

Annex 1: Job Description of WASH Unit Staff

- 1. Post:** **WASH Coordinator**
- Duty Station:** Municipal headquarter with frequent travel to different scheme areas.
- Supervisor:** Chief Administrative Officer
- Reporting:** Chief Administrative Officer/ Municipal WASH Advisor
- Accountability:** WASH Management Committee.
- Academic Qualification:** Bachelor's degree in Rural Development, Civil Engineering, Sociology, Management, or other relevant discipline

Professional experience:

- Minimum 5 years of work experience in community Development in Rural Setting, Planning & management of WASH Management (Minimum 3 years in WASH sector) activities under local government/development agency.

Other Skills:

- Excellent in social mobilization & training facilitation skills.
- Good in written and spoken English and Nepali with command in the local language.
- Good reporting skills in Nepali & English.
- Command in Computer skill (MS Office, excel, PowerPoint, email etc.).

Duties:

- Contribute, support and encourage the municipality to formulate and update different plans and strategies (WASH plan, WASH management, DMM, total sanitation, disaster preparedness, O&M/sustainability, MIS, etc.) and also support for effective implementation.
- Keep the municipality officers and decision-makers informed about the development opportunities available with SUSWA.
- Encourage and assist in the joint implementation of interventions.
- Assist the municipality in annual planning, monitoring and reporting in relation to the SUSWA interventions;
- Compile and verify different progress reports including Municipal WASH Fund (MWF) status and report to WASH-MC/Municipal WASH Advisor ensuring the quality of data.
- Assist the municipality officials to access and use the MIS systems availed to them by SUSWA. Ensure and support timely reporting of results.
- Assist the municipality accountant in financial reporting of the MWF, when necessary.
- Support municipality to formulate WASH, DMM and CCA/DRR related policies.
- Keep the municipality officers and decision makers informed about the SUSWA guidelines and policies.
- Coordinate with other WASH sector organizations for possible collaboration and resource sharing in the municipality.
- Analyze the need of capacity building activities for municipality officials/ stakeholders and suggest activities for the for Annual Work Plan;
- Assist organizing WASH-MC meetings and decisions.
- Coordinate WASH Unit team and conduct monthly/bi-monthly meetings.
- Mobilize and supervise WASH Unit staff to achieve the work plan of the municipality.
- Implement post construction related activities at scheme ana municipality level to

institutionalize WASH governance for sustainable WASH services.

- Ensure GEDSI aspects are taken into consideration in all activities.
- Any other duties towards achievement of project objectives assigned by WASH-MC.

2. Post: **MIS Officer**
Duty Station: Municipal headquarter
Immediate Supervisor: Chief Administrative Officer
Reporting: WASH Unit
Accountability: WASH-MC
Academic Qualification: Bachelor's degree with substantial relevant experience in Information Technology or relevant fields

Professional Experiences:

- Minimum 2 years of relevant work experience.
- Experience in monitoring and evaluation of rural development programs.
- Proven experience in developing and managing MIS systems.

Professional Experiences:

- Excellent computer skills including MS Excel, MIS systems, databases and GIS mapping.
- Good communication skills in Nepali. Command over the English language will be an advantage.

Duties:

- Establish and functionalize the user-friendly WASH MIS system in the municipality.
- Support to maintain N-WASH database during and after WASH Plan preparation.
- Support in data collection of households, communities, municipality/ward and project data as per monitoring plan, including regular scheme, capacity building activities and local level progress data.
- Ensure the GEDSI/HRBA and CCA/DRR integration in the MIS system of the municipality.
- Preparation of GIS and other maps for different purposes as per needs.
- Other duties as assigned by the supervisor and WASH Unit

3. Post: **Technical Facilitator (Sub-engineer)**
Duty Station: Municipal headquarter with frequent travel to different scheme areas.
Immediate Supervisor: WASH Coordinator
Reporting: WASH Unit
Accountability: WASH Management Committee.
Academic Qualification: Intermediate/Diploma level in Civil Engineering
Professional experience:

- Minimum 3 years of experience on community based rural water supply & sanitation activities (Survey, Design, supervision/monitoring and evaluation etc.).
- Working experience with donor funded programs/projects and under local government is an advantage.

