



**ZIMBABWE**

**Ministry of Water Resources Development and Management**

**Water, Sanitation and Hygiene (WASH) Sector  
Coordination Mechanisms**

Terms of Reference for the National Action Committee and its sub-  
structures

**July 2010**

## **CONTENT**

About the Document.....	3
Abbreviations .....	4
1.0 Introduction.....	5
2.0 Background .....	7
3.0 Purpose of Report .....	11
4.0 Terms of Reference .....	12
4.1 National Action Committee (NAC) .....	12
4.2 NAC Sub-Committee on Water Resources Management .....	14
4.3 NAC Sub- Committee on Rural Water Supply and Sanitation .....	16
4.3 NAC Sub- Committee on Urban Water and Wastewater .....	18
4.4 Provincial Water Supply and Sanitation Sub-Committee.....	20
4.5 District Water Supply and Sanitation Sub-Committee.....	22
4.6. National Coordination Unit Staff.....	23
4.6.1 National Coordinator in the NCU .....	23
4.6.2 Water Resources Management Officer .....	24
4.6.3 Rural Water Supply and Sanitation Officer .....	25
4.6.4 Urban Water and Wastewater Officer.....	26
4.6.5 Information and Documentation Officer .....	27
4.6.6 Monitoring and Evaluation Officer.....	28
4.6.7 Finance Officer .....	29
4.6.8 Administrative Secretary .....	29
4.6.9 Driver/Messenger.....	30

## **About the Document**

This document is an outline of the Terms of Reference of the agreed coordination institutions for the water, sanitation and hygiene sector in Zimbabwe. It was produced by the Ministry of Water Resources Development and Management, with technical support from UNICEF and World Bank-WSP. It is developed from a consultative process that included a retreat of sector Ministers in February, 2010; a follow-up stakeholder meeting in March 2010 and a Task Group meeting that developed the main points for the NAC Terms of Reference in May 2010.

The Ministry of Water Resources Development and Management expresses its sincere thanks to the Zimbabwe Ministers and Deputy Ministers who attended the retreat, permanent secretaries, government officials, NGO representatives, UNICEF, World Bank, World Bank-WSP, and participants to the stakeholder meetings.

We commend its use as a reference guide to water, sanitation and hygiene sector coordination in Zimbabwe.

Ministry of Water Resources Development and Management

## Abbreviations

DDF	District Development Fund
DWSSC	District Water Supply and Sanitation Sub-Committee
IRWSSP	Integrated Rural Water Supply and Sanitation Programme
EMA	Environment management Agency
MDGs	Millennium Development Goals
MDTF	Multi-Donor Trust Fund
MIMS	Multi- Indicator Monitoring Survey
Min. of Ed.	Ministry of Education Sport and Culture
MLGRUD	Ministry of Local Government Rural and Urban development
MOA	Ministry of Agriculture Mechanization and Irrigation Development
MOE	Ministry of Energy and Power Development
MOEn	Ministry of Environment and Natural Resources
MOF	Ministry of Finance
MOHCW	Ministry of Health and Child welfare
MOTCID	Ministry of Transport Communications and Infrastructure Development
MOWAGCD	Ministry of Women's Affairs gender and Community development
MWRDM	Ministry of Water Resources Development and Management
NAC	National Action Committee
NCU	National Coordination Unit
NGO	Non Governmental Organisation
PDC	Provincial Development Committee
PHHE	Participatory Health and Hygiene Education
PWSSC	Provincial Water Supply and Sanitation Sub-Committee
UNICEF	United Nations Children's Emergency Fund
RDC	Rural District council
RDDC	Rural District Development Committee
RSOP	River Systems Outline Plan
WB	World Bank
WB-WSP	World Bank – Water and Sanitation Programme
WPC	Water Point Committee
WRM	Water Resources Management
WRMS	Water Resources Management Strategy
ZCWP	Zimbabwe Country Water Partnership
ZINWA	Zimbabwe National Water Authority

## 1.0 Introduction

Zimbabwe is a sub-tropical country with distinct wet and dry seasons. Rainfall varies significantly reducing in amounts from north to south<sup>1</sup> and east to west.<sup>2</sup> The country is prone to extreme weather conditions including droughts and floods and it is projected that this variability in weather will intensify with expected effects of global warming.

Despite Zimbabwe having the second highest water storage per capita in Southern Africa, competition for fresh water is high. Major non-consumptive fresh water uses include hydro power generation on the Kariba, recreation and navigation, fisheries and ecosystem sustenance, while consumptive water uses include agriculture<sup>3</sup>, drinking<sup>4</sup>, industrial, commercial, institutional, mining and most importantly conveyance and final treatment of urban wastes. The latter has, for many years, been the major user of fresh water through pollution, although in recent past weakly controlled and monitored mining activities (such as gold or diamond panning) are increasing pollutants and sediment levels in most rivers systems, including water storage reservoirs. Coordinated management of catchment areas is therefore paramount.

