

Terms of Reference

for

Regional Support Units (RSU) in COWASH IV

1 OVERVIEW OF REGIONAL SUPPORT UNITS

Regional Support Unit (RSU) consists of a group of specialists, whose tasks are specifically designed to support the Regional WASH bureaus and especially Regional Water Bureaus as well as COWASH IV zones and woredas to implement the water supply and sanitation projects in the communities and institutions, using the Community Managed Project (CMP) approach (CMP process). RSU will also support any other programs, projects, NGOs, woredas or communities in the region to use the CMP modality. To achieve this, RSU will organize advocacy and promotion events of CMP financing and CMP processes.

RSU consists of outsourced professionals contracted by the Regional States as well as the support staff.

The RSU is reporting to the Water Bureau and the Federal Technical Assistance Team (FTAT) in project management, performance, data and finance. FTAT has the authority to request the RSU to provide reports and monitoring data related to COWASH IV. This information must be provided by RSU accurately and in a timely manner.

A senior member of the Water Bureau staff will be nominated as the CMP Director/Coordinator. The RSU team will include a Team Leader (preferably also with the CMP specialist capacity). The RSU Team Leader will oversee the day-to-day operations and management of the RSU. The CMP Coordinator/Director at the regional level and CMP supervisor at the woreda level are not posts funded from the GoF capacity building grant, but persons nominated from the regular staff of the Regional State. He/she may receive some support to undertake the tasks e.g. travel and communication allowances and office equipment. They are however as part of the necessary staffing structure for operating the CMP programme.

The capacity building in COWASH is following a cascading principle where trained regional professionals transfer their knowledge down to the zone and woreda staffs. Woreda staffs will further train communities and institutions to implement their own projects. The supervision and capacity building in the Region is led by RSU.

The RSU staff will be recruited by the Bureau of Water with the support from FTAT. The Federal TA team on request can provide support to the selection of the RSU staff with Bureaus of Water. A special effort will be made to improve the gender and disability balance of the RSU by encouraging women and persons with disability to apply. The open RSU posts will be advertised to be an equal opportunity employer, and when two candidates of similar competences are applying, the female or person with disability applicant should be selected.

RSUs support the Project to build institutional capacity at regional, zonal and woreda levels and private sector capacity at woreda level to establish, replicate and scale up CMP implementation. RSUs are established at Water Bureau and RSUs work as independent sub-unit of Regional WASH Coordination Offices (RWCOs). The technical coordination responsibility

of COWASH IV lies with Regional WASH Technical Teams (RWTTs), and in case of COWASH work is facilitated by RSUs.

The composition of the RSUs varies between regions. The RSU specialists should not be replaced without consent of Regional WASH Steering Committee (RWSC). RSUs will have full control of its human, physical and financial resources and these shall not be used for other activities outside the COWASH IV implementation in the region. The contractual arrangements of the RSU staff will be made with the regional authorities.

The Focal person at Bureau of Finance (BoF) (or FM Specialist) works in collaboration with the FM Specialist at RSU in compiling, reviewing, documenting and circulating the COWASH IV Financial reports.

The Financial Management Specialist of the RSU is expected to control costs to ensure that Bureaus and Woredas operate within the approved budget. Control of costs is facilitated by production of timely, accurate and relevant management and records of accounts. As part of the reporting obligation, fixed assets records must be maintained as instructed in respective manuals. The owners and those entitled to use the fixed and non-material assets must be clearly defined and recorded.

The CMP Coordinator/Director acting as a focal point and employed by the Water Bureau should have adequate seniority to manage the RSU.

2 GENERIC TASKS OF THE RSU:

RSU technical staffs play general type of advisory role (all rounded) without being restricted to their posts. RSU staffs should cover other activities beyond their specialist roles and responsibilities. All RSU Specialists are participating in project's financial management (WASHCO settlement) activities, and data management activities. RSU Specialists support zones and woredas as part of their specific technical roles and responsibilities.

The generic tasks of RSU are described below.

- All RSU staffs participate in the development of strategies and plans to establish, sustain and scale-up community managed funding mechanism to the potential CMP Woredas and Zones. These include CMP institutionalization, plan of action, annual plans and budgets.
- All RSU staffs provide support to the coordination of CMP and WASH implementation with Woreda Managed Projects (WMP), Consolidated WASH Account (CWA) Project, NGO-managed projects and Self Supply Projects.
- All RSU staffs provide support to coordination of the COWASH IV project implementation through the Bureaus of Health, Education.
- All RSU staffs oversee and guarantee the participation of the Bureau of Women, Youth and Children Affairs (WYCA). They have to provide space and opportunities for the Bureau of WYCA to participate in planning, budgeting and monitoring of the CMP programmes as well as related training events.
- All RSU staffs provide support to the coordination of CMP implementation with other possible WASH development projects aiming at reaching one WASH National Program (OWNP) targets.

- All RSU staffs participate in monitor physical and financial performance in relation to financial disbursement.
- All RSU staffs participate and contribute in the coordination and preparation of quarterly and annual progress and financial reports on the CMP implementation in participating Woredas. They also support zones and regional bureaus in consolidating the CMP reports, and they support in finalizing region's consolidated reports.
- All RSU staffs prepare and implement a training and capacity building plan for relevant Regional, Zonal, Woreda government organizations and Financial Intermediary on CMP financing and implementation processes.
- All RSU staffs provide training to Regional, Zone and Woreda WASH trainers (Training of Trainers).
- All RSU staffs provide technical support upon request, and where found necessary.
- All RSU staffs participate and contribute in adapting training materials to local conditions for the use of Zone and Woreda staffs and organizing distribution of the materials.
- All RSU staffs provide support to the operationalization of the monitoring and evaluation (M&E) and relevant Management Information System (MIS) for overall WASH management and especially for CMP implementation in the Region.
- All RSU staffs contribute to the monitoring and evaluation of CMP activities and CMP implementation in the Region.
- All RSU staffs contribute to the preparation of the annual budget and work plan for RSU's own operations.
- All RSU staffs maintain and keep up-to-date list of assets to be attached to the Annual Report of RSU.
- All RSU staffs are responsible to provide National WASH Coordination Office and COWASH FTAT up-dated data on CMP development.

3 THE GENERIC COMPOSITION OF THE RSU

The composition of RSUs will depend on the size and project support needs in the region. Size of the RSU is be adjusted in relation to the size of the field programme. The generic RSU posts' list provided below is to be considered as the maximum staffing. An effort will be made to improve the gender balance of the RSU, compared to previous phases.

1. CMP Coordinator/Director (GOE regular staff)
2. Team leader (Possibly work also as CMP Specialist)
3. Planning, Monitoring and Evaluation Specialist
4. Financial Management Specialist (FMS)/Accountant (In regions with more than 10 woredas one FMS/Accountant work on GoF funds financial management and one FMS/Accountant work on GoE operational and investment fund management)
5. CMP Specialist (technical WASH specialist) with responsibility of monitoring certain number of woredas
6. Capacity Development Specialist with responsibility of monitoring certain number of woredas
7. Sanitation, Institutional Sanitation and Behaviour Change Specialist with responsibility of monitoring certain number of woredas
8. Gender and Inclusion and Public Participation Specialist with responsibility of monitoring certain number of woredas

- Junior position for entry purposes. These are not administrative staff, but junior professionals, given an opportunity to learn and work in the sector.

