

COMMUNITY-LED ACCELERATED WASH (COWASH)



**Effective and sustainable
WaSH services**

Roles and Responsibilities of COWASH IV STAKEHOLDERS

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Introduction

The Government of Finland supported Community-Led Accelerated WASH (COWASH) project was established by the Ethiopian and Finland Governments in 2011 to support the development and establishment of One National WASH Program as defined in the National WASH Implementation Framework (WIF) and to support the scaling-up of the Community Managed Project (CMP) approach in order to accelerate the rural WASH implementation. COWASH has been implemented in three phases of I-III. The Phase III ended on March 2021. The implementation of COWASH IV started in April 2021 and will continue until end of December 2024.

For the implementation of the fourth phase of the project there is a need to define roles and responsibilities of different stakeholders. This sums up the contributions of the stakeholders for the realization of the vision of the COWASH IV: **“Improved public health and well-being, social development and climate resilience in the communities in the project area”**.

This document is titled **“Roles and Responsibilities of COWASH IV stakeholders”**. It presents the roles and responsibilities of the different stakeholders, which have a direct stake in the implementation and attainment of the outcomes of COWASH IV. Although Development Partners and NGOs do not have direct contribution for the attainment of the project outcomes, there are also different NGOs and development partners, which have indirect influence in the project implementation. The relation of COWASH IV with Development Partners and NGOs is not included in this document. Comprehensive stakeholders list and their in relation with COWASH has been prepared separately and is titled “COWASH Stakeholders Analysis”. The WASH Stakeholders Analysis document maps all the stakeholders, which have direct and indirect influence in COWASH project. The analysis was conducted to document the knowledge of Ethiopia’s WASH sector players related to the WASH sector development. Each stakeholder presented in the report has been selected with regard to their relevance to COWASH project.

The major stakeholders in COWASH IV, which roles and responsibilities included in this document (table 1 below) are categorized into six as federal & above level stakeholders, regional level stakeholders, zonal level stakeholders, woreda level stakeholders, kebele level stakeholders and community level stakeholders. The importance of the stakeholder for COWASH IV and its responsibilities have been briefly described under each stakeholder.

In addition to the major 6 categories of stakeholder detailed in the table there are also donors, research centres and NGOs which are termed as **advocacy partners** in COWASH IV. Many of these partners are clearly included in the phase IV tender

submitted by NIRAS-Finland during the consultancy service competition for the phase. These advocacy partners include Water Aid Ethiopia, International Water & Sanitation Centre (IRC WASH), Population Services International (PSI), Ethiopian Centre for Disability and Development (ECDD), World Bank, UNICEF and Netherlands Development Organization (SNV). These partners will have roles in COWASH IV in conducting advocacy and researches on areas which need innovations.

Table 1. List and Responsibilities COWASH IV Stakeholders

Stakeholder	Role	Responsibilities in COWASH IV	Remark
A) Federal and above level stakeholders			
Government of Finland (GoF)	Active supporter of WASH sector in Ethiopia. Financing COWASH and Consolidated WASH Account projects.	<p>Ministry for Foreign Affairs (MFA) of Finland</p> <ul style="list-style-type: none"> Handles COWASH IV and CWA Project issues with the GoF such as approval of GoF support to the Government of Ethiopia (GoE). Procures and signs a contract with a consultant who provides technical assistance (TA) services for COWASH IV. Transfers the Government of Finland contribution for COWASH IV to a specific account to be opened and managed by the Ministry of Finance (MoF) of Ethiopia. <p>Embassy of Finland (EoF)</p> <ul style="list-style-type: none"> Co-Chair of the COWASH IV National Steering Committee Signs COWASH IV bilateral/intergovernmental agreement with the Ministry of Finance (MoF) of Ethiopia representing the MFA of Finland. Co-chairs the federal steering committee for COWASH. \Seems repetition with bullet one Receives and reviews the federal and regional annual plans and compiled quarterly and annual progress reports (physical and financial) of the project from MoF and MoWIE. Participates in the Regional COWASH Steering Committee meetings, supervisions and lessons learned events organized by COWASH Facilitates the issues related to the bi-lateral agreement with the Ministry of Finance (MoF) such as duty-free importation of cars and external audits. 	<ul style="list-style-type: none"> Government of Finland support is channeled through the Ministry for Foreign Affairs (MFA) of Finland. MFA is represented in Ethiopia by the Embassy of Finland (EoF). EoF represents the MFA on COWASH IV related issues.
National WASH Steering committee (NWSC) for COWASH	Institutional arrangement for COWASH IV governance and guidance.	NWSC on COWASH is the highest-level decision-making body of COWASH IV. The main task of the NWSC on COWASH is to oversee and support smooth implementation of the Project. NWSC's role in COWASH IV reflects close integration of the Project in the overall WASH development in Ethiopia. The duties and responsibilities of NWSC in COWASH IV include but are not limited to: -	<ul style="list-style-type: none"> The composition of NWSC on COWASH decision making is: - MoWIE, represented by the State Minister of MoWIE for Water Supply and Sanitation Sector, Chair MFA, represented by the Embassy of Finland; Co-Chair