Major towns and cities in Zimbabwe are upstream of their drinking water sources and this has led to huge pollution loads on most river systems, resulting in the proliferation of invasive alien species, including but limited to the problematic water hyacinth. Most urban local authorities have failed to address the high pollution levels. Aggravating this urban weakness is the weakened on-farm management systems resulting from the Agrarian Reform. Most urban local authorities have failed in addressing the high pollution levels. Aggravating this urban weakness is the weakened on-farm environmental management systems resulting from the agrarian reform. As outflows from one city (upstream) are inflows of another (downstream), the need for coordinated planning, development and management of urban water and wastewater systems is essential.

Rural areas of Zimbabwe depend mainly on groundwater as their drinking water source. In the past, good land management helped replenish groundwater reserves by increasing infiltration and reducing the impacts of flash floods. By 2008, over 40000 boreholes equipped with hand pumps were known to have been drilled in rural areas of Zimbabwe (source: DDF records). The most common hand pump is the bush pump with a pumping capacity of approximately 20 litres per minute, each designed to serve a rural population of 250 people. The recorded access to safe water is nearly 63% (source: MIMS, 2007).

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<sup>1</sup> Mean annual rainfall above the Zambezi escarpment is 800mm while further south in Beitbridge its 400mm

<sup>2</sup> Mean annual precipitation in the eastern highlands is 1200mm while in Tsholotsho district to the west is 500mm

<sup>3</sup> It is estimated that irrigated agriculture utilises 80% of water resources.

<sup>4</sup> Urban areas in Zimbabwe are supplied from piped water and house connections, while rural areas depend on groundwater point sources such as boreholes and wells.

A major challenge is the weak operation and maintenance system for rural water points, resulting in approximately 60% of the hand pumps remaining in a long state of non-repair at any one point in time. The low safe water supply coverage, coupled with low access to safe sanitation, (estimated at 43%, MIMS, 2007)<sup>5</sup> is posing health challenges to rural populations, especially the poor and vulnerable women and children.

In 1985 a National Master Plan for Integrated Rural Water Supply and Sanitation Programme (NWMP) was produced, which set among other things, a coordination framework for rural water supply and sanitation. A National Action Committee (NAC) and its sub-national structures was established and remained active until the early 2000s when economic and policy environments became difficult to sustain the sector operations. However, the experience gained over the years is still commendable and highly regarded regionally and internationally.

In 1998 a new Water Act was passed following the rationalization of water resources management approaches through the Water Resources Management Strategy (WRMS) project. This strategy document outlined the water resources management principles, key of which was the need to manage water resources using a river basin approach. A significant outcome of this was the establishment of the Zimbabwe National Water Authority (ZINWA), through the ZINWA Act and the subsequent formation of 7 Catchment Councils, namely Gwaai, Manyame, Mazowe, Mzingwane, Runde, Sanyati and Save.

In 2004 a draft National Rural water and sanitation policy document was produced and submitted to Cabinet. However, a subsequent review in 2009, indicated gaps in the policy document, among them the need for a clarity on sector leadership, inclusion of new international sector knowledge and climate change issues. These institutional and coordination issues were raised immediately after the harsh lessons learnt in 2008/2009 when Zimbabwe experienced the worst cholera outbreak in recorded history. The cholera outbreak, although a significantly negative development, which resulted in 98 531 recorded cases and 4 282 deaths, was in itself an impetus to re-examine approaches to water and sanitation development in the country, among them the need for sector coordination, institutional rationalization and capacity development.