Other Skills:

- Excellent in social mobilization & training facilitation skills.
- Good in written and spoken English and Nepali with command in the local language.
- Good reporting skills in Nepali & English.
- Command in Computer skill (MS Office, excel, PowerPoint, email etc.).
- Knowledge in drafting/AutoCad is an asset.

Duties:

- Support to prepare and finalize the scheme layout plan; brief the technical issues of the schemes to Users/WUSCs through mass/WUSCs meetings.
- Carry out a detailed survey, prepare design and cost estimate of water schemes considering the DRR/CCA measures and following technical norms and SUSWA approach.
- Ensure that the technical designs and estimates are checked and approved by the municipality Engineer and Chief Administrative Officer.
- Participate and support WUSCs in CAP preparation & review.
- Support to WASH Technician/masons/VMWs for layout of structure as per approved design drawings.
- Prepare procurement documents for external materials and facilitate WUSCs for construction materials procurement process and ensure the quality of construction material (local and non-local).
- Conduct technical trainings at community level as trainers and support municipality to manage those trainings.
- Support for technical quality assurance and control of the WASH infrastructure.
- Supervision, monitoring and evaluation of water supply and sanitation schemes.
- Train and support as needed the teams preparing Water Safety Plans (WSPs) especially for the technical aspects.
- Support to conduct public auditing in the schemes.
- Prepare running and final technical reports of the WASH schemes for payments.
- Ensure GEDSI aspects are taken into consideration in all activities;
- Support and participate in scheme monitoring as per SUSWA policies.
- Participate in monthly/bi-monthly meetings.

- Participate in the scheme monitoring as per the Step-by-Step scheme monitoring process;
- Support WASH Coordinator for planning, monitoring and reporting of the project activities.
- Facilitate municipality for the payment to the WUSCs.
- Scheme database reporting to the project.
- Any other duties towards achievement for project results assigned by the Supervisor/WASH Unit.

- 4. Post:** **WASH Facilitator**
Duty Station: Municipal headquarter with frequent travel to different scheme areas.
Immediate Supervisor: WASH Coordinator
Reporting: WASH Unit
Accountability: WASH Management Committee.

Academic Qualification: Intermediate in Public Health or other relevant discipline.

Professional experience:

- Minimum 5 years' experience in WASH, community health and Dignified Menstruation Management (DMM) in rural areas.
- Additional advantage to those who worked with donor funded program/projects in the Municipalities.

Other Skills

- Fluency in written and spoken in Nepali, command of local languages of the working area is an additional asset.
- Ability to work independently
- Facilitation and good communication skills.
- Demonstrated ability to work with local communities and in multi-cultural environment

Duties:

WASH Facilitator works in close coordination with concerned community members, health post, and schools, FCHVs, WUSCs, W-WASHCC and M-WASHCC. He/she is responsible to promote total sanitation and DMM activities at households and schools of assigned wards. WASH Facilitator will perform following tasks under direct supervision of WASH Coordinator.

1. Sanitation & Hygiene Promotion

- Motivate the beneficiaries on health, sanitation, hygiene issues (personal hygiene, household/environmental sanitation) with special attention to latrine construction, use and maintenance, water safety plan and hand washing practice.
- Organize household level visits and focus on hygiene and nutrition issues of children and women. Aware women and girls in menstrual hygiene behavior.
- Motivate and encourage the communities for active participation at all levels (meetings, O&M of facilities, construction/materials quality issues; awareness campaigningetc.).
- Facilitate and conduct the health and hygiene related training/workshop to the communities as AWP.
- Organize & facilitate the sanitation & hygiene awareness campaigns with the support from health post and W/M-WASHCC.
- Train the M/W-WASHCC/WUSCs/MGs on total sanitation and DMM and mobilize for campaigns at community level.
- Facilitate and monitor the health and hygiene related construction of facilities.
- Support WASH supply chain establishment in the municipality.

