sunday September 1 to Tuesday September 3, 2019 for approximately 68 hours. Hurricane Dorian devastated Abaco, Grand Bahama and the surrounding Cays, with the southern eye-wall remaining "stationary" for approximately 36 hours over Grand Bahama. At the peak of strength, sustained winds increased to 185 mph and gusts up to 220 mph. The estimated rainfall was 12-15 inches and storm surge, 18-23 feet above sea level.*

*Although the Water and Sewerage Corporation at national level and The Grand Bahama Port authority in Grand Bahama are utilities with resources, they are not used to work with humanitarian actors that are numerous and with substantial resources. This is why they agreed for UNICEF to support them in the coordination for these 2 affected islands until December 2019.*

### **PURPOSE**

On behalf of UNICEF, the Country Lead Agency for the WASH Cluster, and in support of the Government, the purpose of this post is to provide leadership and facilitate the processes that will ensure a well-coordinated, strategic, adequate, coherent, and effective response by participants in the Sub-national WASH Cluster.

### **RESPONSIBILITIES**

The post holder has joint responsibility with the Cluster Lead Agency, resourcing partners and all cluster participants at the national and sub-national level for the efficient management and functioning of the Sub-national WASH Cluster encompassing the following:

- Respond to the Cluster participants' needs for information.
- Adapt existing in-country information management approaches for collecting, analysing and reporting Cluster activities and resources, and identifying information gaps.
- Establish and maintain information databases that consolidate, analyse and report/disseminate information critical to decision making.
- Maintain monthly reporting from Cluster participants, including 5Ws ('Who does What, Where, When and for Whom?' databases).
- Support the estimation of spatial and temporal gaps, overlaps and coverage of Cluster activities and projects.
- Work with Cluster/ participants to identify information gaps at national and sub-national levels and propose ways to bridge those gaps

- Work with the OCHA Information Management Specialist to develop appropriate supportive strategies.
- Use GIS mapping for map production and geographic data management
- Adopt and promote the use of global standards for information management for inter-operability.
- Manage flows of information and dissemination in an appropriate way, including website management.
- Manage an inventory of relevant documents on the humanitarian situation.
- Support the development and analysis of needs assessment and monitoring programmes
- To provide information management leadership in assessments and monitoring, including joint assessments and training.
- Lead on the preparation of SitRep inputs with emphasis on Cluster plans, targets and achievements.
- Develop and strengthen information management capacity through the training
- Contribute to the core cluster functions
- Where there is both a national and a sub-national cluster, the post holder will ensure that there is effective communication, reporting, engagement and coordination between the two levels

### **Core cluster functions:**

1. Supporting service delivery
  - 1.1. Provide a platform to ensure that service delivery is driven by the agreed strategic priorities
  - 1.2. Develop mechanisms to eliminate duplication of service delivery
2. Informing strategic decision-making of the HC/HCT for the humanitarian response
  - 2.1. Needs assessment and gap analysis (across other sectors and within the sector)
  - 2.2. Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.
  - 2.3. Prioritization, grounded in response analysis
3. Planning and strategy development
  - 3.1. Develop sectoral plans, objectives and indicators directly support realization of the HC/HCT strategic priorities
  - 3.2. Application and adherence to existing standards and guidelines
  - 3.3. Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations (Flash Appeal, CAP, ERF/CHF, CERF)
4. Advocacy
  - 4.1. Identify advocacy concerns to contribute to HC and HCT messaging and action
  - 4.2. Undertaking advocacy activities on behalf of cluster participants and the affected population
5. Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary
6. Contingency planning/preparedness for recurrent disasters whenever feasible and relevant.
7. Accountability to affected populations

The global cluster will provide operational support to the country cluster, see Reference 1

Performance of the cluster will be measured using the Coordination Performance Report, see Reference 2.

### **ACCOUNTABILITY**

The post holder is accountable to:

- WASH Cluster Coordinator who will in turn ensure that the post holder is provided with all necessary support and guidance
- Sub-national WASH Cluster participants, who will in turn ensure that they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, November 2012)
- Sub-national WASH Cluster Cluster coordination team members, who will in turn support the post holder in line with their terms of reference
- Inter-cluster coordination bodies established by the HCT/UNOCHA
- Affected populations through agreed mechanisms

Accountability to the country representative/cluster coordinator, cluster participants, coordination team members and inter-cluster coordination bodies will be expressed in regular review meetings.

## COMPETENCIES

### Core competencies:

- Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda.
- Understands, uses and adapts the tools, mechanisms and processes developed as part of Humanitarian Reform
- Demonstrates commitment to Humanitarian Principles - [https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples\\_eng\\_June12.pdf](https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples_eng_June12.pdf)
- Demonstrates commitment to Principles of Partnership - <http://www.globalhumanitarianplatform.org/doc00003804.doc>
- Communicates, works and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required
- Thinks and acts strategically and ensures that cluster activities are prioritised and aligned within an agreed strategy
- Demonstrates commitment to the cluster and independence from employing organisation
- Builds, motivates and leads the cluster coordination team

### Technical competences

Understands key technical issues for the cluster sufficiently well enough to be able to: engage with cluster participants; make full use of their experience and knowledge; guide strategy and plans; communicate and advocate on important issues

### Languages

The post holder will have at least CEFR level B1 in the following languages:

- English
- *French*

## QUALIFICATIONS & EXPERIENCE

### Qualifications

University degree, preferably at an advanced level, in a subject area relevant to the cluster

Extensive work experience relevant to this post may be considered as a replacement for formal qualifications.

Formal training in cluster coordination an advantage

### Experience

At least 7/10 years progressively responsible humanitarian work experience with UN and/or NGO, including programme management and/or coordination in the first phase of a major emergency response relevant to the cluster

Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience.

## FURTHER REFERENCES

1. IASC Guidance Note On Using The Cluster Approach To Strengthen Humanitarian Response 24 November 2006  
[http://clusters.humanitarianresponse.info/system/files/documents/files/IASC%20Guidance%20Note%20on%20using%20the%20Cluster%20Approach%20to%20Strengthen%20Humanitarian%20Response%20\(November%202006\).pdf](http://clusters.humanitarianresponse.info/system/files/documents/files/IASC%20Guidance%20Note%20on%20using%20the%20Cluster%20Approach%20to%20Strengthen%20Humanitarian%20Response%20(November%202006).pdf)
2. Handbook for RCs and HCs on emergency preparedness and response  
<http://www.humanitarianinfo.org/iasc/downloaddoc.aspx?docID=5568&type=any>
3. Cluster Performance Monitoring: Preliminary Coordination Performance Report  
[http://clusters.humanitarianresponse.info/system/files/documents/files/template-preliminary\\_report-coordination\\_performance\\_monitoring\\_0.pdf](http://clusters.humanitarianresponse.info/system/files/documents/files/template-preliminary_report-coordination_performance_monitoring_0.pdf)
4. IASC "Women, girls, boys and men, different needs, equal opportunities" 2006  
<http://www.humanitarianinfo.org/iasc/downloaddoc.aspx?docID=4988&type=pdf>
5. Different Needs - Equal Opportunities: Increasing Effectiveness of Humanitarian Action for Women, Girls, Boys and Men, e-learning course <http://www.iasc-elearning.org/>
6. Water, sanitation and hygiene (WASH) cluster coordination handbook  
<http://clusters.humanitarianresponse.info/system/files/documents/files/WASH%20Cluster%20Coordinator%20Handbook.pdf>