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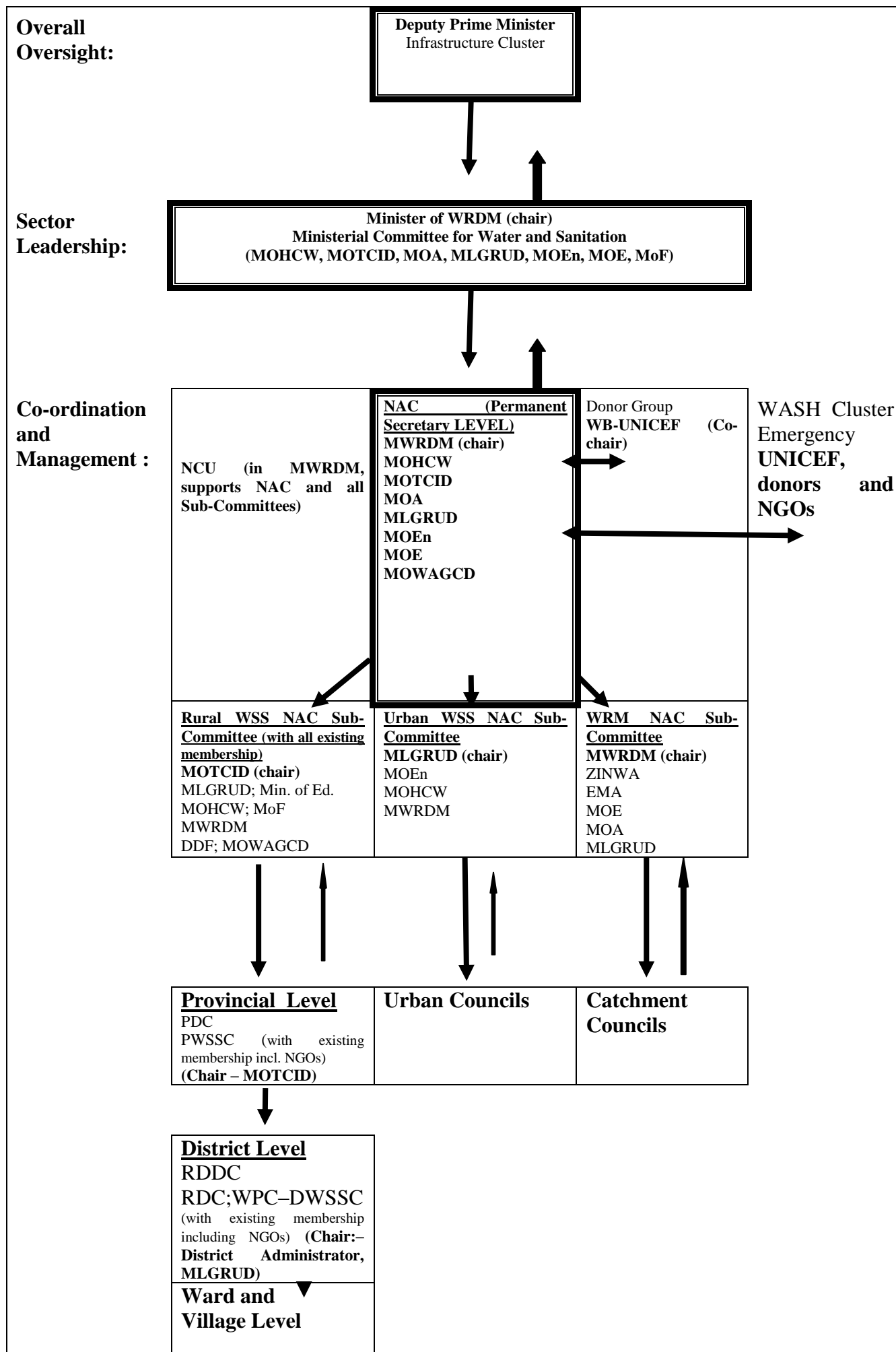
<sup>5</sup> While MIMS indicate a 43% rural sanitation coverage, local experts are of the view that the rural sanitation coverage is around 25-30%

## 2.0 Background

Government recognized the urgency of a coordinated water and sanitation sector and established an inter-ministerial committee on Water and Sanitation under the chairmanship of the Minister for Water Resources Development and Management, and included Ministries of Agriculture, Mechanization and Irrigation Development; Health and Child Welfare; Environment and Natural Resources; Local Government Rural and Urban Development; Transport, Communication and Infrastructural Development; and that of Water Resources Development and Management.

The Minister of Water Resources Development and Management further established a ministerial advisory task force to advise the minister on the best modalities of developing a coordinated water and sanitation sector. UNICEF and the World Bank, who have been instrumental in supporting a coordinated emergency response to the cholera outbreak and core chairing the Donor Coordination Group, provided technical support to clarify sector leadership and other institutional issues.

A ministerial retreat was held for the 4 key sector ministries of Health and Child Welfare; Local Government Rural and Urban Development; Transport, Communications and Infrastructural Development; and Water Resources Development and Management. The outcome of the Ministers' retreat was a coordination framework outlined on the next page.





Overall sector oversight function shall be the responsibility of the Deputy Prime Minister responsible for the Infrastructure Cluster or as may be defined from time to time by the Government of Zimbabwe. Water and sanitation leadership shall be the function of the Minister responsible for water, whose responsibility shall be to chair a ministerial committee of the water and sanitation sector. Such a committee shall also include ministers for: Health and Child Welfare; Transport, Communications and Infrastructural Development; Local Government Rural and Urban Development; Agriculture, Mechanization and Irrigation Development; Environment and Natural Resources; Energy and Power Development.

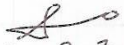
Overall coordination and management shall be the responsibility of the NAC made up of permanent secretaries and chaired by the Permanent Secretary for the Ministry of Water Resources Development and Management.


This coordination and management framework was approved and endorsed by the ministers and their respective permanent secretaries as indicated below.

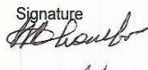
**6.0 IMPORTANT FOLLOW-UP STEPS**

	<b>Action</b>	<b>Responsible</b>	<b>Timeframe</b>
1	Inform Urban Rehab. Coordination Group and WASH Cluster	UNICEF	February 25, 26
2	Compile workshop briefing documents	Facilitation Team	March 1
3	Draft proposed coordination structures	Facilitation Team	March 1
4	Circulate draft proposed coordination structures to internal and external stakeholders	Ministry of Water	March 8
5	Stakeholders to meet for consultation	Ministry of Water to call the meeting	Mid March
6	Ministers meet to consider input and finalize structures	Ministry of Water to call the meeting	April 1
7	First NAC meeting	Ministry of Water to call the meeting	Mid April
8	Finalize project proposals	NCU/DID	End of Feb
9	Preparation of document highlighting key policy issues	Facilitation Team	Mid April – for NAC meeting

**7.0 Authorized and Endorsed:**

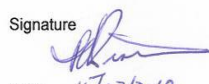
Signature   
 Date 2.3.10  
**S. S. Nkomo**  
 Minister  
 Ministry of Water Resources  
 Development and Management

Signature   
 Date 28/04/10  
**N. Goche**  
 Minister  
 Ministry of Transport  
 Communication and Infrastructure  
 Development