Stakeholder	Role	Responsibilities in COWASH IV	Remark
		<ul style="list-style-type: none"> NWSC agrees/sets the criteria and weight of each criterion to be used in the GoF budget allocation to regions. Based on agreed criteria it approves the GoF budget share to each region Sets agreed criteria (most of the criteria are put in the programme document) and recommends to the RWSC to select woredas to be included in the phase. Approves/endorsees the final decision of the number of woredas proposed by the RWSC to be included in the phase during the inception phase considering cost efficiency and adequacy of funding and capacity building resources for all new woredas. Provision of guidance on the overall Project implementation; Approval of major COWASH strategic and policy matters; Decisions on changes in or deviations from PD, including Project scope and objectives, organizational structure and management, budget changes as well as other changes with major financial implications; Approval of major project/program related guidelines, strategies and manuals relevant for COWASH implementation; Review and endorsement of annual work plans and budgets, including annual allocation of Project budget to regions; and Review and approval of the Inception Report and annual progress and financial reports. 	<ul style="list-style-type: none"> MoF, represented by the Director of Bilateral Cooperation Directorate; MoH, represented by the Director of the Hygiene and Environmental Health Directorate MoE, represented by the Director of School Improvement Directorate; and Resource persons invited by NWSC when they are needed. <p>In the absence of the above permanent members, each member Ministry shall authorise a substitute delegate to represent the Ministry.</p> <p>The CTA of the FTAT acts as NWSC secretary. He/she prepares the agenda together with the chair and writes minutes of the meeting.</p> <p>NWSC on COWASH IV meets twice a year based on jointly prepared agenda.</p>
Ministry of Finance (MoF), Ministry of Water, Irrigation and Energy (MoWIE), Ministry of Health (MoH), Ministry of Education (MoE)	WaSH line Ministries (WASH implementation institutions).	MoF <ul style="list-style-type: none"> Member of the COWASH IV National Steering Committee Responsible at federal level for the financial management of the Government of Finland contribution and reporting of its use in the COWASH IV program. Signs COWASH IV bilateral agreement with the Embassy of Finland (EoF) in Ethiopia representing the MFA of Finland Signs separate COWASH IV financing agreements with Regional Bureaus of Finance (BoF) of each COWASH IV participating region. Opens and operate one dedicated foreign currency and local bank account to administer the funds arriving from Finland (MFA). 	<ul style="list-style-type: none"> The financing agreements state the agreed total budgets from all contributors, financial management, financial flows, reporting, auditing and other arrangements which regulate transferring the capacity building and operational funds of GoF to the implementing agencies The Regional Government contributions and community contributions to COWASH IV are followed up by the participating regions and reported directly to Federal Technical Assistance Team (FTAT).

Stakeholder	Role	Responsibilities in COWASH IV	Remark
		<ul style="list-style-type: none"> • Receives GoF fund from MFA of Finland and transfers GoF funds to the BoF of each COWASH IV region as well as COWASH specific accounts of MoF and MoWIE. • Supervises the use of GoF funds by the implementing regions • Builds the capacity of the regions personnel in COWASH IV financial management • Compiles quarterly and annual financial reports of Government of Finland Fund use in the project and reports these to the Embassy of Finland. • Employs/contracts Financial Specialist who practically manages the GoF contribution financial operations of COWASH IV. • Carries out annual financial management audits on the use of the GoF funds in the regions and in the MoF and MoWIE and submits these audit reports to EoF. • Implements international procurement as requested and prepared by the regions by using the foreign currency account. • Assists the Federal Technical Assistant Team to prepare comprehensive Financial Management Manual for COWASH IV. • Provides guidance and assistance for COWASH IV in importing duty and tax-free items from abroad as per the GoF-GoE framework agreement. <p>MoWIE</p> <ul style="list-style-type: none"> • Chair of the COWASH IV National Steering Committee • Responsible for the overall implementation of the COWASH IV program and on the coordination with MoF, MoE, MoH. • Nominates focal person from MoWIE for the day-to-day collaboration and management of the project with FTAT. • Opens COWASH IV account and operate funds received from MoF. MoWIE uses the account for COWASH IV supervision, experience sharing and capacity building. • Supervise the activities of FTAT and facilitate its work by providing necessary logistic support such as office facility. • In charge of collecting and aggregating, the progress reports from the Regions for the presentation for action and approval in NWTT and NWSC. 	<ul style="list-style-type: none"> • Financial Specialist employed by MoF works in close collaboration with the FTAT. • Separate detailed ToR for Financial Specialist is prepared. • FTAT will employ a short-term consultant for the preparation of the Financial Management Manual. • The State Minister of Water and Sanitation represents MoWIE in COWASH IV. • MoWIE COWASH Focal Person is the Director of the Water Supply Study, Design and Construction Supervision Directorate under the Water Development Commission

