



WATER SUPPLY AND SANITATION COLLABORATIVE COUNCIL

**Annex 8: Interim Terms of Reference for National Coordinators
March 2018-December 2018**

1 WSSCC and SDG Target 6.2

WSSCC is a unique organization in the water, sanitation and hygiene (WASH) sector. Hosted and administered within UNOPS, it has its own governing body, strong operational independence and flexibility, a large and varied membership and a “light touch” in-country footprint. Based on historic strengths and mandates and cognizant of the Sustainable Development Goals (SDGs), WSSCC estimates that it adds value to the global WASH sector in several specific ways through:

Its focus on sanitation and hygiene, manifested in particular through its hosting of the sector’s only exclusive financing mechanism for sanitation, the Global Sanitation Fund (GSF) established in 2008.

Its mandate and expertise to facilitate and strengthen enabling environments through collaboration, coordination and convening at local, national, regional and global levels.

Its focus and expertise on addressing equality and non-discrimination (EQND), and in particular menstrual hygiene management (MHM), within sanitation and hygiene programming, in both policy and practice.

Its tradition of “listening,” through extensive consultation exercises, to ensure a voice for those who are usually not heard.

Its focus on innovation and advocacy, thereby transcending the boundaries of the sector and reaching beyond.

The ultimate goal of WSSCC’s work, as stipulated in the Strategic Plan 2017-2020, is to contribute significantly to the achievement of SDG target 6.2¹, thereby impacting on a range of other Sustainable Development Goals².

2 An integrated approach to deliver the Strategic Plan 2017-2020

After having undergone a number of structural changes in recent months, WSSCC is now well placed to ensure an integrated approach to its work. This integrated approach refers to an optimal integration between WSSCC’s various operations and engagements at country level in order to achieve harmonized programmes, covering support on policy advocacy, systems and capacities, as well as direct implementation, where relevant.

At the centre is an ambitious vision of using targeted investments in collective behavioural change and strengthening national and local enabling environments, combined with strategically convening

¹ By 2030, achieve access to adequate and equitable sanitation and hygiene for all and end open defecation, paying special attention to the needs of women and girls and those in vulnerable situations.

² Notably SDG 3 on good health and well-being, SDG 4 on quality education, SDG 5 on gender equality, SDG 10 on reduced inequalities and SDG 13 on climate action, all of which are referenced in the WSSCC Results Framework.



and influencing partners, to catalyse and drive the achievement of adequate and equitable sanitation and hygiene for all³.

WSSCC, through its membership, National Coordinators, GSF implementing partners, Programme and Sector Coordinating Mechanisms and other Government partners, and supported by its Secretariat, will work at four principal levels -- subnational, national, regional, global) -- to affect change in six related outcome areas. WSSCC will:

Achieve the goal of creating entire administrative areas that are open defecation-free through a range of collective behaviour change activities at scale, including in public spaces and extra-household settings, therewith providing momentum and Proof of Concept that total coverage is possible and affordable.

Support local stakeholders and work with partners to gradually achieve SDG 6.2 in these administrative areas, i.e. safe, equal and sustained access to sanitation and hygiene for everyone with emphasis on women and girls and people in vulnerable situations, and including menstrual hygiene management practices.

Influence, advocate and work with Government stakeholders, members and other partners to ensure a national policy environment that applies EQND principles and facilitates the achievement of SDG target 6.2, including appropriate policies, strategies, budgets and monitoring and reporting systems that facilitate inclusive participation.

Influence other partners, including United Nations agencies, international NGOs, bilateral donors, foundations and businesses at all levels from in and outside the WASH sector to increase their efforts or focus their resources and activities to help countries achieve SDG target 6.2.

Support national and local civil society, including NGOs, community-based organizations, faith groups, organizations representing disadvantaged populations, inter alia, to engage in sector coordination processes, influence decision-making, and/or track progress against goals and commitments.

Through these combined efforts it will:

Ignite, support and sustain a movement aimed at a nationwide, regional and then a global achievement of SDG 6.2

As the six outcome areas above are closely interlinked and activities in one area can affect outcomes in another, WSSCC aims to work across all areas. However, resource and other constraints may not make this possible in all countries where WSSCC engages. In order to ensure the most appropriate, cost-effective and value-adding engagement, it is therefore imperative that for each country where

³ Of the **4.5 billion** people who do not have safely managed sanitation, **2.3 billion** still do not have basic sanitation services.



WSSCC works, a specific Country Engagement Plan (CEP) is developed, based on a multi-step process of sector reviews, partner and member consultations and programme evaluations.