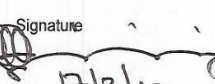
Signature   
 Date 24/4/10  
**I. Chombo**  
 Minister  
 Ministry of Local Government  
 Rural and Urban Development

Signature   
 Date 18.03.2010  
**H. Madzorera**  
 Minister  
 Ministry of Health and Child  
 Welfare

Signature   
 Date 02-03-10  
**R. Chitsiko**  
 Permanent Secretary  
 Ministry of Water Resources  
 Development and Management

Signature   
 Date 15/03/2010  
**P. Mbiriri**  
 Permanent Secretary  
 Ministry of Transport  
 Communication and Infrastructure  
 Development

Signature   
 Date 30/3/10  
**K. Mupingo**  
 Permanent Secretary  
 Ministry of Local Government  
 Rural and Urban Development

Signature   
 Date 12/3/10  
**G. Gwinji**  
 Permanent Secretary  
 Ministry of Health and Child  
 Welfare

### **3.0 Purpose of Report**

The report provides the Terms of Reference of the key institutions for the water and sanitation sector as outlined in the agreed coordination framework above.

Outlined below are the Terms of Reference of:

- National Action Committee
- NAC Sub-committee on Water Resources Management
- NAC Sub-committee on Rural Water Supply and Sanitation
- NAC Sub-Committee on Urban Water and Waste Management
- Provincial Water and Sanitation Sub-Committee
- District Water and Sanitation Sub-Committee
- National Coordination Unit Staff
  - National Coordinator
  - Urban Water and Wastewater Officer
  - Rural Water and Sanitation Officer
  - Water Resources management Officer
  - Information and Documentation Officer
  - Monitoring and Evaluation Officer
  - Finance Officer
  - Administrative Secretary
  - Driver/Messenger

## 4.0 Terms of Reference

### 4.1 National Action Committee (NAC)

The National Action Committee shall have the overall coordination and management responsibility of the water, sanitation and hygiene (WASH) sector. The core business of the NAC is to provide holistic, national WASH policy direction and guidance and to be a one-stop-entry into, and a monitoring, supervisory and resource mobilization hub for, the water, sanitation and hygiene (WASH) sector in Zimbabwe.

The major focus of the NAC in the short to medium term is to rejuvenate the sector to make it sustainably responsive to the demands of the rural and urban water and sanitation sub-sectors while taking cognizance of the limited water resources in the country.

Specifically the NAC shall:

- i. Provide sector policy guidelines, regulation and oversight
- ii. Approve sector plans and strategies
- iii. Mobilize resources and facilitate and approve investment plans
- iv. Provide sector coordination, including trans-boundary issues
- v. Liaise with sector donors and NGO activities
- vi. Monitor, evaluate and report on sector performance
- vii. Receive and act on reports from the sub-sector committees and other structures as determined from time to time.

#### NAC Membership

The NAC shall be made up of Permanent Secretaries of the Ministries of:

- a) Agriculture, Mechanization and Irrigation Development;
- b) Energy and Power Development;
- c) Environment and Natural Resources;
- d) Finance
- e) Health and Child Welfare;
- f) Local Government, Rural and Urban Development;
- g) Transport, Communications and Infrastructural Development;
- h) Water Resources Development and Management;
- i) Women's Affairs, Gender and Community Development,

with the Permanent Secretary for Water Resources Development and Management, as chair.

The National Coordinator for the Water and Sanitation sector shall be the secretary of the NAC and an ex-officio member.

Only in exceptional cases shall a Permanent Secretary be represented by an alternate. The level of such an alternate shall not be below that of a Director.

The NAC can from time to time invite representatives of the Donor Coordination Group, the WASH Humanitarian Cluster, selected NGOs and private sector members as observers or to act as a reference group on some issues.

Reporting:

Reports to the Cabinet Committee on Water and Sanitation chaired by the Minister of Water Resources Development and Management

Frequency of Meetings:

The NAC shall meet at least once in a quarter.

## **4.2 NAC Sub-Committee on Water Resources Management**

The main focus of the sub-committee is to ensure ecological and river systems integrity for sustainable development. Within this framework the committee shall:

- i. Coordinate and regulate major water infrastructure development
- ii. Facilitate the production of River Systems Outline Plans (RSOPs), including Catchment Outline Plans and integrating these with trans-boundary River Basin Plans
- iii. Facilitate the development of capacity of all actors to ensure effective participation at all levels in the planning and utilization of water resources
- iv. Facilitate studies to inform the sub-sector, including but not limited to dam safety and management, flood mitigation and control, ecosystems approaches, raw water tariff setting and policies, among others.
- v. Participate and contribute regionally to trans-boundary water resources management, taking account of key water sector protocols for which Zimbabwe is a signatory
- vi. Facilitate the collection, analysis and dissemination of data on water resources management for sustainable utilization and monitoring of the resources
- vii. Develop sub-sector strategies for the sustainable utilization of water resources
- viii. Facilitate the development of policy guidelines on water quality, waste water, surface and ground water exploitation and use.
- ix. Facilitate the development of water resources management tools and software.
- x. Facilitate the national water infrastructure development, implementation and coordination.
- xi. Advise NAC on the review and harmonisation of all enabling legislations.
- xii. Advise NAC on the establishment of the water regulatory authority for tariff setting, enforcing compliance and promoting good corporate governance.
- xiii. Facilitate the involvement of co-operating partners in water resources management.
- xiv. Facilitate monitoring of water quality in all national water bodies, including the control of aquatic invasive weeds
- xv. Raise awareness on the importance of efficient and sustainable use of water resources, including measures to mitigate the impacts of climate change and other natural disasters.
- xvi. Create time bound Task Forces to deal with urgent issues
- xvii. Receive and act on reports from the sub-sector sub-national committees and other structures as determined from time to time

