

## ANNEX 1: ROLES & RESPONSIBILITIES

	Roles and Responsibilities	Accountable to	Report / Feedback & Complaints
CAST	<ul style="list-style-type: none"> <li>Provides leadership, in consultation with the SAG and the broader GWC,</li> <li>Act as the secretariat</li> <li>Responsible for effective and efficient Humanitarian WASH coordination (cluster and sector)</li> <li>Provide predictable support to the country humanitarian coordination in line with the 6+1 core function of the cluster</li> <li>Facilitate the development and the implementation of the GWC strategy and relate workplan</li> <li>Ensures that the GWC collectively addresses issues of surge capacity and operational support</li> <li>Manage the FST deployment</li> <li>Provide regular update on the implementation of the GWC strategy</li> <li>Facilitates inter-cluster coordination at global level and links the work of the GWC with others cluster.</li> <li>Organise GWC annual meeting and conference with GWC partners</li> <li>Share and disseminate GWC information</li> <li>Provide monthly bulletin and quarterly report on FST</li> <li>Organise regular conference call with the SAG (every 2 months) and ad hoc when new humanitarian crisis emerge or for specific topic</li> <li>Organise at least twice a year face to face meeting with SAG</li> <li>Maintain engagement in IASC policy and guidance discussion, including discussion around WHS commitments</li> <li>Advocates within the CLA to ensure that UNICEF's operational procedures are supportive of the cluster approach</li> <li>Advocate on having a transition plan support by the CLA and provide support to implement this plan</li> <li>Ensure that any national issues are scaled up when required</li> <li>Lead on the development of the fundraising strategy and resource mobilisation to support the implementation of the GWC strategy</li> <li>Ensure that the cluster provides interpretation (in an appropriate language) so that all cluster partners are able to participate, including local organizations (and national and local authorities where appropriate).<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>SAG and GWC partners</li> <li>Cluster Lead Agency</li> <li>Country Cluster Coordination</li> <li>Donors</li> </ul>	<ul style="list-style-type: none"> <li>Sharing of financial report</li> <li>Direct feedback from the partner about performance</li> <li>Anonymous feedback through the GWC website</li> <li>Satisfaction survey from partners and Country cluster coordination</li> <li>Quarterly report on activity</li> <li>Sharing the SAG agenda before the meeting</li> <li>SAG minutes</li> </ul>
SAG	<ul style="list-style-type: none"> <li>The SAG will support, guide and feed-back the Cluster Advocacy and Support Team (CAST) and may take decisions preferably by consensus or by majority vote if no consensus is found.</li> <li>The SAG will be accountable to all categories of the WASH cluster membership, although CAST is responsible for formal communication to the members.</li> <li>To ensure that full members with voting rights are more rigorously represented in SAG deliberations, each SAG member will be allocated a group of full members selected at random with whom they will engage regularly.</li> <li>The wider cluster membership, including full members, will maintain the right to approach any elected SAG members directly with issues of concern which may be tabled at SAG meetings.</li> <li>Review and approve the GWC Organisational Structure;</li> <li>Review and endorse global WASH cluster strategy and provide guidance on the need to revise the strategic vision of the GWC;</li> <li>Advise on global WASH cluster strategic priorities;</li> <li>Approve funding proposals and partnership arrangements that directly or indirectly relate to GWC, to ensure that these are in line with GWC strategy;</li> <li>Although it is not foreseen that the SAG would function as a funding allocation committee, should such decisions be required, SAG would make recommendations to the holder of collective resources;</li> <li>Suggest and approve the creation of Technical Working Groups (TWIGs) to work on identified priorities;</li> <li>Support CAST in its role in monitoring and oversight of TWIGs, FST evaluations and real time reviews with a demonstrable degree of interaction and involvement;</li> <li>Review and approve annual GWC work plans, and agree amendments to the work plans as necessary during the course of the year;</li> <li>Members of SAG will commit to participating in communications (routinely electronically and to face to face periodically at least 3 times per year) and functioning of the group;</li> <li>Prepare / comment on/input into key strategy, advocacy and fund-raising documents;</li> <li>Review and endorse the global WASH cluster annual report;</li> <li>Actively seek interaction with GWC members and represent their issues and concerns to the other SAG members and CAST;</li> <li>Actively fund raise on behalf of the GWC;</li> <li>Support advocacy activities</li> </ul>	<ul style="list-style-type: none"> <li>Partners of the GWC</li> <li>Donors</li> <li>Own agency</li> </ul>	<ul style="list-style-type: none"> <li>Sharing the SAG agenda before the meeting</li> <li>SAG minutes</li> <li>Direct feedback from the partner</li> <li>Satisfaction survey from partners and Country cluster coordination</li> <li>Anonymous feedback through the GWC website</li> </ul>

<sup>1</sup> Based on IASC Reference Model for Cluster Coordination Document.

