



NITED NATIONS HUMAN SETTLEMENTS PROGRAMME

JOB DESCRIPTION

UN-HABITAT Area Coordinator

Brief Position Information

Job Title: Area Coordinator

Type of contract: Individual Contract

Supervisor: Respective DC

Duty Station: GSF Working districts as per requirement

1. **Background**

Global Sanitation Fund (GSF) is a programme of the Water Supply and Sanitation Collaborative Council (WSSCC) targeted to communities with lack of access to sanitation facilities. The GSF respects the leadership of the Government and recognizes the role of Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs) and schools for community mobilization and awareness for hygiene and sanitation promotion. The GSF programme in Nepal adopts Sanitation and Hygiene Master Plan-2011 and Total Sanitation Guideline 2016 as a guiding document and aims to promote hygiene and sanitation using the total sanitation approach under the leadership of local government bodies such as District Development Committee (DDC), Urban and Rural municipalities (Palikas).

2. **GSF Programme in Nepal**

Nepal is one of the recipient countries of the GSF. The Steering Committee for National Sanitation Action (SCNSA) in coordination with the Ministry of Physical Planning and Works (MPPW) developed the Scope of Work (SoW) for GSF in Nepal, based on which, all activities have been designed. GSF Programme in Nepal aims to help government and stakeholders achieve the National Goal (NG) of universal sanitation coverage by 2017 and sanitation Millennium Development Goal (MDG) of 53% by 2015, with focus on achieving Open Defecation Free (ODF) status and promoting hygiene behaviors.

UN-Habitat being the Executing Agency of GSF will focus on the following components:

- i. To achieve Open Defecation-Free (ODF) status with adoption of good hygiene practices in 19 districts covering 203 Palikas through total sanitation programme approaches as guided by the key principles of Sanitation and Hygiene Master Plan and Total Sanitation Guideline.
- ii. To strengthen the capacity of district, Palikas, school and NGO personnel to promote sanitation and hygiene, and to support the behavior change through sanitation campaign targeting ODF and base to total sanitation.
- iii. To strengthen sector strategy and monitoring at national and district levels and Palika levels in line with the Master Plan and total sanitation guideline.
- iv. To record and use lessons learned from country and regional experience in sanitation and hygiene promotion to support the scaling up of effective approaches, in cooperation with other ongoing knowledge management activities in Nepal.

The GSF works in close coordination with WASH Coordination Committees at all levels from National NSHCC to Districts, Palika and WASH CCs at all levels. The GSF programme activities is planned to be executed within the planning and implementation frameworks of Strategic Plan/Plan of Action of local government at Palika level. As per Nepal's SoW, local government bodies (DCCs and municipalities), NGOs and private firms are eligible to apply for Sub-grantees for implementing GSF programme.

3. Scope of GSF

The GSF programme in Nepal covers the following four components:

Component 1: Stimulate Community Action for Achieving ODF Status ODF and Total Sanitation: - Under this component, attainment of universal access to hygienic latrines will be supported through the achievement of ODF status by promoting the use of sanitation services and hygienic behavior within the programme areas. This component recognizes mass media mobilization and engagement of local government bodies, schools and communities as the key instrument at planning, implementation, monitoring and follow up levels. And institutionalization of total sanitation for the alignment of sanitation progress ladder towards SDG 6.2 and for sustainability of the results secured so far.

Component 2: Capacity Development of Stakeholder – Under this component, capacity development of stakeholders will be done at all levels by targeting government line agencies, political leaders, private sector organizations, schools, civil societies, formal and informal groups/networks, technicians, volunteers and champions within the selected districts. The will improve synergies leading to the sustainability of total sanitation result achieved. Capacity development activities focuses mainly on community level triggering and strategic planning related activities. The prime focus is on institutional capacity building of the Palikas for sustaining the process.

Component 3: Strengthening of Local Government WASH Strategy: – The formation and strengthening of WASH Coordination Committees at the regional, districts, municipality and VDC levels, will be ensured with emphasis on sector wide cooperation and coordination for viable joint planning and implementation. Uniformity in programme process and activities are envisaged to prevail within the ambit of the Master Plan through joint coordinated effort and inter agency collaboration. For this, GSF will support programme districts, municipalities and VDCs to formulate and implement Strategic Plan/Plan of Action in line with the Master Plan. And also strengthening the local government WASH plan at Palika levels for the adequate priorities towards WASH in integrated manner.