Membership: Members of the Water Resources Development and Management Sub-committee shall be:

- Ministry of Agriculture Mechanization and Irrigation Development
- Ministry of Energy and Power Development
- Ministry of Environment and Natural Resources
- Ministry of Local Government Rural and Urban Development
- Ministry of Water Resources Development and Management (Chair)
- Ministry of Women Affairs Gender and Community Development

Reporting: The sub-committee reports to the main NAC

Frequency of Meetings: At least once every 2 months

### **4.3 NAC Sub- Committee on Rural Water Supply and Sanitation**

The main focus of the sub-committees is to improve and sustain water and sanitation coverage in rural areas of Zimbabwe, in line with the Millennium Development Goals (MDGs) and other Zimbabwe set development goals and standards. In the medium term the sub-committee shall focus on implementing strategies to spearhead the sector recovery out of emergency into development. Within this framework the sub-committee shall:

- i. Advise NAC on the review and harmonisation of all enabling legislations.
- ii. Advise NAC on the establishment of the water and sanitation regulatory authority to enforce compliance, set standards and promote good corporate governance.
- iii. Facilitate the involvement of all stakeholders in rural water supply and sanitation.
- iv. Oversee the planning, coordination, implementation and monitoring of rural water supply and sanitation programmes
- v. Facilitate the development of capacity of all actors to ensure effective participation at all levels in the planning and management of water and sanitation programmes
- vi. Facilitate the collection, analysis and dissemination of data on water supply and sanitation coverage
- vii. Establish and sustain effective community based operation and maintenance systems
- viii. Develop sub-sector strategies for the sustainable implementation of water supply and sanitation programmes
- ix. Facilitate the development of policy guidelines on the management of rural water supply and sanitation programmes
- x. Promote appropriate technologies and raise awareness on gender issues for the sub-sector
- xi. Promote in-country and regional partnerships including measures to enhance the participation of the private sector.
- xii. Facilitate the development of water and sanitation management tools and software.
- xiii. Raise awareness on the importance of efficient and sustainable use of water resources, including measures to mitigate the impacts of climate change and other natural disasters.
- xiv. Create time bound Task Forces to deal with urgent issues
- xv. Receive and act on reports from the sub-sector sub-national committees and other structures as determined from time to time



Membership: Members of the Rural Water and Sanitation shall be:

- i. Ministry of Health and Child Welfare
- ii. Ministry of Environment and Natural Resources
- iii. Ministry of Local Government, Rural and Urban Development
- iv. Ministry of Transport, Communications and Infrastructural Development (chair)
- v. Ministry of Water Resources Development and Management
- vi. Ministry of Women Affairs Gender and Community Development

Reporting: The sub-committee reports to the main NAC

Frequency of Meetings: At least once every 2 months

### **4.3 NAC Sub- Committee on Urban Water and Wastewater**

The main focus of the sub-committee is to facilitate the sustenance of safe water supply access and safe wastewater disposal in urban areas of Zimbabwe, in line with the Millennium Development Goals (MDGs) and other Zimbabwe set development goals and standards. In the medium term the sub-committee shall focus on implementing strategies to capacitate utilities to achieve sustained sector recovery. Within this framework the sub-committee shall:

- i. Advise NAC on the review and harmonisation of all enabling legislations.
- ii. Advise NAC on the establishment of the water and wastewater regulatory authority to enforce compliance, set standards and promote good corporate governance.
- iii. Facilitate the involvement of co-operating partners in urban water supply and wastewater removal, including in the medium term the promotion of dialogue to launch the MDTF.
- iv. Oversee the planning, coordination, implementation and monitoring of urban water supply and wastewater treatment programmes
- v. Facilitate the production and implementation of tariff setting guides and models for the sub-sector
- vi. Facilitate the development of capacity of all actors to ensure effective participation at all levels in the planning and management of urban water and wastewater programmes
- vii. Facilitate the collection, analysis and dissemination of data on water supply and wastewater coverage
- viii. Support piloting of privatizing urban water supply services, including capacitating new utilities
- ix. Develop sub-sector strategies for the sustainable implementation of water supply and wastewater programmes
- x. Facilitate the development of policy guidelines on the management of urban water supply and sanitation programmes
- xi. Promote gender and ecologically sensitive waste removal and treatment measures
- xii. Promote in-country and regional partnerships including measures to enhance the participation of the private sector.
- xiii. Facilitate the development of water and wastewater management tools and software.