	<ul style="list-style-type: none"> <li>• Provide guidance and assess coordination capacities when visiting at country level and sharing information with CAST.</li> <li>• Participate in operational peer review of in-country emergency coordination</li> </ul>		
FST Consortium Member and lead	<ul style="list-style-type: none"> <li>• Fundraise to sustain FST structure to ensure predictability of WASH coordination (Lead and members)</li> <li>• Meet at least once year face to face to agree on strategic review of the FST and way forward (Lead and members)</li> <li>• Second FST to UNICEF as CLA (Members)</li> <li>• Managing the legal agreements and instruments with FST donors (lead)</li> <li>• Managing the legal agreements and instruments with the consortium agencies, including tailored agreements relative to individual agency requirements and specifications (lead)</li> <li>• Managing agency specific budgets, cash flow and revisions both for Human resources and operational costs, as well as consolidating and reviewing financial returns from consortium member agencies to ensure compliance with agreed expenditure norms.(lead)</li> <li>• Providing timely and accurate financial and narrative reports (lead)</li> <li>• Regularly meeting and consulting with CAST and providing support to CAST in FST coordination while contributing to strategic and operational decision making (Lead and members)</li> <li>• Participating with CAST in FST HR recruitment processes and performance monitoring (Lead and members)</li> <li>• Support CAST in FST coordination, deployment and strategic and operational decision making based on grant considerations and ensuring FST are recruited in a timely manner to ensure predictability</li> <li>• Organising, monitoring/contributing to regular FST coordination meetings</li> <li>• FST Consortium lead will consolidate collaborative ways of working with this cross agency initiative</li> <li>• FST consortium lead will ensure clear coordination, communication and regular updates, calls and meetings with consortium members</li> <li>• FST consortium member commit to provide regular information to the consortium lead on recruitment, funding, disbursement and any information which could be relevant to the FST</li> <li>• Champion, publicise and represent the project</li> <li>• Lead on evaluation (e.g. FST impact) including field missions where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• CAST</li> <li>• SAG</li> <li>• GWC partners</li> <li>• Donors</li> </ul>	<ul style="list-style-type: none"> <li>• Sharing of financial report</li> <li>• Direct feedback from the partner about performance</li> <li>• Anonymous feedback through the GWC website</li> <li>• Quarterly report on activity</li> <li>• Sharing the minute of meeting</li> </ul>
Technical Working Group	<ul style="list-style-type: none"> <li>• Support and Facilitate resource raising for knowledge and capacity building opportunities, data and evidence gathering and documentation of markets-based approaches “added value” to humanitarian WASH responses</li> <li>• Identification of potential partnership and modalities to improve market based WASH responses capacities</li> <li>• Creation of a work plan based on agreed prioritized needs</li> <li>• Review, advise and oversee when possible the implementation of activities related to the Markets TWiG objectives and activities</li> <li>• Review and approve new guidance and tools developed as part of the TWiG workplan</li> <li>• Ensure internal sharing and ease of access of market based WASH reports and related tools</li> <li>• Provide recommendations for mainstreaming cross-cutting and multi-sectoral issues in the markets-integrated WASH efforts</li> <li>• Develop key practices and approaches to ensure that evidence gathering and findings are provided in formats able to effectively inform strategic planning</li> <li>• Identify adequate indicators to better capture evidence and learning</li> <li>• Actively participating in the implementation of activities, including:</li> <li>• Promote within their own agency Field-testing and piloting of existing and new markets-based tools for further verification and refinement</li> <li>• Consider Linkages with other clusters, in particular food security and livelihoods, logistics, gender and protection, nutrition, health, shelter and other joint/harmonized initiatives as well as other Technical Working groups such as Assessment TWiG</li> <li>• Support the Global WASH Cluster in promoting standards and tools within member