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TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Title: WASH Specialist, NOC
Level: NOC / Level 3
Appointment Type: Temporary Appointment
Duration: 364 days
Duty Station: Abuja, Nigeria
Reporting to: WASH Manager (Sanitation and Hygiene) – P4

BACKGROUND:
UNICEF Nigeria's WASH programme is a major component of the Country Programme and operates across development and humanitarian contexts. The Temporary Appointment for a WASH Specialist, NOC, will provide technical guidance and management support for the development, preparation, implementation, monitoring and evaluation of WASH programme priorities, with a particular focus on strengthening theory of change, programme coherence, evidence use, systems strengthening and results-based planning across the WASH portfolio.

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations. In Nigeria, UNICEF works in a complex humanitarian and development setting to fulfill and protect children's rights in partnership with government, civil society, communities, children and families. Within this context, the WASH programme supports systems strengthening, emergency preparedness and response, and delivery of sustainable, equitable and climate-resilient water, sanitation and hygiene services, particularly for the most vulnerable populations, including those in conflict-affected areas.

PURPOSE OF THE ASSIGNMENT:
The WASH Specialist, NOC, focusing on ASWA III support and hygiene, reports to the WASH Manager at Level 4 for guidance and general supervision. The Specialist supports strategic programme planning, development, preparation, management, implementation, monitoring and evaluation of the WASH programme within the Country Programme. The role provides technical guidance and management support throughout programming processes to facilitate the achievement of WASH-related output results.

The temporary appointment will strengthen the design and use of programme theory of change, results frameworks, situation analysis, bottleneck analysis, monitoring evidence, donor proposals, annual workplans and strategic programme documentation. The incumbent will work with UNICEF colleagues, government counterparts, implementing partners and external support agencies to ensure that WASH strategies, outputs, indicators, baselines, targets and means of verification are

coherent, evidence-based and aligned with UNICEF's Strategic Plan, UNICEF's global WASH strategy, the Country Programme and government plans and priorities.

How can you make a difference?

The WASH Specialist, NOC, will make a difference by strengthening the evidence base, strategic logic and results orientation of UNICEF Nigeria's WASH programme, with a focus on the hygiene components of the WASH programme. By supporting high-quality programme design, theory of change, monitoring, documentation, partnership engagement and knowledge management, the role will help improve programme effectiveness and contribute to sustainable, equitable and climate-resilient WASH results for children and communities. The WASH Specialist will also provide additional support to the successful implementation of the ASWA III programme.

MAJOR RESPONSIBILITIES:

Summary of key functions/accountabilities:

1. Programme development and planning
2. Programme management, monitoring and delivery of results
3. Technical and operational support for programme implementation
4. Humanitarian WASH preparedness and response
5. Networking and partnership building
6. Innovation, knowledge management and capacity building

1. Programme development and planning

- Draft WASH inputs for situation analysis and provide timely, comprehensive and current data to inform WASH policy, programme development, planning, management and implementation.
- Support strategic WASH programme planning discussions, including development and refinement of theory of change, programme logic, results chains and evidence-based strategies.
- Prepare WASH donor proposals and strategic programme inputs, ensuring alignment with UNICEF's Strategic Plan, UNICEF's global WASH strategy, the Country Programme, government plans and priorities, and the role of other external support agencies.
- Assist in the formulation of WASH outcome and output results, indicators, baselines, targets and means of verification.
- Draft assigned sections of annual workplans and required programme review documentation in close cooperation with government and other counterparts.
- Support strengthening of the hygiene components of the federal government work plan and field office staff work plan.
- Strengthen hygiene programming for the DGIS-funded ASWA III programme.

2. Programme management, monitoring and delivery of results

- Work with external support agencies and government counterparts to strengthen WASH sector monitoring systems, with attention to WASH outcomes, behaviours and bottleneck analysis tools, and a specific focus on strengthening hygiene indicators
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts, and prepare reports on results and required follow-up actions.