- xiv. Advocate and raise awareness on the importance of efficient and sustainable use of water resources, including measures to mitigate the impacts of climate change and other natural disasters.
- xv. Raise awareness and support programmes dealing with solid waste management
- xvi. Create time bound Task Forces to deal urgent issues
- xvii. Receive and act on reports from the sub-sector sub-national committees and other structures as determined from time to time

Membership: Members of the Urban Water and Wastewater Sub-committee shall be:

- i. Ministry of Health and Child Welfare
- ii. Ministry of Environment and Natural Resources
- iii. Ministry of Local Government Rural and Urban Development (chair)
- iv. Ministry of Water Resources Development and Management
- v. Ministry of Energy and Power Development

Reporting: The sub-committee reports to the main NAC

Frequency of Meetings: At least once every 2 months

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## 4.4 Provincial Water Supply and Sanitation Sub-Committee (PWSSC)

### Model Terms of Reference

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#### Objective

To co-ordinate coordinate and assist in the management of rural water supply and sanitation activities in the Province.

#### Membership

The committee shall comprise named officers representing all the relevant agencies/ministries in the province.

The sub-committee has power and authority to co-opt representatives from NGOs involved in rural water supply and sanitation implementation in the Province, and other members as required.

#### Reporting to

The sub-committee reports to the Provincial Development Committee.

#### Duties

- i. Co-ordinate the activities of all agencies involved in rural water supply and sanitation implementation in the Province, including NGOs.
- ii. Monitor district water and sanitation project activities in the provinces.
- iii. Provide technical support to DWSSCs in the province, including capacity enhancement of the committees.
- iv. Ensure that Provincial rural water supply and sanitation projects are planned and implemented in accordance with National policies.
- v. Co-ordinate the preparation of Provincial plans for rural water supply and sanitation development.
- vi. Review District project proposals, implementation plans, and progress reports, and monitor rural water supply and sanitation activities in the Districts and ensure that these are included in the provincial plans.
- vii. Regularly reports to appropriate national authorities on Provincial progress in rural water supply and sanitation development.
- viii. Co-ordinate the maintenance of updated inventories of rural water supply and sanitation facilities in the Province.

- ix. Regular reporting to NAC through the NCU on water and sanitation activities in the province.

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## **RDC**

The ultimate responsibility for the provision of water and sanitation facilities rests with the Rural District Councils. To enable RDC to execute this task the NAC shall work closely with other Capacity Building initiatives to build the technical, financial and managerial capacity of the RDCs.

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## **4.5 District Water Supply and Sanitation Sub-Committee**

### **Model Terms of Reference**

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#### **Objective**

To co-ordinate planning and assist in the management of rural water supply and sanitation activities in the District.

#### **Membership**

The committee shall comprise all relevant sector agencies represented in the district.

The sub-committee has the power to co-opt representatives from NGOs involved in water supply and sanitation project implementation in the District, and other members as required.

#### **Reporting to**

The sub-committee reports to a committee of Council responsible for water and sanitation service provision and to the Provincial Water and Sanitation Subcommittee

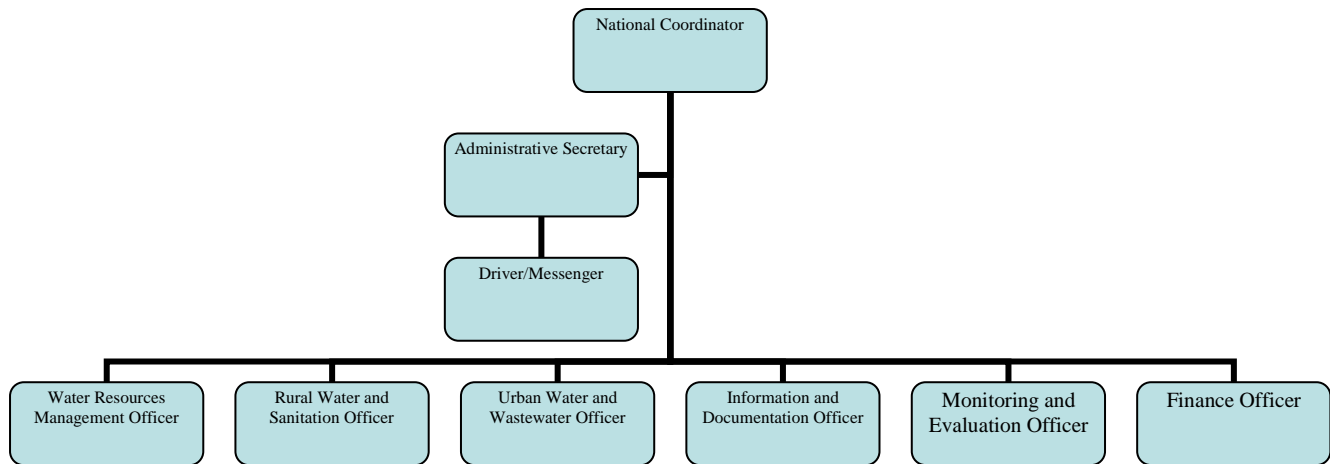
#### **Duties**

- i. Co-ordinate and monitor the activities of all agencies involved in rural water supply and sanitation project implementation in the District, including NGOs.
- ii. Ensure that planning and implementation of District rural water supply and sanitation projects are in accordance with Provincial and National policies and procedures.
- iii. Co-ordinate the preparation of District plans for rural water supply and sanitation development.
- iv. Periodic monitoring of project activities
- v. Regularly reports to appropriate Provincial authorities on District progress in water and sanitation projects
- vi. Co-ordinate the maintenance of updated inventories of all water and sanitation facilities in the District.

