

# *Memorandum of Understanding Signed*

*Between*

*Bureau of Water and Energy Resource Development*

*Bureau of Health*

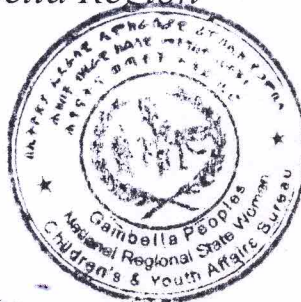
*Bureau of Education*

*Bureau of Women, Children and Youth Affairs*

*And*

*Bureau of Finance and Economic Development*

*On Integrated Implementation of Water supply, Sanitation and Hygiene  
Program in Gambella Region*



September, 2013

Gambella

*Acronyms*

BoE:	Bureaus of Education
BoFED:	Bureaus of Finance and Economic Development
BoH	Bureaus of Health
BoWERD:	Bureau of water and Energy resource development
BoWYCA:	Bureau of Women, youth and Children Affairs
BoE	Bureau of Education
BPR:	Business Processing & Re-engineering
BSC:	Balanced Score Card
CSO:	Civil Society Organizations
GTP:	Growth and Transformation Plan
H&S:	Hygiene and Sanitation
MDG:	Millennium Development Goal
MoE:	Ministry of Education
MoFED:	Ministry of Finance and Economic Development
MoH:	Ministry of Health
MoU:	Memorandum of Understanding
MoWE:	Ministry of Water and Energy
MSF:	Multi Stakeholders Forum
NGO:	Non Government Organizations
OVC:	Orphan and Vulnerable Children
PIM:	Program Implementation Manual
PMU:	Project Management Unit
JTR:	Joint Technical Review
PoA:	Plan of Action
RWCO:	Regional WaSH Coordination Office
RWSC:	Regional wash Steering Committee
RWTT:	Regional WaSH Technical team
SAP:	National Hygiene and Sanitation Strategic Action Plan
ToR:	Terms of Reference
UAP:	Universal Access Program
UN:	United Nations
WaSH:	Water, Sanitation and Hygiene
WIF:	WaSH Implementation Framework
WMU:	WaSH Management Unit
WSG:	Woreda Support Group

**Definition of terms**

*Emergencies:* Are calamities that may be caused by natural and/or man-made and that requires the joint interventions of the parties in whole or in part.

*Fund:* Financial assistance derived /obtained/ from partners in the form of loan, sub-loan and grant.

*Hygiene Promotion:* is an activity that encourages bringing about behavioral change in individual or group in promotion of health and prevention of diseases.

*Institutions:* are organizations such as schools, health facilities, churches, Mosques and others.

*Integration of WaSH:* shall mean provision of safe drinking water, sustainable sanitation facilities and hygiene promotion as one package to individuals, groups or institutions to make a maximum use and benefit of the service.

*Partners:* shall mean any Bi- or, multi lateral, UN organizations Civic Societies and the private sectors that undertake WaSH program as their major functions and provide financially, logistically support and knowledge transfer for the advancement of the WaSH.

*Party:* shall mean organizations which have agreed to and entered as signatories to this MoU.

*Safe Drinking Water:* means water that meets WHO guidelines for drinking and domestic use.

*Sanitary Facilities:* are those amenities such as toilets, safe solid & liquid waste disposal sites, and structures and supplies that help to maintain good personal hygiene to contain human waste and domestic waste.

*Water supply schemes:* schemes constructed with different technologies such as hand dug well, deep wells, springs etc ... which produce safe drinking water on spot or away from the source.



**MEMORANDUM OF UNDERSTANDING ON THE INTEGRATED COORDINATION  
MODALITY OF WASH PROGRAMS IMPLEMENTATION IN GAMBELLA REGION**

**1. INTRODUCTION**

The Federal Government of Ethiopia is committed to fulfilling Target 10 of the Millennium Development Goal 7 that is reducing by 50% the proportion of population without access to safe water supply and basic sanitation by the year 2015, thereby improving the overall health and socioeconomic development condition and quality of life of the population, especially children and women. Where Bureau of Health, Bureau of Water and Energy Resource Development, Bureau of Education, Bureau of Finance and Economic Development and Bureau of Women Children and Youth Affairs also aspire to the same goal in Gambella region.