Positions and number of employees to be adjusted to match volume of operations.

All specialists and support staff work under the direct supervision of the Team Leader. The support staffs are:

- Secretary/Cashier (This post can also be used for data encoding)
- Required number of drivers (each field car shall have an assigned COWASH driver), and
- Cleaner & Messenger (not mandatory if cleaner provided from the Water Bureau)

4 COWASH AT WOREDA LEVEL

At woreda level COWASH is formed from the existing government staff. Some exceptions may be agreed region by region if the GoE staff is not available. The following posts can be considered at woreda level:

- CMP Supervisor (GoE regular staff); (If not available an option to employ Woreda Advisor from the GoF funds can be considered region by region and according to the availability of funds, but has to be agreed by the Regional Steering Committee)
- Procurement and Financial Support (GoE regular staff); (In case of SNNP and Sidama where the CMP fund transfers are planned to be tested through the Woreda Finance Office using Commercial Bank, the direct employment of a CMP accountant to the Woreda Finance Office can be considered and shall be decided case by case)

5 RSU INDEPENDENCY AND WATER BUREAU ACCOUNTABILITY

RSU shall work as an independent unit from the Water Bureau. The change of COWASH administrative structure and fund flow will require, that each RSU has a mandatory financial management specialist.

The Water Bureau shall be accountable to the following:

- Water Bureau is member of COWASH RWSC
- Water Bureau assigns program coordinator/director
- Water Bureau selects and employs the RSU staff
- Water Bureau assists RSU in bulk procurement using open bid for annual planned procurements
- Water Bureau is hosting RSU by giving office, water, electricity, security and internet
- Water Bureau also provides technical specialist for hydrogeological investigations and scheme design work

6 FINANCING RSU OPERATIONS

RSU account

RSU is one of COWASH budget beneficiary partner from Bureau of Finance. The TIN number for COWASH (Region) RSU is to be obtained by using the reference document of bilateral agreement of Finland and Ethiopia and the Memorandum of Understanding between the Ministry of Finance and Bureau of Finance. The recurrent RSU account is to be opened based on request of Bureau of Finance to Commercial Bank of Ethiopia (CBE). RSU operates the account based on the approved annual plan of RSU and Quarterly Cash flow. It is recurrent account with two signatories to withdraw money from bank. RSU cashier is responsible to make cash payments, prepare RSU financial report, monitor the RSU assets and prepare RSU accounts for auditing. Signatories of the RSU account, are RSU Team Leader & Planning Monitoring and Evaluation Specialist.

All TA related operational costs of RSUs staff shall be paid from the GoF contribution. These costs are:

- salaries and salary related costs of the specialists and support staff such as insurance and pension payments, etc.
- stationeries,
- meeting costs,
- maintenance of office equipment,
- per diems,
- travel costs,
- fuel, oil, cleaning, insurance and maintenance of RSUs' vehicles,
- RSU staff communication costs,
- office cleaning,
- copying and printing

RSU staff remuneration and other benefits

The payment modality of RSU technical and support staff salary is defined in Birr. The salary and benefits are paid in Birr. If the salary paying day is weekend or public holiday the salary is paid on the working day before. Salary is defined in the Ministry of Finance directive on contract staff salaries. <https://www.cmpethiopia.org/page/4248>

RSU employee is entitled to have GPA, Illness and BSG insurance coverage with the annual premium payment being equal of his/her one month's basic salary. The pension payments will be paid according to the valid proclamations. Annual leave follows the relevant labor law and proclamations.

RSU technical staff will have right to get fixed amount of recharging card for mobile telephone and the Team Leader can have post-paid mobile. Secretary/cashier is issuing mobile cards monthly. The mobile recharge compensation shall be decided by the RWSC annually.

The regional Water Bureau provides the office for the RSU including the Wi-Fi internet connection. If this is not possible, the personal mobile card should include reasonable amount of internet communication time, or the office will purchase adequate number of mobile 4G connections. It is very important that RSU has good communication network and most of the reporting and data management will be done web based.

7 PROCUREMENT IN THE RSU

To maintain the semi-independent status of the RSU, the procurement rules should be relaxed. This means the relaxation of the GoE procurement rules in terms of certain thresholds.

The CMP Director/Coordinator and the Team Leader have jointly the authority to decide on procurements defined in the RSU's approved Annual Work Plan and budget, as well as on procurement required for the smooth running of the RSU. RSU procurement thresholds are:

- Direct procurement up to Birr 10,000 (Exception is the car maintenance where the threshold is up to Birr 100,000)
- Procurement based on proforma collection Birr 10,000-100,000
- Open tender above the Birr 100,000

The Team Leader shall assign three RSU staff members for proforma & open tender procurement.

Direct procurements autonomy is very important for RSU, for example, when there is a need for maintenance of office utilities, direct procurement is vital not to hinder the job activities.

8 REPORTING

Progress reports are prepared quarterly and annually. Regional progress reports are compiled by BoW and financial reports by BoF with the help of RSU staff.

9 RSU MANAGEMENT AND ACCOUNTABILITY

The Regional Support Units (RSUs) are funded by the Government of Finland and form part of the technical assistance support to the Regional States. The salaries and benefits of the RSU staff, recruited and contracted by the Regions, are paid from the Capacity Building budget line. The RSU is considered as a semi-independent unit. This means that salaries, benefits, allowances and procurement rules are outside the standard GoE system.

The RSU staff aren't employees of the consulting company providing the Federal level TA but contracted by the Regional Water Bureau. RSU reports to the CMP Director/Coordinator and to the Chief Technical Advisor of the Federal Technical Assistance Team.

The Federal level TA has an advisory role to both the Federal implementing ministries as well as to the regional and woreda level implementing agencies.

This accountability relationship between the FTAT and RSU includes a reporting responsibility by RSU to FTAT in technical/financial matters. The ToRs of the relevant RSU staff include responsibilities relating to progress and financial reporting and have clearly defined delivery dates of various reports.

Contractual relationship relating to overall performance and other management would still be between RSU and the Regional State.

10 MANAGEMENT OF ASSETS

Vehicles

COWASH Coordinator/Director & RSU Team Leader will be responsible on vehicle management related issues. RSU vehicles need to be utilized for exclusive use of the project only. Vehicles get Maintenance Services from MOENCO or competitively selected private garage based on driven km & other urgent maintenances. Vehicles should have comprehensive insurance coverage and all standard requirements.

Other RSU assets

RSU shall have authority on its office assets. RSU shall make inventory of its assets and report annually the Water Bureau and FTAT by using agreed asset list format. All RSU staffs shall be responsible for the assets given and registered by his/her name.

11 THE LINKAGE WITH THE RSU AND THE FTAT

COWASH Federal Technical Assistance Team and RSU works hand in hand in all technical and financial aspects of the project planning, reporting, training, database management, experience sharing, innovative technology sharing, facilitation of visitors, etc...

