

General Terms of Reference for Water Sanitation and Hygiene Sector Coordination Platform (WASH SCP) and Technical Working Groups

Introduction

To implement the National Water and Sanitation Policy (NWSP), the Ministry of Energy and Water Resources (MEWR) established the WASH Sector Policy Co-ordination Team (SPCT) to oversee and coordinate externally-focused sector activities supporting the WASH policy. Subsequently, and following the establishment of the MWR's technical wing, the Water Directorate together with closer engagement with the Ministry of Health and Sanitation, the main role of the group has evolved to focus on coordination. The SPCT is therefore being reconstituted as the WASH Sector Coordination Platform (WASH SCP). The WASH SCP manages and coordinates all actions needed to implement the NWSP and has representation from relevant sector actors.

Overall an Inter-Ministerial Committee (IMC) serves as an apex body for overseeing WASH sector reform. The committee validates the measures proposed by the Minister of Water Resources or Minister of Health and Sanitation for achieving the aims of the NWSP and achieves concurrence and endorsement at political level on WASH issues that need Cabinet approval. (See diagram below).

The Ministry of Water Resources has the responsibility to engage with the multiple state and non-state actors in the WASH sector through the WASH SCP. The MWR will work closely on WASH coordination with the Ministry of Health and Sanitation through the new Environmental Health and Sanitation Directorate.

Coordination of development partners will be effected through a separate MWR/MHS led Development Partners Group, for which separate Terms of Reference have been developed. Coordination at Local Council (City and District) level is effected through the Local Council WASH Coordination Committees, for which separate ToRs have been developed.

The broad Terms of Reference of the WASH SCP remain close to those of the SPCT and are set out below. The overall institutional arrangements for WASH Sector Coordination are displayed in Annex B.

Outline Aim

- Direct, coordinate and manage implementation of the NWSP
- Establish and ensure strong collaboration between the main government partners in setting strategic direction to Policy implementation – especially Ministry of Health and Sanitation as lead on sanitation and hygiene aspects and Ministry of Finance and Economic Development (MFED) on budgeting for the reforms and for the sector;
- Take active measures to involve civil society in debate, reflection and learning to inform MWR policy;
- Ensure good communication of the reform in order to manage change and achieve timely decisions and actions from partner government agencies and wider stakeholders necessary for implementation;
- Oversee, manage, direct, and coordinate Ministry-led multi-stakeholder Working Groups in delivering policy outputs with their attendant framework documents and guidelines on the different aspects of the NWSP; and
- Institute a reporting framework for WASH actors such that the Ministries can monitor and evaluate progress towards NWSP objectives

Composition of WASH Sector Co-ordination Platform

1. Permanent Secretary, MWR (Chair)
2. Chief Medical Officer, MHS (Co-Chair)
3. Director, Water Directorate
4. Representative, Ministry of Finance and Economic Development
5. Representative, Ministry of Local Government and Rural Development
6. Representative, Ministry of Agriculture, Forestry and Food Security
7. Representative, Ministry of Education, Science, and Technology
8. Representative, Ministry of Social Welfare and Gender
9. Representative, Office of the President (SPU or PSRU as appropriate)
10. Representative, SALWACO
11. Representative, GUMA
12. Representative, Donor Partners
13. Representative, WASHNET
14. Representative, INGOs
15. Representative, Private Sector
16. Representative, WASH-related Academic/Research institutions

Other government and external stakeholders as required relating to specific issues e.g. Attorney-General's Department, SLEPA, SLIEPA, Ministry of Marine Resources, specific Local Councils

SCP Working Groups

As the Water Directorate is progressively recruited and counterpart structures and staff for the different aspects of policy implementation are being established, the Ministry has formalised a number of **Technical Working Groups** with TORs set out following the broad SCT TORs. The aim of these formal Working Groups is to enable the Ministry and the sector to better coordinate the increasing number and breadth of activities being undertaken, and provide focal loci for WASH Facility projects to better enable sector learning. The Working Groups are established and expected to be *action oriented*, with clear tasks and deliverables. The SCT will retain the flexibility to modify, terminate or establish Working Groups as and when required. This list of current Technical Working Groups are listed in Annex A.

Expectations and responsibilities of the WASH SCP and the Technical working groups

- The WASH SCP will provide the overarching guidance and coordination of the working groups, ensuring that assigned tasks and deliverables are clear with concrete deadlines. The WASH SCT will also provide a forum, on a quarterly basis, during which each technical working group will be expected to clearly report on the progress made.
- The Technical Working groups, will convene as needed in order to achieve the assigned responsibilities. The lead of the Working Group will liaise directly with the WASH SCT lead on progress and needed support. Working Groups members are expected to actively participate and engage in working group meetings and tasks.