- Support to celebrate national & international events/Day (national sanitation week, hand washing day, environment day, latrine day, menstrual hygiene day, water day; etc.) at community level.
- Monitoring the household sanitation & hygiene status through self-monitoring and mobile application tools.
- Facilitate in practicing sanitation improvements, sites and home cleanliness, and personal hygiene.
- Participate in Child club/SMC/PTA meetings and raise sanitation & hygiene issues; mobilize teachers and students for proper O&M of WASH facilities.
- Coordinate with and encourage the school to develop a better education environment through better child, gender and disability friendly WASH facilities.
- Monitoring the toilet use/cleanliness, proper hand washing facilities, girls' menstrual hygiene/pad management through self-monitoring and mobile application tools.
- Train schools (SMC/PTA/child clubs) on total sanitation and mobilize towards total sanitation campaigns at community level.
- Facilitate different activities for community people, school girls/boys/teachers, elderly citizens, traditional healers/social and religious leaders for behavior change in the areas of sanitation, hygiene and menstruation management practices.
- Support WASH Unit to implement the planned activities under sanitation, hygiene and DMM.

2. Water Quality Promotion

- Ensure the water quality test of schemes and follow-up the WSP implementation.
- Disseminate information on water quality and reuse of waste water to HG at household level.
- Promote and encourage point of use water treatment options at households and schools.

3. Others

- Updates the health and hygiene related data in consultation with health post and FCHVs, analyze it and provide WASH Coordinator for reporting
- Maintain good harmony and coordination with the project team, municipality officials, and other stakeholders for timely completion of planned activities.
- Participate in monthly/bi-monthly progress review/planning meetings at municipal office (as requested by WASH Coordinator).
- Any other duties towards achievement for project results assigned by the Supervisor.

- 5. Post:** **WASH Technician**
- Duty Station:** Scheme site as assigned by the supervisor.
- Immediate Supervisor:** WASH Coordinator
- Reporting:** WASH Unit
- Accountability:** WASH Management Committee.
- Academic qualification:** TSLC in civil engineering from CTEVT or completion of at least 30 days water supply and sanitation training from recognized development agency/institution.

Professional experience:

- Completion of at least 5 gravity flow schemes independently and having 2 years of experience in WASH sector. Experience with sanitation, hygiene and water quality is an advantage.
- Additional advantage to those who worked with donor funded program/projects in the Municipalities.

Other Skills:

- Fluency in written and spoken in Nepali, command of local languages of the working area is an additional asset.
- Ability to work independently.
- Facilitation and good communication skills.
- Demonstrated ability to work with local communities and in multi-cultural environment.

Duties:

The Water Resources Technician is the key person to perform construction related activities at the project site. He/she is the full-time field-based staff for technical inputs in schemes construction related activities. WASH Technician will perform following tasks under direct supervision of supervisor and technical guidance of Technical Facilitator maintaining close coordination with Social Mobilizer.

- Mobilize the community for implementation of the WASH schemes.
- Support and Conduct pre-feasibility survey/study of WASH schemes
- Support Technical Facilitator while conducting detail survey
- Perform and support training to local people and technical training like VMW etc.
- Provide direct technical inputs to WUSCs/masons to ensure quality of workmanship of construction activities of all types of schemes.
- Coordinate and cooperate with the ward/municipality team for smooth implementation of the scheme activities.
- Support to WUSCs for proper records of construction materials (structure wise use), tools and attendance of skilled and unskilled labor as per scheme book.
- Facilitate to WUSCs to select training participants for technical training (VMW, RWH...etc). After formal training; provide additional on the job training and evaluate their performance.

- Support to WUSCs/communities in water tariff fixation, preparation of WSP and O & M plan, formulation of scheme operation guideline and facilitation in implementation.
- Support water quality related activities, water quality examination including Water Safety Plans and related training in scheme level.
- Provide advice and support to development of Water Safety Plans; and monitor implementation.
- Contribute and support source conservation activities and any other activities related to sustainability of schemes and total sanitation activities.
- Contribute and support promotional activities i.e., celebrating special events (national sanitation week, hand washing day, water day, and environment day ...etc.) at municipal level.
- Support scheme level monitoring visits.
- Maintain good harmony and coordination with the project team, municipality officials, and other stakeholders for timely completion of planned activities.
- Any other duties towards achievement for project results assigned by the supervisor/WASH Unit.