RSU shall keep close communication with the FTAT and MoF for plans, fund requests, reports, audit facilitation and facilitation of visitors.

RSU is directly accountable to the Federal TA Team on plans and reports timely submittal.

12 TRANSFER FROM COWASH III RSU TO COWASH IV RSU

It has been earlier proposed that existing RSU staff termination payments should be made before entering for the use of COWASH IV funds. This issue has become complicated as highlighted below. These were the arguments put on regarding the termination and employment of RSU staff for Phase IV:

- The termination of the existing staff from the posts should happen without creating gap between Phase III and Phase IV.
 - This means that existing staff termination should happen so that selection of COWASH IV staff is done during the period existing posts are still filled with the present staff. It is unclear if this kind of recruitment is allowed and acceptable in Ethiopia context and if it is based on existing laws. It is therefore recommended not to introduce "termination".
- The employment of COWASH IV staff through Phase III staff termination should be made open and available for anyone to apply.
 - There is a risk that this will create unhealthy and unethical conditions among the existing RSU staff. It will be a challenge to perform their existing duties and same time to compete to keep their positions in COWASH IV.
 - There is another risk that some outsiders may "favor" to bring "certain" new staff to RSU, which has nothing to do with professional selection process.

- Especially this is big issue for the support staff as these posts are generic posts and availability of people in open application process is too many.
- The COWASH IV is not much different from COWASH III.
 - Therefore, the change of the Phase does not justify changing the existing staffs from COWASH III. Actually, the posts are very much the same.
 - Therefore, the person holding the post in COWASH III may require and demand that there is no reason to terminate his/her employment and select another person for the same post. The Ethiopia labour law protects the employee's rights.
- The Regional WASH Steering Committee has the ultimate power to decide the employment and termination of the RSU staff. This includes also the posts required to implement COWASH in this region. National WASH Steering Committee of COWASH can only advice and recommend in this regard.

In order to make the smooth and beneficial for the COWASH IV efficient implementation the following is proposed:

1. Termination and termination payments

It is proposed that the existing RSU staff will continue in Phase IV without putting the posts open. This is recommended, assuming that they qualify for the post. The tasks and responsibilities for each post are defined in detail in the annex 1. Each existing RSU staff qualifications and performance should be assessed by the Water Bureau. Based on the qualifications and performance, existing staff should be selected for the RSU posts by the Water Bureau using the principles and guidelines given in this guideline. The Phase IV last year budget shall include all termination payments if the project is going to end at the end of Phase IV.

2. General principle

Each post holder is responsible to develop and monitor of his/her specialist area. In addition to this the responsibility include tasks which are beyond the tasks normally included in his/her job category. This means that each specialist shall have holistic responsibility of supporting, advising, organizing, training, supervising, planning monitoring and reporting of ALL COWASH ACTIVITIES in the woredas selected and assigned for his/her responsibility. The person having a specialist post is also responsible to oversee the planning, monitoring and implementation of his/her specialty in all woredas carried out by other specialists. Only this way the RSU staffing can be minimized and RSU can manage to support and monitor the number of COWASH woredas in the region.

It is recommended that maximum 10 woredas shall be under the general COWASH implementation, planning and monitoring responsibility of one specialist.

13 RSU POSTS IN EACH REGION

RSU specialists are:

1. Team Leader (TL) (Team Leader can also assume the responsibility of CMP Specialist if possible)

Team Leader is in charge of the COWASH implementation in the region. He is keeping all links and contacts to regional WASH bureaus. On top of leading the project and RSU team he/she shall be also responsible for RSU procurement, project communication, information dissemination, awareness creation, performance monitoring and lessons learning. TL is the main linkage to the Regional WASH Communication network. If the Junior Professional is employed to the RSU, the Team Leader has the responsibility of his/her coaching. TL leads all project innovations in Phase IV.

2. Financial Management Specialist (FMS). This post is mandatory in each region.

Financial Management Specialist is not only looking for the GoF funds but also the GoE funds allocation and use. On top of the financial management of the projects' bureaus, zones and woredas he/she shall be also responsible for the internal audits and RSU accounting. In large regions there should be two posts for financial management. One looking after for the GoF finance and RSU accounting and another one for the GoE finance and procurement.

3. Planning, Monitoring and Evaluation Specialist (PMES). This post is not mandatory if one of the other specialists can assume the responsibilities of the PMES.

All RSU specialists have to support PMES in planning and monitoring. On top of the planning, monitoring and evaluation of project activities, he/she shall be responsible for WASH facility data management and research as well.

4. Sanitation and Behaviour Change Specialist (SBCS). This post is mandatory due to the expected high involvement of the COWASH in ODF campaign implementation and due to the new method of introducing the household latrine implementation as part of the water project.

On top of sanitation, hygiene and behavioral he/she shall be responsible for establishment and linking the WASHCOs with MFIs and SACCOs in order to get loans for household toilet construction and advice on subsidy issues as well in household sanitation. Furthermore, he/she shall provide support for the establishment and development of WASH MSEs. This specialist shall be also responsible for providing support, supervision, follow-up and reporting of **all COWASH** activities in the number of selected woredas.

5. Gender, Disability Inclusion and Public Participation Specialist. (GDIS). This post is mandatory.

On top of the gender and inclusion related activities the specialist can also take the responsibility for capacity building activities. This specialist shall be also responsible for providing support, supervision, follow-up and reporting of **all COWASH** activities in the number of selected woredas.

6. CMP specialist (CMPS). This post is not mandatory if one of the specialists can assume the responsibilities of the CMPS.

CMP specialist shall provide technical support to all specialists in terms of construction and CMP approach related issues. In big regions this specialist can be separated from the Team Leader post because the CMP implementation requires lots of travelling and practical work in woredas which the Team Leader cannot provide due to his management, communication and leadership role in the project. This specialist shall be

also responsible for providing support, supervision, follow-up and reporting of **all COWASH** activities in the number of selected woredas.

7. Capacity Building Specialist (CBS). This post is not mandatory if one or several of the specialists can assume the responsibilities of the CBS.

All specialists are responsible to build the capacity of their special area. CBS looks after the capacity building standard done by others, evaluates the capacity building done and reports on it. This specialist shall be also responsible for providing support, supervision, follow-up and reporting of **all COWASH** activities in the number of selected woredas.

RSU Support staff

In addition to the technical staff, each RSU shall have adequate number of drivers, Secretary/Cashier and Cleaner/Messenger employed. Secretary/Cashier post can be also upgraded data encoding can be included part of his/her tasks. It is strongly recommend that the existing support staff continue directly to COWASH IV. Drivers are mandatory to take full responsibility of RSU vehicles. Secretary/Cashier post is mandatory if the RSU is having independent status and its own bank account, TIN number and financial management.

Job descriptions of the above proposed RSU specialist posts are presented in Annex 1.

Region specific posts are recommended in Annex 2.