agencies; disseminate, promote the use of and explain the use of strategic markets tools applicable to humanitarian WASH responses</li> <li>• Identify and recommend capacity development needs for the cluster members at global and field level;</li> <li>• Identify capacity building options relevant to WASH actors in market based responses</li> <li>• Support the develop technical briefing, case studies and lessons learnt on Market based WASH responses to support good practices</li> </ul>	<ul style="list-style-type: none"> <li>• CAST</li> <li>• SAG</li> <li>• GWC partners</li> <li>• Own agency</li> </ul>	<ul style="list-style-type: none"> <li>• Direct feedback from the partner about</li> <li>• Anonymous feedback through the GWC website</li> <li>• Quarterly report on activity</li> <li>• Sharing the minutes of meeting</li> </ul>
Cluster Lead Agency	<p>The establishment of clusters at the global level in areas where there are clearly identified gaps in capacity is an important addition that will enhance technical capacity and better ensure the immediate availability of critical material and expertise.</p> <p>Global cluster leads (UNICEF is the lead for WASH) have agreed to be accountable to the Emergency Relief Coordinator for ensuring system-wide preparedness and technical capacity to respond to humanitarian emergencies, and for ensuring greater predictability and more effective inter-agency responses in their particular sectors or areas of activity. More specifically, they are responsible for establishing broad partnership bases (i.e. “clusters”) that engage in activities in three main areas, as follows:</p>	<ul style="list-style-type: none"> <li>• Emergency Relief Coordinator</li> <li>• GWC partners</li> <li>• Donor</li> <li>• Affected Population</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from the ERC</li> <li>• Feedback by the Head of Agency directly and through the IASC and/or Emergency Director group and/or donors</li> </ul>

	<ul style="list-style-type: none"> <li>Standards and policy-setting: Consolidation and dissemination of standards; where necessary, development of standards and policies; identification of 'best practice</li> <li>Building response capacity: <ul style="list-style-type: none"> <li>Training and system development at the local, national, regional and international levels</li> <li>Establishing and maintaining surge capacity and standby rosters</li> <li>Establishing and maintaining material stockpiles</li> </ul> </li> <li>Operational support <ul style="list-style-type: none"> <li>Assessment of needs for human, financial and institutional capacity</li> <li>Emergency preparedness and long term planning</li> <li>Securing access to appropriate technical expertise</li> <li>Advocacy and resource mobilization</li> <li>Pooling resources and ensuring complementarity of efforts through enhanced partnerships</li> </ul> </li> <li>The UNICEF responsibility at the country level (in addition of the above): act as Provider Of Last Resort (POLR), ensure independence of the cluster coordinator, proactively engage in HCT discussion on transition/deactivation of clusters and in the review of the existing coordination architecture.</li> </ul>		<ul style="list-style-type: none"> <li>Feedback through the SAG and/or CAST</li> <li>Anonymous feedback through the GWC website</li> </ul>
GWC Partners (full member)	<ul style="list-style-type: none"> <li>As guidance, the minimum commitments as described in the IASC Reference Module also is applicable in most cases as follows, however some points may be more specific to national and sub-national contexts: <ol style="list-style-type: none"> <li>Commitment to humanitarian principles, the Principles of Partnership, cluster-specific guidance and internationally recognized programme standards, including the Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse;</li> <li>Commitment to mainstream protection in programme delivery (including respect for principles of non-discrimination, do no harm);</li> <li>Commit to participate in actions that specifically improve accountability to affected people, in line with the IASC Commitments to Accountability to Affected Populations</li> <li>A demonstrated understanding of the duties and responsibilities associated with membership of the cluster, as defined by IASC ToRs and guidance notes, any cluster-specific guidance;</li> <li>Active participation in the cluster and a commitment to consistently engage in the cluster's collective work;</li> <li>Capacity and willingness to engage and contribute