



# Lebanon WASH Sector

## Terms of Reference (TOR), March 2014

### Background

Lebanon hosts the largest Syrian refugee population in the region. Since the outset of the influx in 2011, the Government of Lebanon and UNHCR have established an inter-agency (IA) mechanism to coordinate the humanitarian response. It now encompasses coordination within a number of sectors in all field locations and in Beirut, and has drawn on UN agencies' and NGO comparative expertise, supported by an integrated information management system.

Most registered refugees are scattered across the country and are living in a range of accommodation types. The increased number of inhabitants has put pressure on existing water and sanitation facilities in hosting communities. In order to respond to the WASH needs of refugees, affected host families and other affected populations; there is a need to have a coordinated, timely and effective WASH response.

### Objectives

- a. To work towards a harmonized approach in order to provide a coordinated emergency WASH response, and also towards a joint response with other relevant sector members;
- b. To work in partnership to prevent and reduce morbidity and mortality rates from WASH-related diseases, especially diarrhoeal diseases; and
- c. To ensure prioritization, evidence based actions and gap filling; and to enhance accountable, predictable and effective emergency WASH response to the affected population.

### WASH sector

The WASH Sector is open to all humanitarian operational actors, be they Government, UN/inter-governmental organisations, or non-governmental organisations (both national and international) that are abiding by established humanitarian principles in the delivery of their humanitarian assistance.

### Modalities:

- a. The WASH Sector shall be led by UNHCR and co-lead by UNICEF (sector leads), as per their leadership and specific accountability in the sector's response.
- b. There is no time limit for the validity of the Terms of Reference for the WASH sector, but it can be revised when the members, in consensus, with the sector leads, agree to revise the document.
- c. Ordinary WASH sector coordination meetings, at National and Field level, will take place monthly unless decided otherwise by the majority of members. The sector leads may call extraordinary meetings.
- d. An agenda will be shared a minimum of three days before the meeting, and meeting minutes will be circulated within 3 working days after the meeting has been held.
- e. WASH sector members will upload information on WASH activities regularly to Activity Info. The information drawn from the reported activities will provide a basis for needs and gap analysis, enabling an improved targeting of the response.
- f. All WASH sector members are encouraged to use the WASH strategy, WASH sector technical guidelines or any other guidance document issued for planning, implementation and monitoring of their WASH activities.

### Responsibilities:

1. Proactively work to improve coordination and harmonisation of WASH assessments and analysis-involving all relevant sector members – and sharing outcomes widely, both within the WASH sector and to the wider humanitarian community.



2. Continually report on WASH activities to the sector group through Activity Info.
3. Participate in the formulation of sector specific contingency plans, in close coordination with other sectors, to deal with significant changes in both situation and number of refugees.
4. Actively find the most appropriate technical solutions through participation in Technical Working Groups (TWiGs) applicable to local context.
5. Advocate (based on evidence) for different WASH related issues, such as resource allocation.
6. Maintain close links with sectors such as Shelter, Health and others where relevant.
7. Coordinate with local government authorities and other institutions for sector specific service delivery.
8. Sharing methodologies and lessons learnt within the Lebanese context.
9. Collectively identify the capacity building needs and assist in building the capacity of the WASH sector members.
10. Ensure that adequate monitoring mechanisms are in place to review outcome of WASH interventions and progress against implementation plans.
11. Aim to improve transparency towards international and national organisations and local and national authorities.
12. Encourage a participatory approach and incorporate accountability to affected populations (AAP) in the response to make WASH interventions more inclusive, safer and responsive to people's needs.

### **WASH Sector Leads**

Consistent with the overall objectives, priorities and targets in the RRP and above, WASH sector leads are accountable for:

- Effective coordinated inter-agency programme implementation, supported by common needs assessments/ gaps and capacities analysis, programme design, evaluation and reporting to maximize impact, prevent overlap and minimize gaps;
- Common advocacy and resource mobilization platforms; and
- Monitoring progress against key indicators and targets as set out in the RRP.