Stakeholder	Role	Responsibilities in COWASH IV	Remark
		<p>The FTAT team will provide assistance in compiling the consolidated financial and progress reports, when required.</p> <ul style="list-style-type: none"> Collaborating with FTAT through the Water Development Commission in rural water supply operation and maintenance management systems development as well as in water quality monitoring and SDG monitoring development <p>MoE</p> <ul style="list-style-type: none"> Member of the COWASH IV National Steering Committee. Assists COWASH FTAT in training different stakeholders in School WASH planning, design and implementation. Shares important school WASH materials (designs, manuals, guidelines and stakeholders). Collaborates with COWASH in school MHM development and School WASH maintenance management manual development Collaborates with COWASH in school WASH advocacy <p>MoH</p> <ul style="list-style-type: none"> Member of the COWASH IV National Steering Committee. Assists COWASH FTAT in training different stakeholders in health institutional WASH planning, design and implementation. Assists COWASH FTAT in training different stakeholders on issues of household sanitation. Collaborates with COWASH in household sanitation financing development Shares important intuitional WASH, household latrine, and sanitation marketing related materials (designs, manuals, guidelines and stakeholders). Collaborates with COWASH in the MBS development and training Collaborates with COWASH in hygiene and sanitation advocacy 	
National WASH Technical Team (NWTT)	Institutional arrangement for	<p>NWTT</p> <ul style="list-style-type: none"> NWTT provides technical oversight and support to OWNPs as well as to COWASH IV. 	

Stakeholder	Role	Responsibilities in COWASH IV	Remark
	WASH oversight and management	<ul style="list-style-type: none"> NWTT's main task regarding COWASH IV is to review annual plans, budgets, and reports, and make recommendations to NWSC. NWTT will meet prior to NWSC meetings to handle matters related to the implementation of COWASH IV. The NWTT through the Federal Technical Assistance or COWASH Financial Specialist in MoF is responsible for planning, resources distribution and submitting required agenda and reports to the National WASH Steering Committee 	
National WASH coordination Office (NWCO)	Institutional arrangement for WASH programme coordination	NWCO <ul style="list-style-type: none"> National WASH Coordination Office works in close collaboration with the Federal Technical Assistant Team and COWASH CTA and in this collaboration requests technical assistant support to National WASH coordination and implementation ensures place for FTAT members to work closely in the committees and task forces established for National WASH coordination informs FTAT regularly on the ongoing WASH sector developments organizes WASH stakeholder events in close partnership with COWASH IV Ensures RWCO to work closely with RSU in COWASH IV regions 	<ul style="list-style-type: none"> NWCO ensures that OWNPN plans, M&E, reports and capacity building are coordinated, harmonized and aligned among all WASH stakeholders.
COWASH IV Home office coordinator (HOC)	Backstopping services provider for the TA team from the consultant head office (HO) in Finland	HOC professionally qualified person to take care of the respective tasks of the Project as the Home Office Coordinator (HOC). HOC is responsible for: <ul style="list-style-type: none"> Recruitment and personnel management of the long-term and short-term experts as defined in the PD and/or approved by the Project's Steering Committee; Organising training and tutoring for the junior experts; Organising/facilitating relevant team building processes for the TA team; Development of the Project's financial and other management mechanisms with the FTAT and partner institutions; Financial management of the TA and invoicing, including quality check of the Project's financial management and invoices; Quality control and support to the TA team in substance matters and Project management; 	<ul style="list-style-type: none"> The HOC is an international staff of the consultant contracted by the MFA of for giving technical support for COWASH IV implementation. HOC is stationed in Finland and travels to Ethiopia when needed on issues related to the project.

