

Tool 3A.

Terms of reference for a subnational WASH and Nutrition working group

How to use this tool

This tool provides guidance for the formulation of the terms of reference for subnational WASH and Nutrition working groups. Key elements described by the tool are:

- .The purpose or mandate of the WASH and nutrition working group
- The leadership of the working group. This includes the chairing authority and secretariat of the working group, which should be identified through a participatory process.
- The membership of the working group. This includes all relevant actors in WASH and Nutrition programming including UN agencies, line ministries, civil society organizations and private entities.
- The schedule and venue for working group meetings. The frequency of the meetings should be at least once a month on a convenient date
- Planning, reporting and sharing information among working group members. The planning process should be participatory and inclusive. Reporting, on the other hand, should be based upon the established standards

Introduction

In order to facilitate coordinated planning, implementation and monitoring of synergized WASH and Nutrition programmes, an active subnational working group needs to be established consisting of all relevant government agencies, UN agencies, non-governmental organizations, civil society organizations and private sectors at the given subnational level (provincial, county or district). This working group may be part of a wider multi-sectoral group. The group should have common results and objectives, membership and working procedures as explained in this terms of reference.

Purpose or mandate

The subnational WASH and Nutrition working group fulfills the following mandate:

- Establish strong collaboration between key stakeholders by giving strategic direction to policy implementation based on the local situation

- Play a key role in disseminating relevant policies to all the stakeholders at the subnational level
- Monitor implementation of national and sectoral policies, strategies, plans and activities at the subnational level
- Play an advocacy role for WASH and Nutrition issues by sensitizing stakeholders to ensure that they are kept high on the political agenda
- Mobilize funding for WASH and Nutrition support at the subnational level
- Provide a platform for sharing information among the WASH and Nutrition actors and with other sectors
- Keep stakeholders informed of new research findings and their implications
- Identify bottlenecks to synergized WASH and Nutrition and determine appropriate solutions to address them
- Identify knowledge gaps and determine research areas for WASH and Nutrition at the subnational level
- Strengthen monitoring of WASH and Nutrition to ensure that key indicators are integrated into the national, subnational and sectoral monitoring and evaluation plans, frameworks and systems
- Serve as a link to national coordination platforms, e.g., the SUN Movement

Chair and secretariat

The chair of the subnational WASH and Nutrition working group shall ideally be the representative of the relevant line ministry at the subnational level, as agreed upon by the key stakeholders. The chair will be vested with the authority to bring together various sectors to participate in the meetings. The assistant chair will be UNICEF or one of the NGOs operating at that level.

The chairing line ministry will also serve as the secretariat of the working group.

Membership

The members of the working group will consist of government, development and humanitarian partners, NGOs, private sector and civil society organizations. These should be individuals vested with decision-making power on behalf of their organizations.

Membership shall be based on institutional representation with a designated focal person who is expected to participate actively in the activities of the group. Additional members for specific meetings will be coopted as required.

Schedule and venue for meetings

The subnational WASH and Nutrition working group should meet on a monthly basis on specific agreed dates (e.g., the first Friday of every month) that do not conflict with other sectoral meetings or activities.

Planning, reporting and sharing of information

The group will develop an annual action plan that will identify key priorities for that particular year for WASH and Nutrition programming at the subnational level.

The working group will report on progress and bottlenecks at the regular sectoral meetings. At these meetings, progress will be reported, emerging issues deliberated upon and recommendations given for further decisions or actions. However, it should be noted that the reporting lines set by the given government must be adhered to.