### **Responsibilities:**

1. Call meetings to set strategies and monitor progress towards common targets, and share summary action points with all sector members;
2. In close collaboration with the WASH sector focal points at Governorate/field level review and validate WASH data reported by the sector members through Activity Info to guarantee relevance and accuracy;
3. Share information about needs/ gap analysis to guarantee a common understanding by all sector members of the sector's needs, to ensure that the strategy's objectives and targets are met;
4. Encourage the use of common needs assessment and monitoring tools, and ensure timely and accurate reporting by all the sector members;
5. Promote the regular review of the sector strategy, and oversee that sector members' strategies are in line with the overall sector strategy;
6. Provide relevant inputs to the RRP and other regional processes;
7. Provide technical support to sector members;
8. Participate in all inter-sectoral, inter-agency meetings and other relevant inter-agency processes to ensure that appropriate linkages are made with other sector's objectives and strategies, and in particular with the Shelter and Health sectors;
9. Facilitate the relationship with relevant Government counterparts, the donor community, and other relevant humanitarian and development actors;
10. Identify common advocacy messages and ensure that they are informing discussions in inter-sector meetings, the RRP6 Steering Committee, and the HCT;
11. Devise communication strategies towards beneficiaries; and
12. Participate in contingency planning and preparedness processes.



## **WASH sector focal points at Governorate/field level**

In order to maximize the impact of a well-coordinated WASH response that should take into consideration the specificities of each field, WASH focal points in every governorate are mandated by the WASH sector to establish effective regional coordination. Their proximity to the field and deep knowledge of technical issues and solutions are an asset for the WASH sector leads to ensure that a harmonised WASH response is put in place.

### **Responsibilities:**

1. Call regular meetings to discuss regionally-adapted strategic objectives and targets, debate on challenges, monitor progresses, and detect gaps and overlaps with all relevant sector members active in their respective areas;
2. Guarantee a common understanding by all sector members of the sector's needs, to ensure that the strategy's objectives and targets are met;
3. Disseminate, promote the use of and explain the use of strategic tools produced by the sector (e.g. common needs assessment, monitoring tools, WASH strategy, technical guidelines, etc.);
4. Encourage timely and accurate reporting by all the sector members;
5. Support the WASH sector leads in reviewing and validating WASH data reported by the sector members in Activity Info;
6. Lead the development of a regional/context-specific sector strategy;
7. Validate the input for the RRP in a way that resources are appealed where most needed;
8. Provide technical support to sector members;
9. At their field level facilitate the relationship with relevant Government counterparts and other humanitarian and development actors. Recommend effective communication lines between National, Government and Caza levels.
10. Actively participate to coordination platforms organised or requested by the local Authorities;
11. Identify topics that need a special attention at the national sector level. Suggest them to the Sector leads;
12. Devise communication strategies towards beneficiaries. Encourage humanitarian actors to implement and operate a proper complaint mechanisms and coordinate their harmonization; and
13. Contribute in the preparation and revision of contingency planning and preparedness processes at regional level.

## **WASH sector Steering Committee**

A Steering Committee (SC) established in consultation with the Sector, shall be comprised of individuals of sector members who are (a) operationally engaged in the response, (b) representative of the various stakeholders in the sector, and (c) actively participating in the sector. The SC members shall have demonstrable capacity and experience in the WASH sector and number approximately 10 at any one time. Sector leads are ex officio members. The membership and chair may be rotated. Ordinary meetings shall be monthly; while extraordinary meetings may be called by any SC member. SC minutes of meetings including recommendations will be documented and presented to the WASH Sector following each meeting. WASH sector focal points at Governorate/field level to be copied on correspondence. They may be consulted by the SC on specific topics when deemed necessary and ad-hoc invited to participate to the SC meetings.