ANNEX 1: JOB DESCRIPTIONS OF THE RSU STAFF

Community Managed Projects Coordinator/Director (CMPC/D)

CMPC/D is assigned from the existing Bureau of Water staff

Education: B.Sc. (Preferably M.Sc.) in water supply engineering, civil engineering, business administration, public health or relevant science

Language: Fluency in both spoken and written English, Amharic and one major language of the Region

Experience and Skills:

- Extensive experience in rural water supply, sanitation and hygiene
- Extensive experience in community based, demand driven project management
- Experience in working with public and private sectors
- Experience in working with donors
- Well-developed social skills
- Ability to work and communicate with international stakeholders and communities of diverse cultures
- Developed skills in skill transfer
- Good computer skills (word processing, spreadsheets, project management, data base management, etc.)
- Good presentation and reporting skills

Responsibilities of the CMPC/D:

- Ensuring that the Government of Ethiopia's policies and principles, particularly those pertaining to economic development and poverty reduction, WASH sectors' development, rural and sustainable development are adhered to, and that relevant international conventions signed by Ethiopia are adequately considered in planning and implementation.
- Coordinating and integrating the COWASH IV in the Region WASH sector implementation.
- Ensure that TA inputs are provided appropriately and efficiently and that investment commitments by the Region are timely
- Ensure that counterpart funds expenditure and reporting complies with GoE financial regulations.
- Ensuring that stakeholders and/or agencies involved in the implementation of the COWASH Phase IV operate in a coordinated manner under the strategic guidance of the RWSC.
- Work towards harmonization of the Regional WASH
- Liaise with other Bureaus and institutions in the Region and with authorities at national level, ministries/institutions, NGOs, private sector and other stakeholders of the COWASH Phase IV.
- Facilitate the approval of the annual work plans and annual and quarterly, budgets and reports;
- Facilitate the hosting of meetings of the RWSC at agreed upon intervals;
- Evaluate COWASH regional staff performances;
- Promote/publicize the project to local stakeholders, government, local authorities, partner organizations, donors and other relevant parties;



- Oversee the monitoring or results of the project;
- Keeping NWCO and Federal COWASH TA Team up-dated on WASH development in the Region
- Undertake any other activity that is deemed appropriate and relevant for the effective and sustainable implementation of the Project.

Duty Station: Based in Water Bureau with frequent travelling in the Region.

Team leader (TL)

(Note: If possible this post can be combined with the CMP Specialist post)

This is mandatory post

Education: B.Sc. (Preferably M.Sc.) in water supply engineering, civil engineering, business administration, public health or relevant science

Language: Fluency in both spoken and written English, Amharic and one major language of the Region

Experience and Skills:

- Extensive experience in rural water supply, sanitation and hygiene
- Extensive experience in community based, demand driven project management
- Experience in working with public and private sectors
- Experience in working with donors
- Experience in communication and information management
- Experience in team management and team building
- Well-developed social skills
- Ability to work and communicate with international stakeholders and communities of diverse cultures
- Developed skills in skill transfer
- Good computer skills (word processing, spreadsheets, project management, data base management, etc.)
- Good presentation and reporting skills

Responsibilities:

- Practical day to day management of RSU Specialists and support staff
- Efficient implementation of the COWASH Phase IV according to the work plans and approved budgets.
- Ensure COVID safety of RSU staff and promote COVID resilience building through COWASH
- Detailed monitoring of project results according to the set indicators and targets
- Ensure efficient communication and coordination in the project
- Maintain close link to Federal TA team, especially to the CTA
- Work in close collaboration with the Regional WASH Coordination Office, Regional WASH Steering Committee members and Regional WASH Technical Team members
- Work closely and facilitate the Regional WASH Communication network outcomes
- Monitoring of the performance of constructed water supplies and innovations for improvement
- Provide advice on involvement and development of private sector participation in maintenance and spare part supply
- Support FMS in project financial management
- Support PMES in project planning, monitoring and evaluation
- Support in updating of COWASH WASH Facility data base
- Support and advice to BoH in hygiene and sanitation promotion
- Facilitate water quality assurance mechanism at the Woreda level
- Support and advice to BoE in technical aspects in school WASH rehabilitation, construction and management



- Support the specialists, bureaus, zones and woredas in gender mainstreaming and disability inclusion
- Support the specialists in private sector development and WASH MSE development
- Support specialists in technical implementation of WASH facilities
- Support the specialists in CMP implementation and issues with loans provided by MFIs and SACCOS
- Support the specialists in sanitation, hygiene and behavioral change issues
- Training of staff in CMP technical and financial implementation
- Support specialists in implementing CR-WSPs+++
- Support specialists in training and capacity building
- Updating and revising the technical CMP manuals and guidelines
- Overall responsibility of the project physical and financial reporting
- Facilitate the programs of the external visitors to the project in the region
- Other tasks requested by the Chair of the Regional WASH Steering Committee

Duty Station: Based in Water Bureau with frequent travelling in the Region

Planning, Monitoring and Evaluation Specialist (PMES)

Education: B.Sc. in water supply and sanitation engineering, civil engineering, public health engineering, environment, business administration or other relevant discipline

Language: Fluency in both spoken and written English and Amharic and on major language of the Region

Experience and skills:

- Extensive experience in the use of M&E/MIS systems
- Experience in developing M&E/MIS systems for rural WASH is an asset
- Knowledge of WASH M&E Frameworks and relevant professional experience in different areas in Ethiopia are strong assets
- Excellent social skills, ability to work and communicate in an international environment and in communities of diverse cultures
- Experience in research is an asset
- Well-developed skills in skill transfer
- Ability to work and communicate with international stakeholders and communities of diverse cultures
- Relevant professional experience in different areas in Ethiopia is a strong asset
- Good reporting skills
- Good computer skills (word processing, spreadsheets, project management, data base management, etc.)

Responsibilities:

- Work on the Result Based Management (RBM) of the COWASH,
- Work on the Result Based monitoring and Evaluation of the COWASH,
- Guide, Advice and work on the preparation of the annual work plan (AWP) with detail budget break down,
- Guide and advice Woredas in the preparation of the annual work plan,
- Guide and advice Woredas in baseline data collection and data updating,
- Prepare quarterly, biannual and annual reports and plans and submit to Water Bureau, BoF and FTAT,
- Advice all stakeholders and check the integration of gender in planning taking into account gender budgeting principles,
- Advice/work on the establishment and updating of Information Management System and/or data base management of WASH facilities.
- Support in development of CR-WSP+++
- Monitoring of the achievement of relevant objectives, results and outputs
- Participate in the Preparation of guidelines of CMP, planning and M&E,
- Other tasks requested by the team leader/coordinator.

Duty Station: Based in Bureau of Water with frequent travelling in the Region.