#### 4.6. National Coordination Unit Staff

The NAC having three sub-committees, each responsible for (a) water resources management, (b) rural water supply and sanitation and (c) urban water and wastewater, has a secretariat called the National Coordination Unit (NCU) whose primary purpose is to provide day- to-day administration of the water and sanitation sector on behalf of the NAC.

A proposed administrative structure of the NCU shall be as follows:



##### 4.6.1 National Coordinator in the NCU

The National Coordinator shall head the NCU.

The National Coordinator shall:

- i. Be responsible for the day-to-day administration and management of the NCU-secretariat of the NAC and its sub-committees
- ii. Advise Permanent Secretary of the MWRDM on W & S sector issues
- iii. Design, implement, lobby sector support and visibility
- iv. Coordinate financial, technical and administration aspects of sector in close liaison with implementing agencies, government, NGOs, donors and private sector
- v. Provide technical and policy guidance – to cooperating partners
- vi. Overall coordination of efforts of water and sanitation sector partners
- vii. Coordinate implementation plans and budget proposals for sector
- viii. Consolidate reports for government and external support agencies
- ix. Facilitate the establishment of an information reference centre for the water and sanitation sector
- x. Develop strategies for long-term sustainability for the sector
- xi. Effect and be part of water and sanitation networks for water and sanitation advocacy
- xii. Coordinate sector planning

##### Reporting:

The National Coordinator shall report to the Permanent Secretary of the ministry chairing the NAC

#### **4.6.3.1 Water Resources Management Officer**

The main focus of this position is to support and ensure the smooth and purposeful functioning of the Water Resources and Management Sub-committee of the NAC.

Specifically the Water Resources Management Officer shall:

- i. Provide direct secretariat role to the Water Resources and Management Sub-Committee of the NAC
- ii. Advise National Coordinator on water resources and management issues
- iii. Prepare for and follow-up on meetings of the Water Resources and Management Sub-Committee
- iv. Design, implement, lobby sub-sector support and visibility
- v. Coordinate financial, technical and administration aspects of sub-sector in close liaison with implementing agencies, government, NGOs, donors and private sector
- vi. Provide technical and policy guidance to cooperating partners
- vii. Coordinate the preparation and integration of water resource plans in collaboration with Catchment Councils and other stakeholders
- viii. Coordinate and monitor the preparation of budget proposals for the sub-sector
- ix. Consolidate sub-sector reports for government and external support agencies
- x. Facilitate the collection, storage and retrieval of water resources data
- xi. Facilitate the conducting of appropriate sub-sector studies as defined by the Sub-Committee
- xii. Develop, with the participation of key stakeholders, strategies for long-term sustainability for the sub-sector
- xiii. Effect and be part of water resources development and management networks for sub-sector advocacy
- xiv. Promote gender issues in the sub-sector
- xv. Promote sub-sector capacity development and visibility

#### **Reporting:**

The Water Resources Management Officer shall report to the National Coordinator



#### **4.6.2 Rural Water Supply and Sanitation Officer**

The main focus of this position is to support and ensure the smooth and purposeful functioning of the Rural Water Supply and Sanitation Sub-committee of the NAC.

Specifically the Rural Water Supply and Sanitation Officer shall:

- i. Provide direct secretariat role to the Rural Water Supply and Sanitation Sub-Committee of the NAC
- ii. Advise National Coordinator on rural water supply and sanitation issues
- iii. Prepare for and follow-up on meetings of the Rural Water Supply and Sanitation Sub-Committee
- iv. Design, implement, lobby sub-sector support and visibility
- v. Coordinate financial, technical and administration aspect of sub-sector in close liaison with implementing agencies, government, NGOs, donors and private sector
- vi. Provide technical and policy guidance to cooperating partners
- vii. Coordinate the preparation and integration of water supply and sanitation plans in collaboration with the PWSSCs, the DWSSCs and other stakeholders
- viii. Coordinate and monitor the preparation of budget proposals for the sub-sector
- ix. Consolidate sub-sector reports for government and external support agencies
- x. Facilitate the collection, storage and retrieval of rural water supply and sanitation data
- xi. Facilitate the conducting of appropriate sub-sector studies as defined by the Sub-Committee
- xii. Develop, with the participation of key stakeholders, strategies for long-term sustainability for the sub-sector
- xiii. Promote rural water supply and sanitation networks for sub-sector advocacy
- xiv. Support the piloting of appropriate technologies and approaches including PHHE
- xv. Promote gender issues in the sub-sector
- xvi. Promote sub-sector capacity development and visibility

#### **Reporting:**

The Rural Water Supply and Sanitation Officer shall report to the National Coordinator

### **4.6.3 Urban Water and Wastewater Officer**

The main focus of this position is to support and ensure the smooth and purposeful functioning of the urban water and wastewater sub-committee of the NAC.

