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## TERMS OF REFERENCE

### NATIONAL WASH HUMANITARIAN COORDINATION PLATFORM

#### A. INTRODUCTION

Establishment of the National Humanitarian WASH Sector Coordination Platform in Uganda came as a result of the unprecedented refugee influx from South Sudan in 2016, which highlighted gaps in key sectors - including WASH - especially in ensuring a coordinated response in the refugee operations. Consultations with other WASH actors revealed gaps in coordinating WASH interventions in other emergency contexts as well. The WASH Humanitarian Coordination Platform was then formed in January 2017 - anchored under the Ministry of Water and Environment (**MoWE**)'s department of Rural Water Supply and Sanitation - who provide overall lead in humanitarian WASH coordination, with co-lead arrangements with **UNHCR**, who are responsible for coordinating WASH interventions in refugee settlements; and **UNICEF** who support the coordination of WASH response in non-refugee contexts in Uganda.

The coordination platform brings together different agencies active in responding to the water, sanitation and hygiene promotion needs of people and areas in need of humanitarian assistance. It aims to achieve a more coordinated and integrated approach in implementing WASH emergency interventions in Uganda, ensuring more focused, proactive, and participatory organ that upholds the principles of accountability, complementarity, and efficient delivery of humanitarian WASH assistance.

#### B. SCOPE

The National WASH Humanitarian Coordination is a multi-agency co-ordination platform for water, sanitation, and hygiene promotion with a focus on interventions during - and preparedness for - emergencies. While the primary focus of the coordination platform is refugee interventions, the scope will extend to all humanitarian situations in Uganda requiring WASH interventions.

#### C. OBJECTIVES

The key objectives of the National WASH Humanitarian Coordination Platform are:

1. Ensure **co-ordination** of WASH interventions in refugee operations and other emergencies.
2. Develop adequate **preparedness** measures for water, sanitation, and hygiene promotion.
3. Co-ordinate the mobilisation and utilisation of **resources** for humanitarian WASH assistance.
4. Maintain a comprehensive **database** of WASH operations in the country for effective co-ordination.

#### D. PRINCIPLES

The focus of the national WASH humanitarian coordination platform is on output-orientated, practical learning that can contribute to improving the lives of refugees and other disaster-affected communities in Uganda. The group will conduct itself in a spirit of openness with members recognising that best practices develop from being self-critical, open to ideas and recognising and sharing mistakes. Members recognise that the strength of this forum is dependent on the commitment and contributions made from each member and meaningful outputs will only arise with full participation. The coordination platform will actively work to compliment and strengthen existing structures such as the Water and Sanitation Sector Working Group under the Ministry of Water and Environment - to avoid parallel structures/ not to duplicate efforts.

## **E. LEADERSHIP ARRANGEMENTS**

The National WASH Humanitarian Coordination meetings will be co-chaired for the time being by a representative from UNHCR and the Ministry of Water and Environment. In the event of emergencies outside of the refugee operations, the platform will be co-chaired by UNICEF and the Ministry of Water. For consistency, co-lead agencies will nominate senior officers responsible for the WASH sector to occupy the position of chairs for the Coordination platform. The national WASH humanitarian Coordination platform will feed into the policy-oriented Water and Sanitation Sector Working Groups under the Ministry of Water and Environment.

## **F. MEMBERSHIP**

The membership of the WASH coordination platform shall be organisational - rather than individual. Member agencies shall nominate two persons who shall be their representatives at national-level WASH coordination meetings - and at settlement or district levels where that applies. Membership will consist of:

- WASH actors operating in humanitarian contexts in Uganda who have signed a memorandum of understanding with the Ministry of Water and Environment - and/or Office of the Prime Minister.
- Any governmental agency involved in WASH sector (including the Ministry of Water and Environment, Ministry of Health, Ministry of Education, Office of the Prime Minister)
- Other humanitarian and development actors (including donors) with an interest in WASH-in-emergencies
- Private sector entities will only attend where specifically invited to ensure that the coordination platform maintains neutrality and is not seen as promoting any commercial interests

## **G. FUNCTIONS**

The functions of the national level humanitarian WASH coordination platform will include:

- a) Developing guidelines (standard setting) for WASH interventions in emergency contexts
- b) Acting as a technical resource pool for WASH and other actors involved in humanitarian operations including the establishment of a web-based platform which will act as an online resource centre for the sector
- c) Supporting WASH coordination at settlement and district levels, ensuring the quality of humanitarian WASH actions through evidence-based planning (gap analysis)
- d) Ensuring emergency preparedness in the WASH sector to respond to both refugees influxes and other emergencies (water supply equipment, sanitation policies, contracts with private sector actors, staffing)
- e) Development and implementation of effective monitoring and evaluation tools; facilitating assessments of WASH situation and needs, with an emphasis on prioritising critical areas.
- f) Promoting innovations through research, lessons learning and experience sharing in the sector
- g) Capacity development for humanitarian WASH actors (identifying resources to reinforce technical capacity)
- h) Advocacy for resource allocation in WASH, and follow-up on commitments of WASH actors
- i) Supporting the vetting process (led by OPM) of WASH agencies involved in refugee interventions
- j) Identifying linkages with long-term/ development policy actions and broader partnerships for the sector