Financial Management Specialist (PFMS)

Education: B.Sc. (preferably M.Sc.) in business administration, accounting or relevant science

Language: Fluency in both spoken and written English, Amharic and one major language of the Region

Experience and Skills:

- Extensive experience in accounting
- Extensive experience in procurement
- Extensive skills in financial management
- Knowledge of and experience in CMP mechanism a strong asset
- Ability to work and communicate with international stakeholders and communities of diverse cultures
- Developed skills in skill transfer
- Good computer skills (accounting software, word processing spreadsheets, etc.)
- Good presentation and reporting skills

Responsibilities:

- Perform budget planning, fund requests and money transfers from MoF and to bureaus, zones, woredas
- Support external and internal audits of the project
- Management of accounting related to capacity building and investments through the GoE system
- Facilitate, initiate and monitor the internal auditing of COWASH
- Keep close contact and communication to FTAT Monitoring, Evaluation and Learning Specialist and Finance Specialist in the Ministry of Finance
- Assistance and follow-up of accounts opening/closing at all levels
- Training RSU staff, regional bureaus, zones and woredas on GoF fund use financial management,
- Support, capacitate, follow-up and monitor the other RSU specialists in woreda level on GoF financial management issues
- Prepare and update required financial formats to be used in the follow up of GoF budget use
- Reporting of the financial issues in COWASH to the Planning and M&E Specialist as well as the relevant bureaus and MoF and FTAT
- Other tasks requested by the Team Leader

Duty Station: Based in Bureau of Finance with frequent travelling in the Region.

Procurement and Financial Management Specialist (PFMS)

Education: B.Sc. (preferably M.Sc.) in business administration, accounting or relevant science

Language: Fluency in both spoken and written English, Amharic and one major language of the Region

Experience and Skills:

- Extensive experience in accounting
- Extensive experience in procurement
- Extensive skills in financial management
- Knowledge of and experience in CMP mechanism a strong asset
- Ability to work and communicate with international stakeholders and communities of diverse cultures
- Developed skills in skill transfer
- Good computer skills (accounting software, word processing spreadsheets, etc.)
- Good presentation and reporting skills

Responsibilities:

- Execute RSU financial management
- Perform budget planning, fund requests and money transfers from BoF to MFIs
- Support external and internal audits of the project
- Management of accounting related to CMP projects
- Managing procurements done at the region level for COWASH
- Facilitate, initiate and monitor the internal auditing of COWASH
- Keep close contact and communication to FTAT Monitoring, Evaluation and Learning Specialist
- Support and advice to bureaus, zones and woredas and Micro Finance Institutions in fund requests, fund transfers, audits, accounting, financial control, financial reporting and procurement related issues
- Carry out RSU liaison and logistic service
- Financial transactions and payments and payment documents for procurement, maintenance procurement, allowances, salaries, pension, insurance, etc...office operations
- Training woredas on procurement
- Training woredas for community procurement
- Follow up of proper documentation of assets, procurement, financial utilization
- Maintain lists and ensure they are marked clearly of RSU fixed assets and follow-up and advice fixed assets processes in the bureaus, zones and woredas provided from the GoF budget
- Assistance and follow-up of accounts opening/closing at all levels
- Training RSU staff, regional bureaus, zones and woredas as well as MFI staff on procurement, including community procurement
- Support, capacitate, follow-up and monitor the other RSU specialists in woreda level financial management issues
- Prepare and update required financial formats to be used in the follow up of GoE budget use and same CMP fund use at all levels
- Reporting of the financial issues in COWASH to the Planning and M&E Specialist as well as the relevant bureaus and MoF and FTAT



- Other tasks requested by the Team Leader

Duty Station: Based in Water Bureau with frequent travelling in the Region

Capacity Building Specialist (CBS)

(Note: This post includes also responsibilities of overall coordination, monitoring, management and supervision of all COWASH activities in selected project woredas)

Education: B.Sc. (preferably MSc) in education, social science, rural development or relevant science

Language: Fluency in both spoken and written English, Amharic and on major language of the Region

Experience and Skills:

- Experience in training needs assessment
- Experience in planning and execution of training programs
- Experience in assessment of training outcomes and impacts
- Experience in training of trainers
- Knowledge of and experience in rural water WASH and CMP is a strong asset
- Relevant professional experience in different areas in Ethiopia is a strong asset
- Excellent social skills
- Ability to work and communicate in an international environment and in communities of diverse cultures
- Well-developed skills in skill transfer
- Good computer skills (word processing, spreadsheets, project management, data base management, etc.)
- Good presentation skills
- Good reporting skills
- Experience in water supply, sanitation and hygiene is an asset
- Experience in community based, demand driven project management is an asset
- Good knowledge of CMP approach is an asset
- Good knowledge of awareness raising is an asset
- Good knowledge of gender mainstreaming is an asset
- Ability to work and communicate with international stakeholders and communities of diverse cultures

Overall Responsibilities in selected woredas:

- Comprehensive COWASH implementation in the selected woredas,
- Advise, build the capacity and follow up of WASH Facility construction and rehabilitation
- Advise and build the capacity and follow up CMP implementation in community water supply,
- Advice and build the capacity and follow up Institutional WASH implementation
- Advice and build the capacity and follow up COWASH Financial Management,
- Advice and build the capacity and follow up Gender Mainstreaming and women empowerment,
- Advice and build the capacity and follow up Disability Inclusion,
- Advice and build the capacity and follow up menstrual hygiene management implementation
- Advice and build the capacity and follow up WSP+++ implementation,
- Advice and build the capacity and follow up MSE development,
- Build the capacity and follow up community and school Hygiene and Sanitation and Behavioral Change implementation,

- Advice and build capacity and follow up in the institutional WASH management
- Advice and build the capacity and follow up COVID information dissemination and hand hygiene
- Advice and build the capacity and follow up human and physical capacity building and trainings conducted
- Advice and build the capacity and follow up COWASH assets inventory and assets management
- Advice and build the capacity and follow up procurements carried out in the woredas
- Support to woredas in monitoring of achievement of objectives (and indicators) and reporting
- Provide training for Woreda personnel
- Supervise MFI branch office work and performance
- Follow-up that the CMP guidelines are in place and used
- Assisting Woredas in record keeping, appraisals, site selection, project filing

Direct duties related to the post

- Regular assessment of training needs and guiding other specialists in the same
- Preparation of training materials and assisting other specialists in training material preparation
- Update and revise existing training manuals with help from other specialists
- Preparation and implementation of training programs and assisting other specialists in the same
- Provide assistance to other RSU specialists in training and capacity building
- Assessment of impacts and/or outcomes of trainings
- Detailed monitoring of implementation capacity development implementation and coordinating and compiling the information (with gender and disability) in capacity building
- Production and distribution of IEC materials in CMP, Gender, Disability Inclusion, WSP, O&M, water quality monitoring and assisting other specialists in the same
- Organizing annual review meetings and other COWASH workshops in the Region
- Keep records of all capacity development and training provided in the project
- Update the WASH facility data management of the woredas under this post
- Relevant reporting to the PMES and TL
- Other tasks requested by the Team Leader

Duty Station: Based in Water Bureau with frequent travelling in the Region.