to the cluster's response plan and activities, which must include inter-cluster coordination;</li> <li>Commitment to mainstream key programmatic cross-cutting issues (including age, gender, environment and HIV/AIDs);</li> <li>Commitment by a relevant senior staff member to work consistently with the global and national WASH cluster to fulfil its mission;</li> <li>Commitment to work cooperatively with other cluster partners to ensure an optimal and strategic use of available resources, and share information on organizational resources;</li> <li>Willingness to take on leadership responsibilities in national, sub-national or working groups as needed, subject to capacity and mandate;</li> <li>Undertake advocacy, and disseminate advocacy messages to affected communities, the host Government, donors, the HCT, CLAs, the media and other audiences</li> </ol> </li> <li>Uphold, use and actively promote GWC agreed principles, standards, tools and other products at all levels within our organisation, and with partners.</li> <li>Actively participate in WASH coordination at Global/ Country (national, sub-national) fora where partners have WASH programmes.</li> <li>In contexts or situations where interagency tools are not appropriate, coordinate with other responding agencies and agreeing an alternative.</li> <li>Provide inputs to all interagency tools and resources produced by the group, according to area of expertise, mandate and interests; endorse these tools and resources</li> <li>Attend at least one face to face Global meeting of the group per year and regular/ad hoc call organise by CAST on update of the GWC strategy, new or on-going emergency.</li> <li>Members can choose to make additional commitments and to outline specific roles they will take up in the group.</li> <li>Actively participate and support in cluster/sector assessment, analysis and processes.</li> <li>Facilitate the sector/cluster to access relevant information from all sources (UNICEF, government, other specialist institutions).</li> <li>Actively participate and contribute in cluster processes for work planning (including membership of technical working groups), adoption of standards and guidelines and clarifying funding requirements.</li> <li>Actively participate and contribute to the design, implementation of the GWC strategy</li> <li>Align agency plans with agreed sector/cluster plan, priorities, objectives, and indicators.</li> <li>Promote adherence to standards and guidelines through agency programmes.</li> </ul>	<ul style="list-style-type: none"> <li>Affected population</li> <li>CAST</li> <li>SAG</li> <li>Other GWC partners</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from the CAST</li> <li>Feedback between partners</li> <li>Anonymous feedback through the GWC website</li> </ul>
GWC Partners	<ul style="list-style-type: none"> <li>Commitment to humanitarian principles, the Principles of Partnership,</li> </ul>	<ul style="list-style-type: none"> <li>CAST</li> <li>SAG</li> </ul>	

(Associate member)	<ul style="list-style-type: none"> <li>• Commit to participate in actions that specifically improve accountability to affected people, in line with the IASC Commitments to Accountability to Affected Populations</li> <li>• Participation in the cluster and a commitment to engage in the cluster’s collective work when and where appropriate;</li> <li>• Commitment to work with the global and national WASH cluster to fulfil its mission;</li> <li>• Commitment to work cooperatively with other cluster partners to ensure an optimal and strategic use of available resources, and share information on organizational resources;</li> <li>• Participate in WASH coordination at Global/ Country (national, sub-national)</li> <li>• Attend when required face to face Global meeting of the group per year and regular/ad hoc call organise by CAST on update of the GWC strategy, new or on-going emergency.</li> <li>• Members can choose to make additional commitments and to outline specific roles they will take up in the group.</li> <li>• Participate and support in cluster/sector assessment, analysis and processes.</li> <li>• Participate and contribute in cluster processes for work planning (including membership of technical working groups), adoption of standards and guidelines and clarifying funding requirements.</li> <li>• Participate and contribute to the design, implementation of the GWC strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Other GWC partners</li> </ul>	
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