The aim of the Steering Committee is to provide a more in-depth review and guidance on matters of concern to the Sector and to enhance strategic direction, planning and inclusive decision-making.

### **Responsibilities:**

1. Review options for the WASH Sector in terms of approaches, technical guidance and strategy and make clear recommendations to the Sector, for all phases of the response (e.g. ongoing refugee



- response, emergencies, stabilisation and recovery) and for interactions with other coordination platforms (e.g. Water Sector);
2. Recommend standards and indicators for WASH emergency response and cross-cutting issues including accountability to beneficiaries;
  3. Compile key standards, approaches, technical guidance and Sector strategy that will be then summarized into a Strategic Operational Framework, giving reference to key documents so that all organisations both internally and externally to the WASH sector are fostered and guided in meeting its operational targets. Make recommendations where this is not being met;
  4. Review the need for and recommend the establishment of Technical Working Groups (TWiGs) for a temporary period and a defined objective by means of a Terms of Reference;
  5. Review for endorsement by the wider Sector, the work of the TWiGs;
  6. Analyse emergency preparedness levels, review contingency plans and make recommendations for action;
  7. Identify and discuss for action, cross-sectoral issues. For example: joint assessments, contingency planning, Activity Info and mobilising resources.
  8. Identify and recommend capacity development needs for the sector (ToTs, workshops, trainings, etc.);
  9. Tasking and holding to account the WASH Sector leads;
  10. Draft and review advocacy papers that highlight key humanitarian needs or flag a 'forgotten' problem;
  11. Identify coordination/ integration points with other Sectors.

### **WASH sector IM**

Specialised resources to properly collate, analyse and represent WASH data in a meaningful way are essential for effective coordination. As part of the sector structure, Information Management (IM) dedicated to WASH facilitates the decision-making and coordination process

#### **Responsibilities:**

1. Develop IM tools to support the production and dissemination of information concerning the sector;
2. Identify information gap and suggest solutions;
3. Help sector members in providing accurate and meaningful data to be represented;
4. Develop best ways and formats to represent WASH data; and
5. Respond to any other IM need as requested by the WASH sector leads.

### **WASH TWiG**

A Technical Working Groups (TWiG) can be established under the request of the sector leads and the SC. The primary purpose of a TWiG is to enhance the knowledge on a specific technical topic by collecting lessons learned, best practices and issue recommendations in a form of guidelines. They are time-bound with clear objectives defined in their Terms of Reference. Their final work is endorsed by the SC. Members of the TWiG are relevant actors with proven experience in the topic to focus on. To mention that to date several TWiG have proved to work well. The Hygiene Promotion TWiG has been maintained since October, 2013 especially to foster the link with the Health sector.

### **Principles of Partnership**

To uphold spirit of collaboration, strengthen participation communication within (and outside) the WASH sector and to adhere to the following Principles of Partnership:

**Equality:** Equality requires mutual respect between members of the partnership irrespective of size and power. The WASH sector members respect each other's mandates, obligations and independence and recognize each other's constraints and commitments. Mutual respect however will not preclude organizations from engaging in constructive dissent.



**Transparency:** Transparency is achieved through dialogue between all sector members on an equal footing, with an emphasis on early consultations and early sharing of information. Communication and transparency, including financial transparency, increase the level of trust among organizations.

**Result-oriented approach:** Effective humanitarian action must be reality-based and action-oriented. This requires result-oriented coordination based on effective capabilities and concrete operational capacities.

**Responsibility:** WASH sector members have an ethical obligation to each other to accomplish their tasks responsibly, with integrity and in a relevant and appropriate way. They will commit to activities only when they have the means, competencies, skills, and capacity to deliver on their commitments.

**Complementarity:** The diversity of the WASH sector members is an asset if we build on our comparative advantages and complement each other's contributions. Local capacity is one of the main assets to enhance and on which to build. Whenever possible, WASH sector members, particularly UN and International NGO-s will strive to make it an integral part in emergency response.