Sanitation and Behaviour Change Specialist (SBCS)

(Note: This post includes also responsibilities of overall coordination, monitoring, management and supervision of all COWASH activities in selected project woredas)

Education: B.Sc. (Minimum requirement) in public health or other relevant discipline

Language: Fluency in both spoken and written English

Experience and skills

- Extensive experience in rural household and institutional sanitation
- Extensive experience in hygiene, preferably in the overall context of WASH
- Experience in promoting behavioral change related to community/institutional sanitation and hygiene
- Experience in market-based sanitation by local businesses
- Experience of behavioral change research
- Experience in cooperation with donor community
- Experience in Training of Trainers
- Excellent social skills, ability to work and communicate in an international environment and in communities of diverse cultures
- Well-developed skills in skills transfer, especially skills in Training of Trainers is required
- Good computer skills (word processing, spreadsheets, project management, data base management, etc.)
- Good reporting skills
- Experience in water supply, sanitation and hygiene is an asset
- Experience in community based, demand driven project management is an asset
- Good knowledge of CMP approach is an asset
- Good knowledge of gender mainstreaming is an asset
- Ability to work and communicate with international stakeholders and communities of diverse cultures

Overall Responsibilities in selected woredas

- Comprehensive COWASH implementation in the selected woredas,
- Advise, build the capacity and follow up of WASH Facility construction and rehabilitation
- Advise and build the capacity and follow up CMP implementation in community water supply,
- Advice and build the capacity and follow up Institutional WASH implementation
- Advice and build the capacity and follow up COWASH Financial Management,
- Advice and build the capacity and follow up Gender Mainstreaming and women empowerment,
- Advice and build the capacity and follow up Disability Inclusion,
- Advice and build the capacity and follow up menstrual hygiene management implementation
- Advice and build the capacity and follow up WSP+++ implementation,
- Advice and build the capacity and follow up MSE development,
- Build the capacity and follow up community and school Hygiene and Sanitation and Behavioral Change implementation,
- Advice and build capacity and follow up in the institutional WASH management
- Advice and build the capacity and follow up COVID information dissemination and hand hygiene

- Advice and build the capacity and follow up human and physical capacity building and trainings conducted
- Advice and build the capacity and follow up COWASH assets inventory and assets management
- Advice and build the capacity and follow up procurements carried out in the woredas
- Support to woredas in monitoring of achievement of objectives (and indicators) and reporting
- Provide training for Woreda personnel
- Supervise MFI branch office work and performance
- Follow-up that the CMP guidelines are in place and used
- Assisting Woredas in record keeping, appraisals, site selection, project filing

Direct duties related to the post

- Assist in developing the household level sanitation in all community water projects by using WASHCO. This includes the support, development and facilitation of loans from MFIs and/or SACCOs to households through WASHCOs
- Assist in development of training package for woredas and WASHCOs
- Carry out extensive sanitation and hygiene promotion in the communities and WASHCOs in close collaboration with other RSU staff
- Assist in design and implementation of market-based sanitation through existing businesses
- Incorporating sanitation aspects as a module in other relevant trainings
- Support woredas in water safety planning
- Water quality monitoring and capacity building in water quality
- Promotion and ensuring continuous hygiene behavior at schools, including menstrual health and menstrual hygiene management
- Coordinate with the Bureau of Health implementation related to own responsibility areas
- Carry out required trainings in the Region, in collaboration with federal and Regional CDS and GSA Specialist
- Monitoring and reporting

Duty Station: Based in Bureau of Water in the Region and working substantially with the Bureau of Health and with Bureau of Education. Frequent travelling within the Region

Job Description of Gender, Disability Inclusion and Public Participation Specialist

(Note: This post includes also responsibilities of overall coordination, monitoring, management and supervision of all COWASH activities in selected project woredas)

Education: B.Sc. (minimum requirement) in social science, economics or other relevant discipline

Language: Fluency in both spoken and written English

Experience and skills

- Proven experience in (women's) MSE development, preferably related to WASH sectors
- Experience in public participation
- Good communication and report writing skills in English
- High professional integrity and able to work in difficult conditions
- Good computer skills (word processing, spreadsheets, project management, data base management, etc.)
- Experience in monitoring
- Experience in water supply, sanitation and hygiene is an asset
- Experience in community based, demand driven project management is an asset
- Good knowledge of CMP approach is an asset
- Good knowledge of gender mainstreaming is an asset
- Ability to work and communicate with international stakeholders and communities of diverse cultures

Overall Responsibilities in selected woredas

- Comprehensive COWASH implementation in the selected woredas,
- Advise, build the capacity and follow up of WASH Facility construction and rehabilitation
- Advise and build the capacity and follow up CMP implementation in community water supply,
- Advice and build the capacity and follow up Institutional WASH implementation
- Advice and build the capacity and follow up COWASH Financial Management,
- Advice and build the capacity and follow up Gender Mainstreaming and women empowerment,
- Advice and build the capacity and follow up Disability Inclusion,
- Advice and build the capacity and follow up menstrual hygiene management implementation
- Advice and build the capacity and follow up WSP+++ implementation,
- Advice and build the capacity and follow up MSE development,
- Build the capacity and follow up community and school Hygiene and Sanitation and Behavioral Change implementation,
- Advice and build capacity and follow up in the institutional WASH management
- Advice and build the capacity and follow up COVID information dissemination and hand hygiene
- Advice and build the capacity and follow up human and physical capacity building and trainings conducted
- Advice and build the capacity and follow up COWASH assets inventory and assets management
- Advice and build the capacity and follow up procurements carried out in the woredas

- Support to woredas in monitoring of achievement of objectives (and indicators) and reporting
- Provide training for Woreda personnel
- Supervise MFI branch office work and performance
- Follow-up that the CMP guidelines are in place and used
- Assisting Woredas in record keeping, appraisals, site selection, project filing

Direct duties related to the post

Responsibilities in Women's MSE Development, Gender Planning and Disability Inclusion

- Identifying of economically feasible, already existing women-led MSEs in COWASH Woredas
- Identifying the demand for various products (rapid market study)
- Development and carrying out of a capacity development package for selected women entrepreneurs as O&M, construction and sanitation entrepreneurs (business and technical training; business plans) (in collaboration with the Capacity Development Specialist)
- Regular monitoring of performance, reporting and technical support to selected entrepreneurs
- Leading a case study on performance and outcomes of the selected women-led MSEs.
- In collaboration with Women's Bureau organize Regional gender & WASH planning and monitoring meetings in the COWASH Regions
- Assist in sanitation and health aspects, particularly focusing on girls (menstrual health)
- Advice and train staff in Disability Inclusion and have the overall responsibility to look after the disability inclusive implementation and awareness creation

Responsibilities in Public participation

- Assist in development of a Public participation training package as part of other trainings (all SA in collaboration with federal and Regional Capacity Development Specialist)
- Carry out training of the RSUs on public participation
- Carry out zone and Woreda Training of Trainers, kebele WASH team training, and WASHCO training (related to new water supplies to be constructed)

Duty Station: Based in Bureau of Water in the Region and working substantially with the Bureau of Women, Youth and Children Affairs and with Bureau of Labor and Social Affairs. Frequent travelling within the Region

CMP Specialist

(Note: This is technical post for regions who have several woredas)

Education: B.Sc. (Preferably M.Sc.) in water supply engineering, civil engineering, business administration, public health or relevant science

Language: Fluency in both spoken and written English, Amharic and one major language of the Region

Experience and Skills:

