

	<b>Call for CVs</b> <b>“Global WASH Cluster: Field Support Team</b> <b>WASH Cluster Coordinator”</b>
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<b>Job Title</b>	FST – WASH Cluster Coordinator
<b>Classification Level</b>	N/A
<b>Duty Station / Geography</b>	Global
<b>Travel</b>	Up to 60% deployed;
<b>Employing Agency</b>	Action Contre La Faim
<b>Immediate Supervisor’s Title</b>	ACF FST Project Manager
<b>Technical Manager’s Title</b>	Global WASH Cluster (GWC) - Coordination Advocacy and Support Team (CAST)
<b>Number of Technical Reports</b>	<ul style="list-style-type: none"> <li>• Provide <b>deployment-specific reports</b>, including: <ul style="list-style-type: none"> <li>○ Weekly activities reports to the FST PM</li> <li>○ End-of-mission report (one per deployment)</li> <li>○ Hand-over report (one per deployment)</li> <li>○ Performance Evaluation Review (PER) (one per deployment)</li> <li>○ Any other reports as applicable</li> </ul> </li> <li>• Compile <b>training reports</b>, including all training materials (e.g., presentations, handouts)</li> <li>• Document all <b>deliverables and products developed or contributed to</b> during the assignment</li> </ul>

### Job purpose

ACF, as the lead of the FST Consortium, is issuing a “Call for CVs” for humanitarian experts in WASH cluster coordination to serve as short- to medium-term consultants within the Field Support Team. We are seeking 2 to 4 experts; all applicants meeting the selection criteria will be retained in ACF’s database for future opportunities.

The [Field Support Team](#) is focused upon providing both direct and indirect support to WASH National Coordination Platforms (NCPs). All members of the team may also be deployed to or provide support to FST target countries or operations worldwide. All members of the team, although having distinct technical portfolios and profiles, are expected to contribute to improved and strengthened WASH coordination (pre, during and after operations) and relevant WASH capacity building activities. The team members are also expected to contribute to international WASH events and initiatives, when relevant.

Every team member, in addition, ensures dissemination of information and learning and capacity building towards the other FST members and the CAST.

Experts will be selected according to their skills and thematic expertise; highly valued will be their prior experience with the GWC at global, national or sub-national level.

### Job duties and responsibilities

The FST post holder will support the FST Manager, the CAST and indirectly the Cluster Lead Agency (CLA) in resourcing partners and cluster/sector participants for the effective management and functioning of WASH coordination platforms, encompassing the following:

- Work towards capitalizing further on the measurable impact and relevancy of the FST and delivering coordination functions in accordance with the IASC defined cluster functions.
- Support NCPs with strategic and/or operational guidance, via deployments and/or remote support (this being punctual or continuous over days/weeks, upon needs and complexity of the request)

- Support NCPs with capacity building initiatives
- Support NCPs in updating or reinforcing strategies, guidelines, SoPs, training materials and other similar materials
- Support NCPs in their transition plans
- Develop a good understanding of the objectives of the FST concept, reflecting the strategic direction of the Global WASH Cluster and the means by which this position is expected to contribute overall to operational coordination and capacity building.
- Capture and document lessons learned, best practices and standards at global level
- Support hub coordination officers in creation of their work-plans and budgets.
- Establish and maintain consistency, quality and timeliness of reporting, as per requirements set out by the FST Manager.
- Contribute to and where required manage any formal agreements or legal frameworks relative to the position.
- Attend and propose seminars, workshops and meetings relevant to the position as appropriate.
- Provide or contribute to the provision of visibility actions to further promote the FST, GWC and its supporters and partners.
- Support the implementation of 'real-time' reviews and evaluations during and post operations, develop further mechanisms to inform and gather feedback on coordination and FST deployments, work to define better how the FST works within a framework of accountability and ensures needs-based programming.
- Support the decision making the FST manager by ensuring a clear system to consolidate, share, analyze and report/disseminate information critical to decision making.

### **Specific roles and responsibility (non-deployment)**

#### **Coordination:**

- Providing technical support to ongoing emergencies.
- Assess the capacity of pre-existing WASH coordination structures, advising upon the appropriate approach for support, making maximum use of pre-existing decision-making structures (including government) and national capacities.
- Support the FST Manager to ensure cohesion when planning FST deployments and pre-departure briefings and propose revisions to FST ToRs to ensure alignment between documented responsibilities and actual needs in the context, revision of work plans and determining the nature of the work to be done.
- Within the framework of the Transformative Agenda (TA) for more effective strategy development and engagement with interagency processes, build upon and improve learning from other clusters experiences, modus operandi and use of advocacy, technology and streamlining of tools and procedures.
- Contribute to the review, refinement and promotion of procedures, tools and approaches adopted by WASH partners and contribute to their application within the FST membership.
- Build up working relationships with multi cluster response teams/and coordination mechanisms, UNICEF, humanitarian stakeholders, technical and research bodies, to allow learning, sharing innovations and knowledge (relevant to the function) to enable synergies and common approaches in emergency deployments.
- Support the execution as well as the further development and refinement of the coordination function, including follow up on latest technical developments at global level, relevant to coordination and screen for potential use in the FST and provide technical guidance for their application at national.
- Support the development of indicators on the performance of cluster coordinators
- Support the CAST in other relevant activities, such as the conduction of Minimum Requirements Interviews or similar
- Identify requirements, desires for capacity building, trainings, and workshops of the national coordinators

#### **Technical Support and Mentoring to NCC (National Cluster Coordinator)**

- Provide knowledge/competencies for skills development on specific topics including tools and ensure National Coordinators have full understanding and support in their role.
- Support and advice national cluster / sector coordinators to meet work related objectives and competency.