The Gambella Region has embraced the national Hygiene and sanitation strategy and is in the process of launching implementation throughout the region. The first step was to adapt it to the local context. In the Gambella region sanitation coverage has been bench marked as a performance indicator for elected weredas and kebele administrators. In addition the Gambella Regional Health, Education and water and Energy Resources Development Bureaus have joined forces and adapted the national Memorandum of Understanding (MoU) to their regional context since 2007.

However, to achieve the MDG/GTP or UAP in Gambella region mean changing behaviors of people through proper hygiene communication and working intensively with community members so that they will have clean water at least at basic access level and adequate sanitation. Moreover achieving these goals requires political involvement and commitment by local government intersect oral collaboration, decentralization and integrated and holistic approach. Such endeavors definitely will not be successfully carried out by one organization or by many organizations with different strategies and programs.

The purpose of this MoU is there for, to bring the main partners of the WaSH sectors: Bureau of Health, Bureau of Education, Bureau of Water and Energy Resources Development, Bureau of Finance and Economic Development and Bureau of Women, Children and Youth Affairs together to facilitate their cooperation in joint planning, implementation and monitoring of WaSH in communities, Schools and Health Institutions; there by accelerating access to both amenities and hygiene education towards the achievement of the MDG and GTP.

In signing this MoU, the parties commit themselves to work together in a spirit of cooperation at regional level, and to support and empower sub-regional government institutions and agencies to fulfill their roles and responsibilities so as to achieve regional objectives through decentralized service provision.

For a long time, provision of water supply and sanitation services and hygiene education for the people was undertaken under the responsibility of different Ministries in uncoordinated manner. However, through time it became clear that the interventions in water, sanitation and hygiene

(WaSH) will have more effective impact on the health of the beneficiaries when provided as integrated than separate.

The federal WaSH sector Ministries signed the revised Memorandum of Understanding in November 2012. Based on the national MoU all regional WaSH sector Bureaus agreed to sign this regional MoU to work WaSH activities in integration, Harmonization, Alignment and Partnership principle.

## 2. RATIONALE FOR THE SIGNING OF MOU

The rationale for the signing of Regional MoU includes:

- MoU signed by Federal WaSH sector Ministries (MoH, MoE, MoFED and MoWE) and expected to be signed by all respective Regional WaSH Sector Bureaus.
- Universal Access Program (UAP) for water supply and sanitation
- The new National Growth and Transformation Plan in which the UAP water and sanitation are included as sections is in place
- Sanitation and hygiene strategy and protocol are developed as a basic implementation documents in sanitation and hygiene, which is endorsed as National Hygiene and Sanitation Strategic Action Plan(SAP)
- The shift of fund flow by the major donors from channel 2 to channel 1b has enhanced the role of regional bureau of Finance and Economic Development (BoFED) in implementation of the WaSH program
- Need for involvement of the private sector in the WaSH program increased

## 3. RATIONALE FOR INTEGRATION OF WATER SUPPLY, SANITATION AND HYGIENE

- Recognizing safe water supply, hygiene and sanitation are key components in the reduction of high morbidity, disability and mortality rates among the public in general, women and children in particular;
- Cognizant that access to clean water and improved sanitation is basic right of all individuals and a base for the achievement of the MDG targets ;
- Recognizing that provision of safe water, improved sanitation and hygiene education has far reaching health benefit, when provided as integrated rather than separately;
- Recognizing the contribution of WaSH to MDG in reduction of poverty, empowering women, increased access to universal education, reducing infant and child mortality rate, combating major communicable diseases, and environmental sustainability.

- Understanding access to integrated water supply and sanitation has a clear benefit for women and girls with an increase in enrollment and in school attendance /retention/ by saving time and energy to both;
- Considering the sustaining of the collaboration/integration among WaSH sector ministries has been advocated by WaSH development partners.