- Extensive experience in rural water supply, sanitation and hygiene
- Extensive experience in community based, demand driven project management
- Experience in working with public and private sectors
- Experience in communication and information management
- Experience in monitoring
- Experience in team management and team building
- Well-developed social skills
- Ability to work and communicate with communities of diverse cultures
- Developed skills in skill transfer
- Good computer skills (word processing, spreadsheets, project management, data base management, etc.)
- Good presentation and reporting skills
- High professional integrity and able to work in difficult conditions
- Good knowledge of CMP approach is an asset
- Good knowledge of gender mainstreaming is an asset

Overall Responsibilities in selected woredas

- Comprehensive COWASH implementation in the selected woredas,
- Advise, build the capacity and follow up of WASH Facility construction and rehabilitation
- Advise and build the capacity and follow up CMP implementation in community water supply,
- Advice and build the capacity and follow up Institutional WASH implementation
- Advice and build the capacity and follow up COWASH Financial Management,
- Advice and build the capacity and follow up Gender Mainstreaming and women empowerment,
- Advice and build the capacity and follow up Disability Inclusion,
- Advice and build the capacity and follow up menstrual hygiene management implementation
- Advice and build the capacity and follow up WSP+++ implementation,
- Advice and build the capacity and follow up MSE development,
- Build the capacity and follow up community and school Hygiene and Sanitation and Behavioral Change implementation,
- Advice and build capacity and follow up in the institutional WASH management
- Advice and build the capacity and follow up COVID information dissemination and hand hygiene
- Advice and build the capacity and follow up human and physical capacity building and trainings conducted
- Advice and build the capacity and follow up COWASH assets inventory and assets management

- Advice and build the capacity and follow up procurements carried out in the woredas
- Support to woredas in monitoring of achievement of objectives (and indicators) and reporting
- Provide training for Woreda personnel
- Supervise MFI branch office work and performance
- Follow-up that the CMP guidelines are in place and used
- Assisting Woredas in record keeping, appraisals, site selection, project filing

Responsibilities related to technical matters:

- Design, review and revise water supply and institutional sanitation designs and bill of quantities and advice other RSU staff in design and bill of quantity issues
- Develop construction and maintenance manuals and build the capacity of RSU staff to advice and follow up construction and maintenance related issues
- Train woredas to train construction and maintenance personnel
- Monitoring of the performance of constructed water supplies and innovations for improvement
- Develop private sector participation in maintenance and spare part supply
- Support FMS in project financial management
- Support PMES in project planning, monitoring and evaluation
- Support in updating of COWASH WASH Facility data base
- Facilitate water quality assurance mechanism at the Woreda level
- Support and advice to BoE in technical aspects in school WASH rehabilitation, construction and management
- Support specialists in technical implementation of WASH facilities
- Support the specialists in CMP implementation
- Training of staff in CMP technical and financial implementation
- Training the staff in implementing CR-WSPs⁺⁺⁺
- Updating and revising the technical CMP manuals and guidelines
- Other tasks requested by the team Leader

Duty Station: Based in Water Bureau with frequent travelling in the Region

Annex 2: Region specific RSU staff establishment

Amhara Region RSU

S/N	Job Positions in COWASH	Qualification & Specification	Additional responsibility	Minimum required experience MA/BA or M.Sc/B.Sc In Years
Technical staff				
1	RSU Team Leader	MA, MSc / BA, B.Sc Engineering, Management or economics or rural development	Communication, Lessons Learned and Learnings dissemination	10/12 years
2	Financial Management Specialist	MA, MSc / BA, B.Sc in accounting or business administration, management, economics or related fields	GoF funds and auditing	10/12 years
3	Procurement and Financial Management Specialist	MA, MSc / BA, BSc in business administration, management, economics or related fields	GoE funds, Procurement and RSU accounts	10/12 years
4	Planning, Monitoring and Evaluation Specialist	MA, MSc / BA, B.Sc. in economics, statistics, management or related fields	Database management	10/12 years
5	Capacity Building Specialist (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in education, social science, rural development or relevant science	Data management	8/6 years
6	Gender, Disability Inclusion and Public Participation Specialist (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in social science, economics or other relevant discipline	Data management	8/6 years
7	Sanitation and Behaviour Change Specialist (SBCS), (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in public health or other relevant discipline	WSP, Water Quality, MSE development, data management	8/6 years
8	Community Managed Project Specialist (Technical Specialist. Responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in water supply engineering, civil engineering, business administration, public health or relevant science	Piloting, testing, technical solutions, data management	8/6 years
Other staff seconded from the Regional Bureaus (Paid travel and communication allowances)				
1	RCCN Chair Person			
Support Staff				
1	Secretary Cashier and Data Encoder	BA/Diploma in Secretary, Management, Accounting or related field	Procurement, Main data encoder	5/7 years
2	Drivers (4 in number)	10+1 and above with 3rd grade driving license, Certificate in Auto mechanics is preferable	Car maintenance	5 years
3	Messenger-Cleaner			

**Annex 2: Region specific RSU staff establishment
Benishangul-Gumuz Region RSU**

S/N	Job Positions in COWASH	Qualification & Specification	Additional responsibility	Minimum required experience MA/BA or M.Sc/B.Sc In Years
Technical staff				
1	RSU Team Leader	MA, MSc / BA, B.Sc. Engineering, Management or economics or rural development	CMP management	10/12 years
2	Procurement and Financial Management Specialist	MA, MSc / BA, B.Sc. in accounting or business administration, management, economics or related fields	GoF/GoE funds and auditing, RSU related financial management	10/12 years
3	Planning, Monitoring and Evaluation Specialist	MA, MSc / BA, B.Sc. in economics, statistics, management or related fields	Gender issues	10/12 years
4	Capacity Building Specialist (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in education, social science, rural development or relevant science	Disability inclusion, Communication, Lessons Learned and Learnings dissemination,	8/6 years
5	Sanitation and Behaviour Change Specialist (SBCS), (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in public health or other relevant discipline	WSP, Water Quality, MSE development, data	8/6 years
Other staff seconded from the Regional Bureaus (Paid travel and communication allowances)				
1	CMP Specialist (Technical Specialist) Seconded from the Water Bureau (GoE staff)	MA, MSc / BA, B.Sc. in water supply engineering, civil engineering, business administration, public health or relevant science	Piloting, testing, technical solutions	8/6 years
2	Senior CMP accountant Seconded from the Bureau of Finance (GoE Staff)	MA, MSc / BA, B.Sc. in accounting or business administration, management, economics or related fields	GoF funds follow-up	10/12 years
3	RCCN Chair Person			
Support Staff				
	Cashier	BA/Diploma in Secretary, Management, Accounting or related field	Procurement	5/7 years
	Drivers (1 in number)	10+1 and above with 3rd grade driving license, Certificate in Auto mechanics is preferable	Car maintenance	5 years

