**TERM OF REFERENCES**

**FOR**

**TECHNICAL WORKING GROUP (TWG)**

**Subject Scope**

The working group approach has been launched in 2013 for the two emergency responses in both Kachin and Rakhine sub-clusters.

In Kachin a targeted WG approach has been deployed on specific issues from time to time (Design latrines, IEC materials…). In Rakhine the WGs, one technical working group (TWG) and one hygiene promotion working group (HWG) have been set up in a more formal way – with bi-monthly meetings organised for each WG, supported in 2013 by a focal point respectively from Save the Children and Solidarite International.

The principle of the WG is to provide technical support and development on specific thematic issues identified by the WASH cluster, and to bring draft positioning to the sub-cluster validation through the collective of actors.

The 2014 Wash Cluster Strategy identified the need to better define the function and responsibility of the TWG, here developed.

**Principle**

The TWG are under the WASH Cluster or Sub-Cluster umbrella, supporting technical development, standardization, analysis and strategic orientation recommendation.

The working groups are not an additional coordination platform, and do not take over the responsibility of the cluster to ensure field operation coordination.

The working group produces recommendations to be validated by the sub-cluster or national cluster collective.

The working should work on a flexible manner, without specific organizational constrain, based on subject needs, and interest of the participant. Productions of minutes are not request, focusing on final practical product to deliver to the collective. Frequency of meeting are based needs.

 The Working Group should not be perceived as a compulsory platform to attend to be keep inform of the cluster situation or for representation while all conclusion and recommendation should be share during the cluster or sub-cluster meetings. The members should participate on specific subject where they feel to have a specific expertise, added value and time to dedicate.

Working group should be at minimum 2 wash actors.

The TWG is an opportunity to develop inter-sectorial concern. But here again, not to develop inter-sectorial operational coordination that should be led by the wash cluster coordinator with the existing platform as inter-sectorial meeting lead by OCHA.

The cluster or/and sub cluster collective has the responsibility to support the TWGs initiative by:

* Identifying and proposing subject which necessitate development and TWG support
* Keep update the Wash Cluster Working Plan in consideration of TWG subject take over
* Support any organizational means (room, assessment support, documentation consolidation, …)
* Offer space during Wash Cluster meeting to present findings and recommendation
* To ensure fast and collective comment and/or validation on proposition submitted
* To ensure capitalisation, consolidation, diffusion and promotion.
* Ensure development of subject not integrated by the TWG

The TWG has the responsibility toward the cluster to:

* Inform regularly during the Wash Cluster meeting about the progress of topics under development
* To respect validation process with the cluster
* To respect the principle above mentioned
* To produce quality documentation, and constructive proposition

The number of TWG to be defined by sub-cluster could be multiple depending on the need to desegregate thematic but also for geographical purpose. New technical working group definition should be done within the (sub-) Cluster collective and lead to an update of this document as well as the closure of exiting one.

**Working Group identification**

**Rakhine:**

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| --- | --- |
| **Working group identify** | **Status** |
| Define a Water quality monitoring system strategy | **To be done** |
| Define standard procedures for desludging of latrines and final disposal of excreta. | **To be done** |
| Home treatment set of recommendation | **To be done** |
| Identification and development, consolidation and sharing of specific technical standards: Latrines, bathroom, ... | **To be done** |
| Develop a KAP tool and common methodology/timing to better evaluate beneficiaries situation | **To be done** |
| Formalize Hygiene promotion minimum package/approach strategy | **To be done** |
| Formalize incentive rate for HP activities in camp and villages | **To be done** |
| Standardization of IEC materials & approaches | **To be done** |
| Define more coordinate approach on social mobilization in camp with CCCM | **To be done** |
| Define standardized based methodology for assessment | **To be done** |
| Formalize social mobilization minimum package/approach, and incentive in camp and villages | **To be done** |
| Formalize principle of intervention in Host communities | **To be done** |
| Set up a strategy & tools for wash watch and surveillance activities | **To be done** |

**Kachin:**

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| --- | --- |
| **Topics identify** | **Status** |
| Define more coordinate appraoch on social mobilisation in camp with CCCM | **To be done** |
| Define standardized based methodology for assessment | **To be done** |
| Develop a KAP tool and common methodology/timing to better evaluate beneficiaries situation,  | **To be done** |
| Formalize Hygiene kit approaches strategy | **To be done** |
| Formalize Hygiene promotion minimum package/approach strategy | **To be done** |
| Formalize social mobilization minimum package/approach for autonomisation | **To be done** |
| Define a Water quality monitoring system strategy | **To be done** |
| Formalize small emergency response | **To be done** |
| Identification and development, consolidation and sharing of specific technical standards: Latrines, bathroom, ... | **To be done** |
| Set up a strategy & tools for wash watch and surveillance activities | **To be done** |

**Structure and Membership**

As mentioned the membership is flexible and fluctuant depending on the subject address and the interest and expertise of the wash actors. Depending on the subject, association with other cluster member is welcome.

Then there is no limitation to be member of the TWG, further than have the appropriate expertise to share and to be an implementing actor.

The Chair of the Group should be a WASH cluster member. This position will be selected during a Wash (sub-) Cluster meeting directly on consensus.

Wash (sub-) Cluster coordinator role would be to ensure interim on request, or to lead a functional TWG in case specific needs or subject.

The membership of wash cluster coordinator is not compulsory, and attends as any other member based on interest. Same for UNICEF team.

The chairman and deputy chair can be change in case of:

* Resignation
* Non respect of the principle here described
* Request of the majority of the wash cluster members
* Non respect of Humanitarian Principles and Principles of partnership enounced in the Wash Cluster strategy