Position Description: Independent Review Team Member

Background
In May 2020, the Steering Committee of the Water Supply and Sanitation Collaborative Council (WSSCC) approved a new 2021-2025 strategy and the launch of the Sanitation and Hygiene Fund (SHF or “the Fund”), a scalable and global Fund to effectively support the world’s poorest and most left behind in achieving sanitation and hygiene, in line with the Sustainable Development Goal.

The SHF vision, that of the Sustainable Development Goal 6 target 2, is to achieve access to adequate and equitable sanitation and hygiene for all and to end open defecation, paying special attention to the needs of women and girls and those in vulnerable situations.

The Fund will invest in country-led programmes to accelerate progress and sustainable impact in the following strategic areas:

1. Scaling-up household sanitation and hygiene services
2. Addressing Menstrual Health and Hygiene (MHH) gaps while promoting empowerment of women and girls
3. Increasing sustainable water, sanitation, hygiene and MHH services in schools and health care facilities
4. Supporting innovation towards safely managed sanitation, hygiene and MHH

Independent Review Team (IRT)
The IRT is an independent, impartial group of experts recruited to perform the review of all applications submitted by countries to the Fund. Based on this review, it will provide funding recommendations to the SHF Board.

Mandate and Role during the SHF Transition period
The IRT reviews submitted applications in accordance with criteria established by the SHF Board and provides funding recommendations based on its independent review process. It will also report on observations and lessons learned to provide helpful feedback to countries, technical partners, the SHF Secretariat and Board.

IRT Membership
Members serve in their personal capacities without respect to professional or institutional affiliation and do not represent their employer, government, or any other entity1. They must

1 Members of the SHF Secretariat staff or its governance and hosting structures (UNOPS) may not serve as IRT members. A ‘cooling off’ period for these individuals will apply for 2 years after they leave such roles. In cases where the employment or other circumstances of an IRT applicant has strong likelihood of actual, potential or perceived conflicts of interest arising on a regular basis (and thus limiting his/her ability to perform IRT functions effectively), the Ethics Office may advise that the individual not be selected to serve on the IRT.
uphold the integrity, independence and confidentiality of the IRT, comply with all SHF policy requirements, terms of engagement or any other relevant codes, including the IRT’s own internal Conflict of Interest policy and the UNOPS Conflict of Interest policy and Ethics Policy².

**Required skills and experience:**
To ensure the group is sufficiently equipped to review SHF applications for technical soundness and implementation feasibility, members will be selected based on relevant significant and demonstrated expertise. Collectively, the members of the IRT shall have strong technical expertise across the breadth of SHF focus areas. Individually, members should have an advanced university degree in public health, education, finance, environmental studies, gender, development management or related fields with a minimum of ten (10) years of recent work experience in relevant fields, including:

- Have strong technical expertise relevant to (elements of) SHF-supported programmes, such as in the following areas:
  - Designing and implementing sanitation and hygiene, and/or Menstrual Health and Hygiene, programming approaches at scale with equity and sustainability in rural, peri-urban or urban non-sewered settings in Africa or Asia, including extensive experience with collective social and behaviour change programming, social marketing or market shaping, the sanitation service chain and/or institutional WASH (schools and/or health centres).
  - WASH systems strengthening, including on policy, strategy, planning and budgeting, sector and cross sector data and monitoring, multi-stakeholder sector coordination
  - Experience in working with government systems at local and national levels (in WASH, Health, and Education sectors) with a detailed understanding of institutional mechanisms, fund flows and absorption capacity and delivery mechanisms
  - Accountability mechanisms and civil society engagement
  - Design and delivery of menstrual health and hygiene policy engagement and programming at scale
  - Design and delivery of climate resilient WASH programming
  - Gender, women’s empowerment, inclusion and approaches to Equality and Non-Discrimination (EQND); social safety nets and equity-based programming including pro-poor financing
  - Development financing and innovative financing approaches and partnerships with the private sector.

- Be knowledgeable of latest scientific evidence, up-to-date international guidelines and normative guidance on sanitation and hygiene, including innovations and new technologies
- Bring an in-depth understanding of challenges facing sanitation and hygiene programme implementation in developing countries, particularly resource limited or fragile settings

**Competencies:**

2 As per OI. Ethics.2018.02 which defines UNOPS’ policy on conflict of interest.
• In-depth understanding of and personal commitment to the vision and mission of the SHF
• Strong analytical skills and capacity to synthesize diverse material effectively and efficiently
• Demonstrated communication skills
• Effective team player with ability to work independently and contribute to a multicultural team
• Sound judgment to make objective, transparent, evidence-based decisions
• High ethical standards
• Strategic investment thinking

Diversity
Applications from candidates with different skills, experience, gender, and from all geographic regions and sectors are welcome. The final composition of the IRT shall reflect appropriate geographical and language diversity as well as gender balance and shall include persons from developing countries with first-hand experience in developing, implementing, or managing programs at the country level.

Application review responsibilities: Transition Period
In September 2020, the SHF is scheduled to issue an initial “Call for Applications” to a small set of countries that will be invited to submit applications against an allocated level of funding. An orientation meeting for the IRT will be scheduled for late October (TBC). Applications will be sent to IRT members for review by early November (TBC) and it is expected that the IRT will be convened (most likely virtually) for this first review meeting around mid-November.

Expected Level of Effort and Commitment
While not yet certain, the expected level of effort to complete the independent review of these first applications is estimated at 6 days per individual IRT member (likely 2 of these would be scheduled as full days). Applicants to the IRT must indicate their commitment to the requirements of IRT membership, including reasonable availability for timely delivery of all review steps as outlined.

Review responsibilities:
• Ahead of all review meetings, participate in required briefings and on-boarding processes; read relevant policy and guideline material
• Read each assigned application as lead or support member of a small review group, provide meaningful contributions, and facilitate discussion to help draw conclusions by consensus
• Read and synthesize a large volume of documentation submitted by applicants (e.g., national strategy documentation, sector reviews, analytic reports, budgets, etc.) in a limited timeframe
• Make recommendations on the strategic focus of SHF investment, appropriateness and implementation feasibility of interventions proposed to address sanitation and hygiene programme quality, effectiveness, and efficiency
• As lead of the small review group, present recommendations for discussion by the entire IRT
• Formulate feedback to the applicant to facilitate timely revisions ahead of a re-review step or advancing to the subsequent grant-making steps
• Recommendations shall be presented in a concise and clear manner using a standard application review template provided by the Secretariat

Term of service: IRT appointments will be made for an initial term of up to two (2) years. Once the SHF has sufficient resources to support a broader call for applications, additional members are likely to be recruited.

Remuneration: IRT members shall receive a remuneration for their services. If applicable, all travel and per diem expenses will be paid in accordance with established UNOPS rules and procedures.