Annex 2: Region specific RSU staff establishment

Oromia Region RSU

S/N	Job Positions in COWASH	Qualification & Specification	Additional responsibility	Minimum required experience MA/BA or M.Sc/B.Sc In Years
Technical staff				
1	RSU Team Leader	MA, MSc / BA, B.Sc. Engineering, Management or economics or rural development	CMP approach and data management	10/12 years
2	Procurement and Financial Management Specialist	MA, MSc / BA, B.Sc. in accounting or business administration, management, economics or related fields	GoE funds and GoE auditing, Procurement and RSU related financial management	10/12 years
3	Planning, Monitoring and Evaluation Specialist	MA, MSc / BA, B.Sc. in economics, statistics, management or related fields	Database management	10/12 years
4	Capacity Building Specialist (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in education, social science, rural development or relevant science	Communication, Lessons Learned and Learnings dissemination	8/6 years
5	Sanitation and Behaviour Change Specialist (SBCS), (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in public health or other relevant discipline	MSE development, data management	8/6 years
6	Gender, Disability Inclusion and Public Participation Specialist (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in social science, economics or other relevant discipline	Data management	8/6 years
7	CMP Specialist (Technical Specialist) (Responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in water supply engineering, civil engineering, business administration, public health or relevant science	WSP, Water Quality Piloting, testing, technical solutions, data management	8/6 years
8	Senior CMP accountant	MA, MSc / BA, B.Sc. in accounting or business administration, management, economics or related fields	GoF funds follow-up and GoF audit	10/12 years
Other staff seconded from the Regional Bureaus (Paid travelling and communication allowances)				
2	RCCN Chair Person			
Support Staff				
	Secretary/Cashier & data encoder	BA/Diploma in Secretary, Management, Accounting or related field	Procurement	5/7 years
	Drivers (3 in number)	10+1 and above with 3rd grade driving license, Certificate in Auto mechanics is preferable	Car maintenance	5 years

Annex 2: Region specific RSU staff establishment

Sidama Region RSU

S/N	Job Positions in COWASH	Qualification & Specification	Additional responsibility	Minimum required experience MA/BA or M.Sc/B.Sc In Years
Technical staff				
1	RSU Team Leader	MA, MSc / BA, B.Sc. Engineering, Management or economics or rural development	Capacity Building and Communication, Lessons Learned and Learnings dissemination	10/12 years
2	Procurement and Financial Management Specialist	MA, MSc / BA, B.Sc. in accounting or business administration, management, economics or related fields	GoF/GoE funds and auditing, Procurement	10/12 years
3	Planning, Monitoring and Evaluation Specialist	MA, MSc / BA, B.Sc. in economics, statistics, management or related fields	Database management	10/12 years
4	Sanitation and Behaviour Change Specialist (SBCS), (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in public health or other relevant discipline	MSE development, gender, disability inclusion	8/6 years
5	CMP Specialist (Technical Specialist) (Responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in water supply engineering, civil engineering, business administration, public health or relevant science	WSP, Water Quality, Piloting, testing, technical solutions, data management	8/6 years
Other staff seconded from the Regional Bureaus (Paid travelling and communication allowances)				
1	RCCN Chair Person			
Support Staff				
	Secretary/Cashier	BA/Diploma in Secretary, Management, Accounting or related field	Procurement	5/7 years
	Drivers (1 in number)	10+1 and above with 3rd grade driving license, Certificate in Auto mechanics is preferable	Car maintenance	5 years

Annex 2: Region specific RSU staff establishment

SNNP Region RSU

S/N	Job Positions in COWASH	Qualification & Specification	Additional responsibility	Minimum required experience MA/BA or M.Sc/B.Sc In Years
Technical staff				
1	RSU Team Leader	MA, MSc / BA, B.Sc. Engineering, Management or economics or rural development	Overall project coordination with the government and development partners	10/12 years
2	Procurement and Financial Management Specialist	MA, MSc / BA, B.Sc. in accounting or business administration, management, economics or related fields	GoE operational budget management, RSU related financial management	10/12 years
3	Planning, Monitoring and Evaluation Specialist	MA, MSc / BA, B.Sc. in economics, statistics, management or related fields	Database management	10/12 years
4	Sanitation and Behaviour Change Specialist (SBCS), (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in public health or other relevant discipline	MSE development, Gender and Disability Inclusion	8/6 years
5	CMP Specialist (Technical Specialist) (Responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in water supply engineering, civil engineering, business administration, public health or relevant science	WSP, Water Quality, Piloting, testing, technical solutions, data management	8/6 years
6	Capacity Building Specialist (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in education, social science, rural development or relevant science	Communication, Lessons Learned and Learnings dissemination,	8/6 years
7	Senior CMP accountant in Bureau of Finance	MA, MSc / BA, B.Sc. in accounting or business administration, management, economics or related fields	GoF/GoE funds follow-up and GoF audit	10/12 years
Other staff seconded from the Regional Bureaus (Paid travelling and communication allowances)				
1	RCCN Chairperson			
Support Staff				
	Secretary/Cashier	BA/Diploma in Secretary, Management, Accounting or related field	Procurement	5/7 years
	Drivers (2 in number)	10+1 and above with 3rd grade driving license, Certificate in Auto mechanics is preferable	Car maintenance	5 years

Annex 2: Region specific RSU staff establishment

Tigray Region RSU

S/N	Job Positions in COWASH	Qualification & Specification	Additional responsibility	Minimum required experience MA/BA or M.Sc/B.Sc In Years
Technical staff				
1	RSU Team Leader/CMP Specialist (Technical person)	MA, MSc / BA, B.Sc. Engineering, Management or economics or rural development	CMP approach and technical designs	10/12 years
2	Procurement and Financial Management Specialist	MA, MSc / BA, B.Sc. in accounting or business administration, management, economics or related fields	GoF/GoE funds and auditing, Procurement	10/12 years
3	Planning, Monitoring and Evaluation Specialist	MA, MSc / BA, B.Sc. in economics, statistics, management or related fields	Database management	10/12 years
4	Capacity Building Specialist (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in education, social science, rural development or relevant science	CMP, data, Communication and Lessons Learned and Learnings dissemination,	8/6 years
5	Sanitation and Behaviour Change Specialist (SBCS), (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in public health or other relevant discipline	CMP, WSP, Water Quality, data management	8/6 years
6	CMP Specialist (Technical Specialist) (Responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in water supply engineering, civil engineering, business administration, public health or relevant science	CMP approach, piloting, testing, SECRSM, technical solutions, data management	8/6 years
7	Gender, Disability Inclusion and Public Participation Specialist (Including responsibility of certain number of woredas)	MA, MSc / BA, B.Sc. in social science, economics or other relevant discipline	CMP, data management, Disability Inclusion and MSE development	8/6 years
Other staff seconded from the Regional Bureaus (Paid travelling and communication allowances)				
1	Senior CMP accountant Seconded from the Bureau of Finance	MA, MSc / BA, B.Sc. in accounting or business administration, management, economics or related fields	GoF funds follow-up and GoF audit	10/12 years
Support Staff				
	Secretary/Cashier and data encoder	BA/Diploma in Secretary, Management, Accounting or related field	Procurement	5/7 years
	Drivers (2 in number)	10+1 and above with 3rd grade driving license, Certificate in Auto mechanics is preferable	Car maintenance	5 years