There is now a strong desire to establish a harmonious working modality between BoWERD, BoH, BoE, BoFED, BoWYCA, Donors and other partners active in the implementation of WaSH activities to realize the full benefits of the WaSH program.

#### 4. MAJOR AREAS OF COOPERATION

Recognizing the importance of the sector, the parties have agreed to work closely in areas of water supply, sanitation and hygiene at communities and institutions level to:-

- Regularly follow progress to ensure if the WaSH program is moving in line with the new National Growth and Transformation Plan and is contributing its share to other MDGs in general and MDG 2, MDG 4, MDG 5 and MDG 6 in particular;
- Joint preparation of integrated short and long term WaSH plans, with a vision of one plan, one budget and one reporting principle of the WaSH program ;
- Ensure that communities, health facilities and school institutions are beneficiaries of the WaSH funded programs;
- Advocate, prepare proposals for increased funding of WaSH programs at national and international forums;
- Ensure the WaSH funded program by partners is fairly distributed among/between WaSH sectors;
- Establish strong relationships with WaSH partners (bilateral donors, multilateral donors, CSOs , private sector organizations, etc) and encourage their full involvement to support in achieving GTP WaSH targets;
- Monitor and ensure that funds appropriated for the WaSH program are transferred on time, utilized for the intended purpose only and liquidated on time;
- Monitor and ensure progress reports are produced and forwarded to the concerned authorities on time;
- Exchanging of information and acting together before, during and after emergencies;
- Jointly mobilize resources during emergencies that have public health significance;
- Support the establishment of WaSH civic organizations and forums;



- Establishing Regional WaSH Technical Committee comprising of relevant Bureau Head/his or her delegate from each WaSH Bureaus and Partners and follow their accomplishments;
- Ensure WaSH structures are established and made functional in all administrative levels;
- Jointly organize and attend regional MSF meetings, regional, national and international conferences and meetings and follow the progress and recommendations given;
- Jointly undertake and support operational research that has a high impact on the WaSH;
- Undertake WaSH inventories in communities, schools and institutions on a regular and continuous bases;
- Ensure water for drinking and domestic use meets WHO drinking water guidelines and jointly or separately undertake water quality surveillance and exchange information on the outcomes;
- Ensure that Water and sanitation schemes and facilities are properly designed and constructed not to pose health risk to the consumers;
- Ensure the WIF and WaSH strategy of the Region is properly followed by all WaSH players

#### 5. *ADMINISTRATIVE AND TECHNICAL ARRANGEMENTS*

To effectively and efficiently manage and administer the WaSH program, it will have the following administrative and technical arrangements.

##### a. **Organizational structure**

- i. Regional WaSH Steering Committee.
- ii. Regional WaSH Technical Committee.
- iii. Regional WaSH Coordination Office.
- iv. WaSH Management Unit at each sector Bureaus.

##### b. **Members of Regional WaSH Steering Committee**

1. Head Bureau of Water and Energy Resources Development
2. Head Bureau of Health
3. Head Bureau of Education
4. Head Bureau of Finance and Economic Development
5. Head Bureau Women, Children & Youth Affairs

6. Invited Representative of Donors/NGOs working on WaSH
7. Invited representatives of the private sector/professional Associations
8. Invited Representative of Civil Societies

## 1. Regional WaSH Steering Committee (RWSC)

### a. Duties and Responsibilities

- The steering committee will assign the chairperson and delegated member of the committee will be secretary;
- The RWSC shall incorporate the steering committee activities into the official planned strategic activities of the respective sectors at the outset so that the activities will be given priority;
- The BPR and BSC of the sectors shall also incorporate the SC activities as strategic activities of the sectors;
- Review and endorse consolidated annual WaSH program plan;
- Review and approve annual budget of RWCO proposed by WaSH Technical Team ;
- Approve funds allocated for regional WaSH sector Bureaus;
- Ensure fund allocation to sectors for WaSH implementation is based on agreed modalities /arrangements /with partners;
- Oversee the proper functioning of M&E of WaSH program;
- Provide overall guidance and directions of the program implementation;
- Ensure the establishment and proper functioning of WaSH Structures at all levels;
- Advocate the MoU to the regional council in order to get recognition and support for the same;
- Promote and advocate regions to have their own WaSH MoU;
- Give decisions on matters related to WaSH submitted by RWT;
- Represent the region in national and International WaSH forums, advocate for WaSH funding and monitor/track the change on most important Global commitments;