Component 4: Knowledge Management - Under this component, lessons learnt, including success and bottlenecks of the programme activities are documented and shared so as to influence policy and planning. In addition, best practices and success stories are documented and disseminated through sector wide networks and mass media aimed at replication through ripple effects.

4. Objective:

The major objective is of having area coordinator is implement the sanitation program by facilitating Palika and ward level WASH CC and motivating and triggering to the community people toward improved behavior on sanitation. The specific objectives are:

- Motivate and trigger community for toilet construction in each household and use by them 100% use of toilet by all and always.
- Regularly report to IPs core staff on field level program progress.

5. Key duties and responsibilities:-

In overall, Area Coordination (AC) is responsible to facilitate/backstop the Palika/ward level WASH-CC, school and health institution and IPs for implementation of GSF program with sufficient validation and monitoring practices to ensure the quality of field/Palika level intervention. Also responsible for implementation of other task as requested, guided, directed

by IPs staff, DC and UN-Habitat and central team. The area coordinator/Palika Coordinator (Individual Consultant) will perform the following assignments:

A. Coordination/Meetings

1. Facilitate/support for formation/reformation of municipality/rural municipality level WASH committee as well as child clubs in all potential schools. Also ensure/support for ward level WASH committee of municipality/rural municipality.
2. Support/facilitate to establish system of periodic meeting of ward and municipality/rural municipality and school level WASH committee.
3. Establish close working relationship among WASH stakeholder in municipality/rural municipality.

B. Facilitation & Backstopping

1. Help DC and IPs in Organizing/facilitating capacity building activities/training for ward and municipality/rural municipality level WASH committee. Also provide technical support to local triggerers to enhance their capacity.
2. Help DC and IPs to organize/facilitate for capacity enhancement of school management committee (SMC), child club, parent-teacher association (PTA), teachers in sanitation and hygiene including menstrual hygiene management.
3. Support/facilitate ward and Palika level WASH-CCs for achieving ODF status to their respective Palika.
4. Facilitate/support ward and Palika level WASH-CC for preparation and implementation of WASH plan.
5. Facilitate/support for establishment of matching fund/seed money, to ward & municipality/rural municipality level WASH committee and school respectively; disbursement in time with proper documentation.
6. Organize/facilitate day celebration activities i.e. global hand washing day, world toilet day, sanitation week, world environment day etc. in coordination with WASH stakeholders/School.
7. Mobilize local youth clubs, faith healer, priests, social elites, students, teacher, community based organization as well as local dance/song group etc. for promoting sanitation campaign.
8. Provide leadership/regular support/close supervision to at least one community within his/her working area to develop as a sanitation model community.
9. Organize/facilitate/conduct at least four mass triggering tools per month within his/her working area and also make field visit at least 50% community (tole) and schools/health institutions of working area.

C. Monitoring/Validation and Field visits

1. Ensure/support for updated database of toilet and other sanitation infrastructure facility of working Palika and report to DC and share with respective IPs. Ensure/support to triggerer required number of toilet construction considering remaining project period and plan accordingly.

D. Reporting

1. Prepare and submit monthly report to DC and share with IP Officials
2. Prepare at least one success story per month and submit/share with other IP staff/DC.

E. Additional Assignment during the emergency period:

1. Act actively and proactively in emergency situation like disaster and other urgency in close coordination of DC and IPs in coordination with district disaster risk reduction committee

(DDRC), WASH cluster with specific focus and also liaison with other clusters (Shelter, Education, early recovery etc.).

2. Involve in sanitation related response work as directed by DDRC, DC, IPs and Palika.

6. Qualifications

Education	+2 or equivalent with 2 years of relevant work experience.
Knowledge and skills	Hands-on experience of 1 year in reputed organization.
Years of experience	At least 1 years of relevant work experience on WASH sector
Languages	Writing, reading and speaking Nepali is required. Speaking and understanding of local language specially Maithili, Bhojpuri and Tharu are asset for the consultant.