Specifically the Urban Water and Wastewater officer shall:

- i. Provide direct secretariat role to the Water Resources and Management Sub-Committee of the NAC
- ii. Advise National Coordinator on urban water and wastewater issues
- iii. Prepare for and follow-up on meetings of the Urban Water and Wastewater Sub-Committee
- iv. Design, implement, lobby sub-sector support and visibility
- v. Coordinate financial, technical and administration aspect of sub-sector in close liaison with implementing agencies, government, NGOs, donors and private sector
- vi. Provide technical and policy guidance to cooperating partners
- vii. Coordinate programmes of the urban water and wastewater sub-sector
- viii. Coordinate and monitor the preparation of budget proposals for the urban sub-sector
- ix. Consolidate sub-sector reports for government and external support agencies
- x. Facilitate the collection, storage and retrieval of urban water and wastewater data nationally
- xi. Develop, with the participation of key stakeholders, strategies for long-term sustainability for the sub-sector
- xii. Effect and be part of water and wastewater networks for the urban sub-sector advocacy
- xiii. Promote gender issues in the sub-sector
- xiv. Promote sub-sector capacity development and visibility

#### **Reporting:**

The Urban Water and Wastewater Officer shall report to the National Coordinator

#### **4.6.5 Information and Documentation Officer**

The main focus of this position is to ensure that information on the water and sanitation sector is effectively managed and used for managing the sector.

Specifically the Information and Document Officer shall:

- i. Advise National Coordination Unit on information and documentation issues for the sector
- ii. Design, implement, lobby sector support and visibility
- iii. Facilitate the establishment of an information reference centre for the water and sanitation sector
- iv. Produce promotion and capacity building materials for the water and sanitation issues
- v. Organize annual commemoration days such as Water Week, Sanitation Week and other water supply and sanitation related events
- vi. Facilitate the proper packaging of NCU reports and other sector material for government, NGOs and other external support agencies
- vii. Facilitate the provision of IT services to the NCU
- viii. Create and manage the NAC web-site
- ix. Liase and strategize with media to create sector awareness
- x. Facilitate the collection, storage and retrieval of WASH sector data
- xi. Promote WASH sector advocacy networks
- xii. Promote gender issues in the sector
- xiii. Promote sector capacity development and visibility

#### **Reporting:**

The Information and Documentation Officer shall report to the National Coordinator

#### **4.6.6 Monitoring and Evaluation Officer**

The main focus of this position is to ensure progress towards outcomes that are consistent with set targets, benchmarks and work packages of all the Sub-committees of the NAC and the sector.

Specifically the Monitoring and Evaluation Officer shall:

- i. Advise the National Coordinator on monitoring and evaluation issues
- ii. Design, implement a monitoring system for the sector
- iii. Develop and update sector monitoring indicators
- iv. Prepare periodic reports (quarterly, half yearly and annually) for the NAC, External Support Agencies and other cooperating partners on the implementation of WASH programmes and projects
- v. Strengthen support to councils (rural, urban, sub-catchments and catchments) in implementation, monitoring and evaluation of WASH programmes and projects
- vi. Assist in capacity development of councils and partners through training and support to implementation, monitoring and evaluation of WASH projects
- vii. Actively participate in relevant Technical Working Committees as assigned by the National Coordinator
- viii. Assist in the collection, storage and retrieval of WASH sector data
- ix. Promote WASH sector advocacy networks
- x. Monitor progress on integration of gender issues in the sector
- xi. Monitor sector capacity development and visibility

Reporting:

The Monitoring and Evaluation Officer shall report to the National Coordinator

#### **4.6.7 Finance Officer**

The main focus of this position is to ensure sound financial management of water and sanitation programmes implemented through the NCU.

Specifically the Finance Officer shall:

- i. Advise National Coordinator on all matters of a financial nature
- ii. Establish transparent financial management systems for the sector
- iii. Prepare budgets for the NCU and all related sector projects
- iv. Prepare expenditure reports of all funds managed by the NCU
- v. Prepare and participate in financial audits
- vi. Prepare disbursements to other actors and follow up on expenditures
- vii. Consolidate sector financial reports for government and external support agencies

#### **Reporting:**

The Finance Officer shall report to the National Coordinator

#### **4.6.8 Administrative Secretary**

The main focus of this position is to ensure sound administrative management of the NCU and its related programmes.

Specifically the Administrative Secretary shall:

- i. Advise National Coordinator on all matters of a administrative nature
- ii. Attend to the reception and other communication areas of the NCU
- iii. Establish proper records and files for all sector activities
- iv. Supervise and monitor the operations of all non-technical in the NCU
- v. Organize workshops, travels and other events of the NCU
- vi. Keep record and manage NCU assets
- vii. Distribute sector reports and materials to government and external support agencies

#### **Reporting:**

The Administrative Secretary shall report to the National Coordinator

#### **4.6.9 Driver/Messenger**

The main focus of this position is to deliver materials between offices and providing driving services for officers on field duty.

Specifically the Driver/Messenger shall:

- i. Deliver and collect materials between offices within the NCU and outside of it
- ii. Maintain a clean office environment at the NCU
- iii. Provide driving services for officers on duty
- iv. Maintain proper record of vehicle use
- v. Prepare teas during designated office hours

#### **Reporting:**

The Driver/Messenger shall report to the Administrative Secretary

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