- Prepare and assess monitoring and evaluation reports to identify gaps, strengths, weaknesses and lessons learned for programme improvement.
- Monitor and report on the use of sectoral programme resources and verify compliance with approved allocations, UNICEF rules, regulations, donor commitments and standards of accountability and integrity.
- Prepare sectoral progress reports for management, donors and partners, ensuring that reporting is evidence-based and aligned with agreed results frameworks.
- Support supervisor with ASWA III programme management, coordination and reporting.

3. Technical and operational support for programme implementation

- Actively monitor UNICEF-supported activities through field visits, surveys and exchange of information with partners to assess progress, identify bottlenecks and support timely resolution of implementation issues.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other stakeholders on UNICEF policies, strategies, processes and best practices in WASH.
- Support the integration, coherence and harmonization of WASH programming with other UNICEF sectors and with broader programme priorities.
- Plan for and coordinate the use of technical expertise from the Regional Office and Headquarters, as appropriate, through remote support and on-site missions.
- Draft policy papers, briefs, concept notes and strategic materials for use by management, donors, UNICEF regional offices and headquarters.
- Provide support to ASWA III programme implementation at federal and state level.

4. Networking and partnership building

- Build and sustain close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and strengthen capacity to achieve WASH output results.
- Prepare materials for WASH programme advocacy to promote awareness, establish partnerships and support resource mobilization.
- Participate in inter-agency discussions, ensuring that UNICEF's position, interests and priorities are considered and integrated in wider development planning and agenda setting.
- Support alignment between UNICEF WASH programme logic, government priorities, partner contributions and external support agency roles.

5. Humanitarian WASH preparedness and response

- Prepare requisitions for supplies, services, long-term agreements and partnership agreements to support UNICEF's preparedness to deliver on WASH commitments in emergencies.
- Contribute to humanitarian WASH coordination arrangements to support rapid and robust coordination in emergencies.
- Ensure WASH programme approaches, theory of change and results frameworks remain relevant to humanitarian preparedness, response and early recovery contexts.
- Support UNICEF WASH staff and partners to understand and apply UNICEF procedures for emergency response.
- Take up support roles in emergency response and early recovery, as required.

6. Innovation, knowledge management and capacity building

- Lead the development, implementation, monitoring and documentation of WASH action research and innovation, including technical and systems innovations.
- Prepare learning and knowledge products covering innovative approaches, good practices, theory of change, bottleneck analysis and results-based programme design.
- Create and deliver learning opportunities for UNICEF WASH staff and partners to keep sector capacity up to date with latest developments.
- Contribute to systematic assessment of WASH sector capacity gaps in collaboration with government and other stakeholders, and support the design of initiatives to strengthen capacities.
- Participate as a resource person in capacity-building initiatives to enhance the competencies of clients and stakeholders.
- Strengthen innovation and support knowledge management and learning for hygiene, and ASWA III programme.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED:

Education:

An advanced university degree in one of the following fields is required: public health, social sciences, behaviour change communication, sanitary engineering or another relevant technical field. Additional relevant post-graduate courses that complement or supplement the main degree are a strong asset.

Experience:

A minimum of five years of professional experience in WASH-related programmes is required. Demonstrated experience on hygiene behaviour change programming and innovations is desirable. Experience and knowledge of climate resilience, market-based approaches for WASH and public private partnerships will be an asset. Experience in programme design, theory of change, results-based planning, monitoring and evaluation, situation analysis, bottleneck analysis, donor proposal development, strategic documentation and programme management is highly desirable.

Desirable: One year of deployment in a developing country, and at least one three-month deployment mission in a humanitarian situation with the UN, government or an international NGO.

Language Requirements:

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)

- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

The above core competencies are applicable to the role.

iii. Additional Skills

- Expert knowledge of selected WASH components, including hygiene, sanitation, WASH in institutions, rural and urban water supply, national WASH policies and strategies, or pubic-priavte partnerships, and public financing for basic WASH.
- Strong skills in theory of change, results-based planning, situation analysis, bottleneck analysis, programme design, monitoring and evaluation.
- Ability to prepare high-quality donor proposals, strategic briefs, policy papers, progress reports and knowledge products.
- Basic knowledge of humanitarian WASH preparedness, response, recovery and coordination.
- Strong capacity to work with government counterparts, implementing partners, external support agencies and UNICEF colleagues to strengthen programme coherence, evidence use and results delivery.