Technical and administrative support to the SCP

The SCP will be supported by the MWR/MHS Technical Assistance. The MWR and MHS will appoint staff from the Administration or Technical wings to provide Secretariat support to the SCP

Reporting

The Technical Working Groups will report directly to the WASH SCP, the WASH SCP reports to the Minister of Water Resources. The Minister will in turn report to his colleagues of the Inter-Ministerial Committee on WASH (as illustrated below).

Annex A

Below are the general TORs for the current Technical Working Groups. Presently there are seven groups including: Budget, Environmental Sanitation, Rural WASH, Urban WASH, Water Scarcity, Sector Learning and Emergency WASH Preparedness & Response.

Budget Working Group (BWG):

Aims

- Ensure that MWR and sector agency budgets are harmonised with the budget cycle and activities are funded
- Ensure that MWR, other MDAs, Local Government, and other public sector WASH agency budgets are coordinated, and aligned to sector deliverables
- Produce an Annual WASH Budget Framework Paper linking policy with FM and defining results at Outcome and Output levels
- Monitor performance against targets of WASH agencies against targets set in BFP

Composition

- Freetown WASH Consortium lead¹
- MWR, MHS, MLGRD, MAFFS, utilities, WASH-NET, UNICEF
- Secretariat from MFED

Rural WASH Working Group (RWWG):

Aims

- Finalise draft Rural Water Supply (RWS) document and ensure RWS complements ESH Policy and Strategy
- Guide development of relevant Toolkits and Guidelines related to RWS Strategy and ESH Strategy
- Oversee and facilitate Feedback forums, make recommendations on incorporating experience/lessons learned to evolve RWS/Toolkit
- Oversee progress and provide focal counterpart for WASH Facility projects relating to rural water supply
- Provide a forum for actors engaged in Rural WASH to share information on ongoing and planned activities
- Ensure information sharing with the WASH Sector Learning platform in order to inform and guide WASH partners relevant issues and developments.

Composition

- MWR lead on WS/WR, MHS lead on ES/H
- MLGRD, MFED Local Government Finance Department, SALWACO, NGO representation, other as required

Urban WASH Working Group (UWWG):

Aims

- Finalise Urban Water Supply (UWS) policy and strategy documents and ensure UWS complements ESH Policy and Strategy
- Guide development of relevant Toolkits and Guidelines related to UWS Strategy and ESH Strategy
- Oversee and facilitate Feedback forums, make recommendations on incorporating experience/lessons learned to evolve UWS/Toolkit
- Oversee progress and provide focal counterpart for WASH Facility projects relating to urban water supply
- Provide a forum for actors engaged in Urban WASH to share information on ongoing and planned activities
- Ensure information sharing with the WASH Sector Learning platform in order to inform and guide WASH partners relevant issues and developments.

Composition

- MWR lead on WS/WR, MHS lead on ES/H
- Freetown City Council, MLGRD, MFED Local Government Finance Department, Guma Valley Water Company, Urban WASH Consortium, other City Councils and organisations as required

¹ FT WASH Consortium have been leading the WASH Public Expenditure Tracking

Humanitarian WASH Coordination Working Group (HWCWG):

Aim

- To ensure a standing technical working group that is tasked with WASH emergency preparedness and that can also be immediately activated in emergencies to effectively coordinate all the humanitarian actors in the country.
- Ensure preparedness plans and mechanisms are updated, in place and that all relevant stakeholders have technical knowledge and skills for implementation.
- In the context of an emergency response:
 - Ensure that WASH information is gathered and available to stakeholders for planning and decision
 - Facilitate capacity building on the preparedness and response of national and local level stakeholder to effectively approach a comprehensive emergency WASH response.
 - Lead WASH sector partners in the Strategic Planning
 - Ensure compliance with international standards and national strategies for WASH in natural disaster/public health crisis
 - Monitor and evaluate of emergency WASH interventions
 - Coordinate the activities of members of the WASH sector with other active sectors
 - Ensure accountability to affected population

Composition

- MWR (lead) with support from UNICEF
- MHS, UNICEF, WASH Consortium, NGO representation, other as required

Annex B: Overview of Institutional Arrangements for WASH Coordination