The CEPs are country specific strategic plans for WSSCC's actions in each country, in line with the new WSSCC integrated approach and informed by the WSSCC Strategic Plan 2016-2020. CEPs are foreseen to cover the period from 2018 until 2020, but in some cases may already look beyond this date as well. CEPs will ensure that WSSCC's contributions add value to the national sanitation and hygiene sector, fulfil locally identified needs and build on existing structures, institutions and networks. Foreseen to be relatively short documents, they will describe key intended outcomes and outputs of WSSCC's engagements in a given country until the end of 2020, the main activities and key partnerships that will lead us there and provide broad financial information on the size of engagement.

Importantly, CEPs will cover all WSSCC-supported activities in a country, including programmatic activities covered under the Global Sanitation Fund. It is therefore expected that implementation of the CEP will be in the hands of multiple partners, including where relevant Executing Agencies, Implementing Partners⁴ and PCM members. Once finalized, CEPs may therefore be accompanied by more detailed Implementation Plans and budgets developed by the relevant lead partners, especially where they involve GSF-supported programmes.

WSSCC's activities outlined in the CEPs will be informed by CEP guidelines that will provide a clear direction, scope and budget.

3 The National Coordinator⁵

3.1 Extension of appointment

The role of the National Coordinator is critical in facilitating a process that will result in a proper integration of the various WSSCC-supported interventions in each country, which will be reflected in the Country Engagement Plan. This process has therefore necessitated an extension of the appointment of the National Coordinator up to 31 December 2018.

⁴ Formerly referred to as Subgrantees

⁵ The position of the National Coordinator is a voluntary appointment, to which no rights of employment or automatic extension are linked, but for which an honorarium will be accorded. If the National Coordinator is not able to devote sufficient time or effort to performing some of the duties laid out in the ToR, the Executive Director reserves the right to invite the National Coordinator to step down, and to request UNOPS to terminate the GSA with the local NGO accordingly.



3.2 Institutional Grant: timeline, modalities and deliverables

An Institutional Grant will support the National Coordinator in the development of the Country Engagement Plan.

The Institutional Grant will be for a nine-month period: from 1st April to 31st December 2018.

The National Coordinator's organization will receive institutional support for an agreed period of nine months. This is institutionalized through a UNOPS Grant Support Agreement (GSA) with the organization.

In order to establish proper use of the institutional grants, WSSCC will require periodic progress updates from the National Coordinator, and a financial report detailing use of the funds from the receiving organization by the end of the GSA term.

The Institutional Grant will include the honoraria for the National Coordinator and his/her assistant, as well as funding for the following deliverables:

To facilitate and lead, where appropriate, discussions with WSSCC stakeholders – Executing Agency (EA)/Programme Coordinating Mechanism (PCM)/Country Programme Monitor (CPM)/Members – in the country in order to formulate a draft Country Engagement Plan outlining an integrated approach.

To facilitate and lead, where appropriate, sector consultations, based on the draft Country Engagement Plan, with partners, WASH coalition members and other relevant groups to initiate the development of a Country Engagement Plan.

To produce a draft Country Engagement Plan 2018-2020 by 30 June 2018.

To produce a final Country Engagement Plan 2018-2020 by 30 September 2018, incorporating feedback received from WSSCC stakeholders and sector partners in- country and from the Secretariat.

To attend and participate in the National Coordinator's meeting in Geneva in May / June 2018.

To attend relevant sector events and coordination meetings on behalf of WSSCC at the national level and, where directly requested, at the international level.

To maintain regular communications with the Secretariat, partners and WSSCC members.

To provide updates for the Secretariat as and when requested.

Any agreed specific activities.



3.3 Updated ToR of the National Coordinator

Based on the strategic direction, objectives and key activities of the Country Engagement Plan, a new Terms of Reference for the National Coordinator will be developed and will come into effect from 1 January 2019.

By 1 November 2018, at the latest, the National Coordinator will be requested to continue in his/her role, or be informed of a termination of their role against the new ToR. The Secretariat will aim for the highest level of transparency and consultation in this decision-making process.

3.4 Secretariat support

The National Coordinator will receive first line support and oversight regarding the CEP development from the Regional Units accordingly (Asia, East and Southern Africa and West and Central Africa), and additional support from the Technical Support Unit. In addition to general CEP development support on strategic direction, Theory of Change, planning and budgeting, this will also include specific technical support on issues such as WASH, EQND, MHM and Leaving no one behind (LNOB).

3.5 Timeline and deliverables:

Development of grant contracts with NC organizations:	by 31 March 2018
NCs receive detailed CEP guidelines:	by 30 April 2018
NCs to deliver first draft CEP:	by 30 June 2018
NC to deliver final CEP based on feedback and consultations:	by 30 September 2018