- Conduct meetings every quarter. When deemed necessary one of the Bureaus could propose to convene an urgent extraordinary meeting;
- Resolve differences through cordial discussion that may arise among WaSH partners and actors;
- Any other duties and responsibilities that will be identified in the course of time by RWSC

#### **b. Meetings**

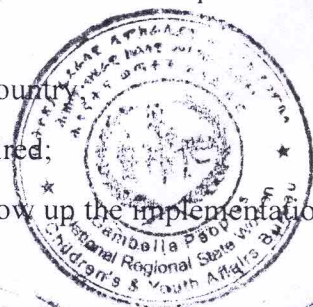
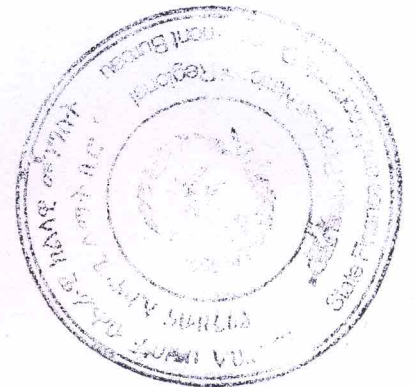
- The steering committee shall convene meetings every quarter. When deemed necessary one of the signatory party could propose to convene urgent meeting;
- Decisions made by the Steering Committee are based on consensus.

### **2. Regional WaSH Technical Committee**

Members of the regional WaSH Technical Committee comprise appropriate members/representatives assigned by their respective Bureaus and Partners. Representative of the BoWERD is designated as chairperson and the committee will delegate secretary of the Committee. The technical team is directly accountable to the Regional WaSH Steering Committee.

#### **a. Duties and Responsibilities of Regional WaSH Technical Committee**

- Facilitate inter-regional communication and cooperation;
- Prepare and submit strategic and annual plan for RWSC approval;
- Implement strategic decisions and directions made by RWSC;
- Liaise with donors and seek program support;
- Ensure financial disbursement is made based on decisions of RWSC;
- Ensure WaSH structures are established and maintained at all level;
- Regularly monitor the implementation of the program, provide guidance and report to the RWSC;
- Design program for experience sharing within and outside of the country;
- Establish and assign responsibilities to task groups as may be required;
- Design and manage the RMSF and other review meetings and follow up the implementation of the undertakings;



- Ensure PoA of funded programs of respective bureaus and woredas submitted timely ;
- Follow transfer and settlement of fund to and from zones and woredas made timely;
- Review the consolidated regional WaSH plan, quarterly, semi- annual and annual reports and submit to the RWSC;
- Communicate discussions and decision made by steering committee to their respective Bureau and follow their implementation;
- Prepare agenda of steering committee meetings in consultation with RWSC Chairman, and forward the agenda to all members ahead of scheduled meetings;
- Execute any relevant assignment given by the Steering Committee;
- Conduct regular meeting every month and unscheduled/emergency meetings when necessary;
- In addition to traditional funding partners, search and engage new funding organizations.
- Coordinate the activity of stakeholders to ensure that all WaSH related needs are responded to in emergency situation across the region;
- Gather regular information and share updates on WaSH emergency situation, ongoing responses, gaps, and develop action points, share assignments among task force members for action,, monitor progress of implementation.
- Strengthen effective humanitarian response at local (Zonal, woreda and Kebele level );
- Improve the capacity of government sectoral bureaus in managing WaSH emergency activities through training, workshop, etc.

### 3. Regional WaSH Coordination Office

Members are Regional WaSH Bureaus PMUs' focal persons supported with technical experts recruited by the BoWERD;

The Coordination office will be accountable to the RWTC;

#### A. DUTIES AND RESPONSIBILITIES OF REGIONAL WASH COORDINATION OFFICE:-

