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WSSCC National Coordinators – Terms of Reference

Background

The Water Supply and Sanitation Collaborative Council (WSSCC), under the direction of the Executive Director, aims to accelerate the achievement of sustainable sanitation, hygiene and water services for all people, with special attention to the unserved poor, by enhancing collaboration and coordination of all sector stakeholders. It achieves this aim through networking and knowledge management, advocacy and communications work, and managing a Global Sanitation Fund (GSF) that disburses grants for improved sanitation and hygiene in developing countries. The WSSCC Medium Term Strategic Plan 2012-2016 (MTSP) lists five main outcomes, summarized as Access and Use; Equity; Involvement; Knowledge and Skills; and Delivery. Any activities supported and carried out by WSSCC need to contribute to the achievement of these outcomes and related outputs.

For its work at the national level, WSSCC aims to develop harmonized, individual country strategies to ensure activities are more effective and outcome oriented. Such country level outcome focused strategies need to respond to the needs and opportunities of the country, but WITHIN the framework provided by the MTSP outcomes.

Organizational context

The purpose of the National Coordinator position is to **ensure strategic engagement** of WSSCC at the country level, in a way that adds value to the WASH sector, makes use of the available programmatic components of WSSCC's strategy and structure, and contributes to the achievement of WSSCC's mission, goal, outcomes and outputs.

The National Coordinator role is **strategic, rather than implementation focused**. While the NC (or his/her organization) can implement part of the activities to ensure progress in line with the strategy, at least part of the activities should be implemented by other coalition members / partners in order to ensure a fair spread of opportunities and responsibilities linked to the WSSCC support. Where support to a WASH coalition, Sector Coordinating Mechanism or other type WASH network is identified as part of the country level strategy, the NC will **not necessarily** be its day-to-day coordinator – especially where an existing coordinator/secretariat is already in place.

National Coordinators are part of WSSCC's operational structure. The position is a voluntary appointment, to which no rights of employment or automatic remuneration can be accorded. **National Coordinators benefit** from their link to WSSCC through their increased ability to influence sanitation and hygiene programming and sector coordination, strengthen advocacy, access funds, link to international campaigns or otherwise use WSSCC's international profile. The relationship between WSSCC and its National Coordinators is one of mutual benefit and strength for advocacy for sanitation and hygiene, at all levels.

Roles and responsibilities

Each National Coordinator fulfills the following roles:

- A) To **develop, monitor and periodically adjust a multi-year WSSCC country level strategy**¹ based on the 5 MTSP outcomes and outputs, in consultation with country stakeholders and the WSSCC secretariat².
- B) To **coordinate** the implementation of (non GSF) activities flowing from the country level strategy.
 - Submit / forward grant proposals and work plans (to be developed by those implementing) for such activities to the secretariat.
 - For activities carried out by the NC or his/her organization, ensure grant management, implementation of activities, and reporting as per the terms of the grant.
 - For activities carried out by other WASH coalition members or strategic partners, support the Secretariat in monitoring grant activities, and provide strategic support to the contractors / grantee(s) where needed.
- C) To **represent, promote and profile** WSSCC to in-country sector partners, WASH coalition members and other relevant groups, to ensure recognition of the role performed and support provided by WSSCC.
- D) To **identify and mobilize** national-level resources to complement WSSCC's core funding.
- E) To **contribute** to regional and international activities of WSSCC as and where requested and/or relevant.
- F) To **report** to the Secretariat on:
 - Use of resources, with details of activities
 - Progress against the country level strategy
- G) In (prospective) **Global Sanitation Fund** programme countries:
 - To facilitate introductions at the start of GSF programme explorations in new GSF countries.
 - To be a member of the PCM and participate in the development and oversight of the CPP.
 - To inform the EA on the content of the WSSCC country strategy, in order to facilitate alignment of individual GSF strategies on learning, behavior change, communications, advocacy and related fields, with the related outcomes and suggested ways of working of the overall WSSCC country strategy.

Secretariat support

Within the Secretariat, the Networking and Knowledge Management department manages selection and appointment and provides first line support and oversight to the National Coordinators. All departments provide support as and where appropriate in line with their departmental focus, on relevant aspects of the country level strategy and activities. Secretariat support includes:

- Providing guidance, support and limited resources for the development of country level strategies and the implementation of related work plans.
- Facilitating regular communications with the Secretariat and between National Coordinators.
- Identifying and where appropriate developing resource materials to support the work.
- Setting criteria and procedures for special projects/catalytic funding decisions;

¹ Template and guidance to be provided by the WSSCC Secretariat. Emphasis of template will differ for priority and non-priority countries.

² In GSF countries, strategies will not interfere with or guide the GSF Country Programme Proposals (CPP), but will describe how GSF supported activities and broader WSSCC supported activities will align in order to achieve the priority outcomes for the country.

- Coordinating WSSCC's involvement in international activities and milestone events (e.g., global WASH campaign, World Water Forums, Sanitation and Water for All);
- Facilitating exchange of knowledge and information between national and thematic groups, and facilitate south-south collaboration.

Regarding resources:

The NC will receive institutional support to his/her organization to the sum of USD 5,000 per annum.

These funds are intended to facilitate the NC's coordination and strategic role, and where appropriate call on the organization's administrative resources and (junior) staff time. This includes:

- Consultations with sector partners, WASH coalition members, GSF partners and other relevant groups concerning the development, oversight and revision / adjustment of the country strategy
- Hosting of coordination meetings re: the strategy and implementation of strategy related activities
- To monitor progress against the country level strategy
- To attend relevant sector events and coordination meetings on behalf of WSSCC
- To maintain regular communications with partners and (WSSCC) members
- To recruit new members
- To develop progress reports, updates and related documentation for the WSSCC Secretariat

Any additional (non GSF) outputs and activities flowing from the country level strategy will be assessed and funded separately, based on available resources and from relevant budget lines. This includes larger meetings with travel and accommodation costs that cannot be funded from the institutional support.

National Coordinator Profile

National Coordinator positions are occupied by **senior sector professionals**, female or male, with a clear sanitation and hygiene focus, experienced and **positioned to engage at a national, strategic level**. They are working for or through a leading not for profit organisation with a sanitation and hygiene focus and reach beyond the capital cities, which can provide the required institutional support and receive grants thereto from WSSCC/ UNOPS.

It is preferred, but not essential, that the National Coordinator works for a leading **national NGO**, which can use the link to WSSCC to its best strategic advantage. This will build and strengthen national sector capacity, and profile WSSCC in the process.

WSSCC Steering Committee members and Global Sanitation Fund Programme Coordinating Mechanism (PCM) Chairs and Executing Agency (EA) managers are debarred from also being a National Coordinator.

Appointment conditions

Each National Coordinator is:

- Appointed by the Executive Director for a period of 3 years, after a consultative selection process. If the National Coordinator wishes to step down before the end of his/her term, he/she will inform the Executive Director after which the Secretariat will manage a new selection process.
- Held to account by the Executive Director on the basis of this Terms of Reference. If it is felt that the National Coordinator is not able to devote sufficient time or effort to performing (some of) the duties laid out here, the Executive Director reserves the right to invite the National Coordinator to step down.