- Work with the other FST technical specialists (Cluster Coordinators, IM, Assessment Specialist, Cluster Coordinator (CC) Strategy, Preparedness and Transition Coordinator and others), via deployment or remote support, to:
  - Define impact indicators to be used by the FST in response and the methodology to ensure monitoring
  - Provide the necessary expertise to ensure that WASH Cluster/Sector operations, from data processes to response monitoring, are effective and meet established standards.
  - Promote and improve quality standards for basic WASH services, incorporating cross-cutting issues of significance to affected populations.
- Capacity Building of WASH Coordination bodies: work closely with the National Humanitarian WASH Coordination initiative of UNICEF National Coordination Platforms (NCPs) to support WASH coordination structures, identify challenges and constraints to enhance capacity at government level for strengthened national ownership and leadership in humanitarian WASH, both via deployment or remote support
- Support capacity building of WASH partners through trainings, seminars, participation in simulations, etc, both via deployment or remote support
- Support National platforms with regular cluster performance assessments and identify needs for support.

#### **Deployment Time 60%:**

- Key responsibility: support NCP with capacity building initiatives and/or on-the-job NCC mentoring
- Support WASH sector/cluster response where additional surge capacity is required, at national or sub-national level, by establishing or consolidating in country coordination mechanisms / functions as appropriate and as referred in the IASC Reference Module for Cluster Coordination at Country Level.
- Linking with the FST project manager and the CAST in all phases of deployment; preparation, in country and evaluation for support needs and follow up.
- Review in country the needs and work plan to ensure the continuity of the coordination function.
- Support service delivery: establish or support existing platforms to ensure service delivery is driven by strategic priorities agreed by partners.
- Wherever possible, establish or promote links with/reinforce the capacity of national/local authorities.

Direct surge support will be under the direction of the National Head of Office of the Lead Agency or any Official s/he will have assigned.

#### **Work with the other FST technical specialists (IM, Assessment, Cluster Coordinator Strategy, Preparedness and Transition and others) to:**

- Support the definition of impact indicators to be used by the FST in response and the methodology to ensure monitoring
- Provide the necessary expertise to ensure that WASH Cluster/Sector operations, from data processes to response monitoring, are effective and meet established standards.
- Contribute to the definition of appropriate reporting formats, tracking response, monitoring and information sharing, in collaboration with FST IM Specialists
- Contribute to the adaptation of existing IM tools and to the identification of information gaps

#### **Duties applicable to all staff**

- Actively work towards the achievement of the FST Strategic Direction, objectives and measurable impact.
- Abide by and work in accordance with Humanitarian Principles, Prevention of Sexual Exploitation and Abuse ACF policy, ACF Code of Conduct, UNICEF core obligations for staff (for instance, Information Security policy and others)
- Perform any other work-related duties and responsibilities that may be assigned by the FST Manager and the CAST)

## Position Requirements

Education	Required	Preferred
Master degree, or relevant combination of qualifications and experience, in public health in emergencies, water, social sciences, institutional development, water or sanitation engineering or related field.	X	
Postgraduate qualification in humanitarian project management (e.g. Bioforce or similar institutions)		X
Working Experience		
Minimum eight years experience in WASH emergency humanitarian contexts.	X	
Strong experience in coordination or occupied a wider leadership role	X	
Experience of developing and implementing WASH strategies.	X	
A good understanding of the humanitarian policy environment including current knowledge of the latest WASH policies, research, international standards and developments in the field.	X	
Proven ability to conceptualize, develop, plan monitor and evaluate programmes, as well as to teach skills and build team capacity	X	
Experience with natural and complex political emergencies in diverse cultural and climatic settings	X	
Experience of applying humanitarian accountability standards and practices	X	
Experience in liaison with a broad range of stakeholders, ability to build relationships and networks with international donors, UN agencies and INGOs, national authorities, national/local partner agencies and emergency affected communities	X	
Knowledge and Skills		
Proactive problem solving and operational decision making	X	
Thematic background (Transition, Nexus, Localization, AAP, Advocacy etc.)		X
Familiarity with the 6+1 National Humanitarian Coordination Core Functions	X	
Highest-level technical, analytical, negotiation, communication and advocacy skills	X	
Strong skills in presentation and facilitation	X	
Personal and professional integrity	X	
Ability to encourage and contribute to a climate of team-working and collaboration in a multi-cultural environment	X	
Excellent training, coaching and mentoring skills	X	
Consistently achieves high-level results, managing and delivering projects and activities on-time and on-budget	X	
Excellent leadership and supervisory skills; provides others with a clear direction; motivates and empowers others.	X	
Ability to analyze and present diverse and complex quantitative and qualitative data from a wide range of sources.	X	
Quickly builds rapport with individuals and groups and nurtures good relationships across organizational levels and boundaries from government leaders to all stakeholders and the affected population	X	
Computer skills, including internet navigation, and various office applications	X	
Willingness to travel, resilience, stress tolerance and work under difficult conditions	X	
Languages		
Fluently spoken and written English	X	
Fluently spoken and written French	X	
Good command of another language (especially Arabic, Spanish, Portuguese)		X