

## UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME



### JOB DESCRIPTION

# UN-HABITAT Assistant District Coordinator

#### Brief Position Information

Job Title: Assistant District 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. This will improve synergies leading to the sustainability of total sanitation result achieved. Capacity development activities focus 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 assistance district Coordinator is to assist DC for ensuring smooth implementation of the GSF programme at the district level and Palika level by ensuring proper coordination among stakeholders and providing technical stopping to the Palikas and implementing partners and other stakeholders where necessary.

The specific objectives are:

- Assist DC to ensure effective coordination among district, Palikas and implementing partners and other stakeholders
- Provide technical backstopping to District, Palikas and Implementing Partners and assist in building their capacity to ensure quality control in GSF programme.
- Assist in the implementation of GSF monitoring strategy and verify the information collected by the Palikas and Implementing Partners
- Regularly report to DC on District level programme progress

### **5. Key duties and responsibilities:-**

In overall, assistant district coordinator is responsible to backstop the Palika and IPs in implementation of GSF program with adequate validation and monitoring mechanism to ensure the delivery of committed deliverables both by Palika and IPs. Also responsible for implementation of other task as requested, guided, directed by UN Habitat, District Coordinator (DC) stationed at district and central team. The assistant district coordinator (Individual Consultant) will perform the following assignments:

**A. Coordination/Meetings**

1. Act as a Co-Focal Person for D-WASH-CC, coordinate with all the stakeholders within the district as requested by DCs.
2. Assist/support DC for ensuring coordination in terms of approach as well as activities among all Implementing partners (IPs) within and beyond GSF Program.
3. Facilitate to respective D-WASH-CC/Palika and Ward-WASH-CCs for ensuring supply chain from within the community and nearby as per the demand, facilitate in having other construction materials and so on.
4. Support DCs for providing the minutes of the meeting of D-WASH-CC/Palika and Ward-WASH-CCs to UN-Habitat and other stakeholders within the district and other higher level WASH-CCs if relevant and required.
5. Facilitate all level WASH-CCs and ensure resource allocation by Palika for matching the activities and fulfilling the gap in total sanitation programmatic campaign in coming up with construction of remaining toilets leading to 100 % sanitation coverage
6. Ensure the system of regular meetings in district, Palika, ward and community at the rate of Quarterly, Bimonthly and monthly respectively or else as agreed within those Local bodies.

**B. Facilitation & Backstopping**

1. Provide technical backstopping to Sub-grantees (IPs) and staff on all GSF related programs to ensure the quality of the program i.e. technical Parameters in sanitation facilities specifically latrines and pits and ensure their proper installation in coordination with Palika, IPs, entrepreneurs and HHs.
2. Support IPs in facilitating Palika and Communities in coming up with scaling up and upgrading of sanitation facilities leading from improved to safe sanitation in line with SDG 6.2 goal.
3. Assist DC in building the capacity of IPs through regular coaching and training, and where necessary and agreed. This might include other local stakeholders too.
4. Mobilize IPs to develop Palika level WASH Plan with comprehensive database system compatible for updating through software with sufficient resource leveraging.
5. Assist, facilitate and ensure district and Palika level sanitation resource centers with system of information update, filing, documentation, demonstration of IEC and other BCC materials including distribution and dissemination to the needy to the extent possible. Act as a focal person in managing the resource center as request of D-WASH CC in district also.
6. Facilitate and ensure the establishment of sanitation corner at ward office, and model Schools through respective ward/school/IPs.
7. Facilitate to IPs to collect for preparing/updating district/Palika level database and also ensure periodic update of it and documented in respective resource center of Palika.

**C. Monitoring/Validation/Field Visit**

1. Regularly visit the Communities within Wards, Rural Municipalities/Municipalities in the project area to monitor the progress against the agreed work plan, address any problems if necessary, and encourage field staff and other stakeholders.

2. Monitor all the IPs staff movement with their monthly plan and provide on the spot feedback if necessary.
3. Participate in regular, ad-hoc and Joint quality monitoring, validation and evaluation of total sanitation programs under GSF and assist in organizing monitoring visits from UN-Habitat, central level stakeholders and partners.

**D. Reporting**

1. Prepare and submit weekly and monthly report to respective DC covering overall brief/detail status of the district.
2. Compile monthly monitoring reports from the IPs and validate them through discussions and field visits where necessary

**E. Additional Assignment during the emergency period:**

1. Act actively and proactively in emergency situation like disaster and other urgency in close coordination with DC and UN-Habitat central team for 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. Assist DC in organizing DDRC and WASH cluster meetings and information management of the district by compilation of Palika level information.
3. Assist DC in Coordinating and plan with local partner for immediate response, facilitation and planning in coordination of DC and Unhabitat.

**F. Qualifications**

Education	Bachelor's degree in social science or equivalent with 3 years of relevant work experience.
Knowledge and skills	Hands-on experience with UN or similar development programme or reputed private organization.
Years of experience	At least 3 years of relevant work experience on WASH sector
Languages	Writing, reading and speaking with fluency in English and Nepali is required. Speaking and understanding of local language specially Maithili, Bhojpuri and Tharu are asset for the consultant.
Computer skill	Must have excellent basic computer skills in (Windows, Word, Excel, and Power Point)