- 6. Post:** **Social Mobilizer**
Duty Station: Scheme site as assigned by the supervisor.
Immediate Supervisor: WASH Coordinator
Reporting: WASH Unit
Accountability: WASH Management Committee.

Academic qualification: Intermediate level in relevant discipline.

Professional experience:

- Minimum 2 years of working experience in social mobilization or community development in rural settings with minimum one year in WASH sector.
- Additional advantage to those who worked with donor funded program/projects in the Municipalities.

Other Skills:

- Excellent in Social mobilization & training facilitation skills.
- Good in written and spoken Nepali with command in the local language.
- Demonstrated ability to work with local communities and in multi-cultural environment.

Duties:

Social Mobilizer is responsible for mainly responsible to coordinate, supervise/monitor and manage the scheme/community level activities of the project at assigned wards of the municipality. Duties of Social Mobilizer are presented below in detail.

1. Planning & implementation

- Organize mass meetings at ward/scheme level and disseminate information about SUSWA; respective scheme/activities and roles of stakeholders.
- Assist in formation of WUSCs as GEDSI/HRBA strategy and support to prepare the statute and registration and renewal process; and Operational bank account opening.
- Assist WUSCs in transportation and proper store management of construction materials (local/non-local) at scheme site.
- Regularly follow-up the implementation progress of project activities; Support the WUSCs for community mobilization, CAP review and provide backup support to complete all activities in a given timeframe.
- Contribute and assist WUSCs/users in solving disputes existing at the scheme level (if any) in close coordination with Municipal officials.
- Facilitate the community on selection of participants for technical training (VMW).
- Assist WUSCs for maintaining the institutional governance through proper book keeping, meeting minutes, scheme board, public auditing and participation of women and disadvantaged groups in meetings/campaigns.
- Support WUSCs/Users in preparation of O&M action plan and water safety plan. Facilitate and follow the implementation of plans and also support WUSCs for linkage development with concern agencies for sustainability of water services.
- Support WUSCs to register/renew in the municipality and affiliate with WUSC Network.
- Support WASH Unit to implement the planned activities regarding DMM in connection to the DMM policies and plan.

2. Capacity Building, Coordination collaboration and synergy building
 - Conduct various trainings in scheme/ward level as per approved work plan following the Step-By-Step Procedure of the project.
 - Assist and capacitate WUSCs in proper financial management/book keeping and non-local materials procurement process, transportation, store management; meeting minutes, other records keeping.
 - Maintain good harmony and coordination with the project team, Ward officials, and other stakeholders for timely completion of planned activities.
3. Monitoring and reporting
 - Plan and participate in scheme level monitoring process ensuring Step-By-Step process and also ensure the monitoring feedbacks are properly and timely implemented.
 - Coordinate with and facilitate health post/FCHVs, schools and other organizations working in the municipality for public health issues monitoring (sanitation & hygiene behavior, nutrition, menstrual hygiene, etc.); closely monitor the performance of Self-monitoring tools (HH and schools) outputs/impact.
 - Prepare monthly/bi-monthly summary progress report of project activities including the next month plan for monthly/bi-monthly meeting. Ensure issues raised, community feelings, good practices introduced and lessons learnt from reporting period are followed up in implementation of the project activities.
4. Office Management and Administration
 - Review bills and other documents of WUSCs/programs and recommend to the WASH Unit for necessary action. Also facilitate WUSCs for payments to Users/Suppliers.
 - Prepare proposals of workshop/training according to approved AWP and forward to WASH Coordinator for approval process and fund management. Maintain the transparency of expenditures and advance settlement on time.
 - Participate in monthly/bi-monthly progress review/planning meetings at WASH Unit.
5. Others
 - Ensure the project guidelines (PIM, SBS, GEDSI/HRBA, etc.) are followed properly at all stages of project implementation.
 - Any other duties assigned by the supervisor/WASH Unit towards achieving the project's results.