## **H. MEETINGS**

The National WASH Humanitarian Coordination platform shall hold meetings at least once every month (first weeks of the month), with more frequency during emergencies. Settlement-level meetings will be held on a weekly basis. At the national-level meetings, one of the co-leads shall preside with support from the other(s). The minutes for the coordination meetings shall be recorded by one of the members, and distributed within a week.

## **I. TECHNICAL WORKING GROUPS**

The outputs of the national humanitarian WASH coordination platform will be strategic in nature as opposed to the regional/ field level coordination, which is more operational. Some of the outputs will include: Records of deliberations of meetings and forums; Strategies, Policies and Technical Guidelines - disseminated to members (e.g. best practice, methodologies); WASH-related information (availed on a repository online); Action plans; Assessment reports; Progress monitoring reports - mainly on specific priorities issues.

The following technical working group will be established under the WASH coordination mechanism to support the national WASH coordination platform to develop technical guidelines on specific technical issues: i) Water Supply; ii) Sanitation and Hygiene; iii) WASH Data Management/ Assessments. The TWG will be:

- Ensure relevant technical standards are formulated and agreed within the terms of reference and deadline set by the national WASH sector coordination platform. This will include a review of existing materials and may culminate in an endorsement of existing guidelines, an addendum to existing guidelines, or production of completely new material
- Support the WASH sector coordination focal points in promoting technical standards within the context of the WASH Strategy/ Operational framework
- Update the national WASH sector Coordination platform on the status of work-in-progress and present final outputs/ recommendations of the TWG to WASH stakeholders for feedback.
- Ensure a TWG membership that is representative of the wider WASH actors involved in refugee/ humanitarian interventions, and ensure that relevant technical skill-sets are appropriate.
- Ensure WASH stakeholders have the opportunity to feedback into the work of the TWG prior to presentation to the coordination platform in plenary for ratification

Some of the outputs of the TWGs will include: water trucking guidelines (exit strategies); Technical solutions e.g. to challenge of boreholes with high iron content; latrine construction in collapsing soils; drilling activities in collapsible formations; WASH NFI distribution guidelines; review strategy for provision of support for latrine construction etc. Final outputs/ recommendations of the TWG are presented in plenary during national WASH coordination meetings for feedback. The national WASH Coordination sector leads will endorse the recommendations of the TWG and distribute the written guideline as appropriate. WASH actors will then be expected to apply such recommendations.

Following a self-nomination and voting process, these agencies were appointed to lead the three WASH TWGs. The TWG lead agencies will hold the roles on a rotational level for a period of six months, and may be nominated to a second term by members of the group and endorsed by the broader coordination platform membership. The technical working groups will work under the guidance of the WASH sector coordination focal points as indicated:

<b>WASH SECTOR COORDINATION</b>		
<b>Ministry of Water (MoWE)</b>	Robert Mutibwa	WASH Sector Lead (Humanitarian situations)
<b>UNHCR</b>	Jane Maonga	WASH Sector Co-Lead (Refugee operations)
<b>UNICEF</b>	Prakash Lamsal	WASH Sector Co-Lead (non-refugee emergencies)
<b>TECHNICAL WORKING GROUPS (March - July 2017)</b>		
<b>TWG</b>	<b>Focal point</b>	<b>Members</b>
Water Supply and Quality	Oxfam: Alex Ayella	LWF, NRC, DRC, AAHI, ARC, Peace Wind, Water Missions, MSF, and Uganda Red Cross
Sanitation and Hygiene	NRC: Geoffrey Nyeko	DRC, AAHI, IOM, ACF, CARE, Oxfam, LWF, ARC
WASH Data Management	MoWE: Bonny Omara	UNHCR, UNICEF

## **J. DECISION-MAKING**

1. All decisions made by the national WASH Coordination platform shall be through the established mechanisms in this document. No decision may be taken in the name of the coordination platform without due regard to this or through the widest possible consultation process.
2. Decisions at national WASH sector coordination meetings shall be by unanimity or in its absence by simple majority. Voting shall be by show of hands. The chair/co-chairs shall have only a casting vote.
3. In case of voting, voting shall be one vote per agency/ member

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