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		<ul style="list-style-type: none"> Guidance on reporting and quality check of reports and other documentation; and Liaison with MFA including informing the MFA on any issues requiring attention and/or action. 	
Federal Technical Assistant Team (FTAT)	A technical team for supporting the COWASH work.	<p>FTAT responsibilities are to:</p> <ul style="list-style-type: none"> Introduce and promote CMP in new regions; Assist regions in establishment and management of RSUs; Assist regions in establishment of joint financing arrangements with MoF project implementation; Carry out hydro-geological, socio-economic assessments and baselines in regions when feasible; Carry out capacity assessments and develop capacity development plans for the regions Organize training according to the capacity development plans for the regions and assist regions to build relevant capacity in zones and woredas (Training of Trainers) Assist regions in addressing issues focusing on women empowerment, disability inclusion, climate resilience, water quality, WASH enterprise development, learnings dissemination and action. Prepare training manuals, guidelines and strategies and provide ToT training for regional staffs to cascade down up to woreda level. Assist regions in preparing the region-specific guidelines for COWASH/CMP implementation; Assist regions in financial and technical planning for COWASH/CMP implementation Assist regions in ensuring that practical implementation is in line with CMP approach. Work closely with other relevant directorates in MoH and MoE to ensure cross-sectoral participation in CMP and ensure efficient implementation of and learning from WASH implementation managed by other Ministries. 	<p>The Federal Technical Assistance Team (FTAT) is a team of international and national consultants employed by Niras Finland for provision of technical support to COWASH IV. The FTAT is housed at the MoWIE and accountable to MoWIE in matters related to project implementation.</p> <p>The FTAT supports the MoF, MoWIE, WDC and NWCO in the implementing the OWNPN II as well as giving direct support to Regional States in implementing COWASH IV.</p>

Stakeholder	Role	Responsibilities in COWASH IV	Remark
		<ul style="list-style-type: none"> Has a crucial role in advising and coordinating the activities of regional support units (RSUs). Provides assistance and advice to the Embassy of Finland in WASH/CMP matters. Provide assistance to MoWIE and MoF in compiling the consolidated financial and progress reports. In cooperation with MoF prepares a detailed financial manual, based on GoE fiscal reporting rules. 	
Ministry of Women, Children and Youth Affairs (MoWCYA), Ministry of Labour and Social Affairs (MoLSA)	Ministries to work in cooperation	<p>MoWCYA</p> <ul style="list-style-type: none"> Provide technical expertise for COWASH on mainstreaming gender and women empowerment issues on request when needed. <p>MoLSA</p> <ul style="list-style-type: none"> Provide technical expertise for COWASH disability mainstreaming development on request Provide information on the disability-mainstreaming situation in Ethiopia. 	
B) Regional level stakeholders			
Regional WASH Steering Committee (RWSC)	Institutional arrangement for COWASH IV overall governance, guidance and coordination of COWASH IV implementation in the region	<p>RWSC acts as the highest-level COWASH management organ in the region – in line with WIF. On matters related to COWASH IV, the Embassy of Finland, MoWIE and MoF shall be invited to participate in the meeting as one of the members but may participate only when finds it necessary. The main task of RWSC in COWASH IV is to oversee and support smooth implementation of the Project program and support the CMP development, implementation and scaling up in the Region. The duties and responsibilities of RWSC in COWASH IV include but are not limited to: -</p> <ul style="list-style-type: none"> Provision of guidance on the overall Project implementation; 	<ul style="list-style-type: none"> The RWSC chair varies from region to region. COWASH IV follows the regional set up of the RWSC. The composition of RWSC in COWASH decision making is: - Bureau of Water, represented by the Bureau Head or his/her Deputy, Ministry of Foreign Affairs of Finland, represented by the Embassy of Finland; (not mandatory) Bureau of Finance, represented by the Head or his/her Deputy;

Stakeholder	Role	Responsibilities in COWASH IV	Remark
		<ul style="list-style-type: none"> Provision of guidance and approval of major COWASH strategic and policy issues; Decisions on changes in the COWASH management structure and management, budget as well as other changes with major financial implications; Approval of major guidelines, strategies and manuals relevant for COWASH implementation; administrative or program related or both? Review and endorsement of annual work plans and budgets; Review and approval of annual progress reports; Based on the basic woreda selection criteria shared by the NWSC the RWSC prepares the final woreda selection criteria for the region for COWASH IV woredas; Selects the woredas to be supported by the COWASH IV using the final woreda selection criteria approved by the RWSC. Allocates the Regional States (GoF) funds for investments and operational costs; Allocates/shares COWASH IV funds (GoF and GoE) between the woredas; Approves the COWASH IV annual plan and progress report of the region; RWSC meets on COWASH twice a year to provide guidance and makes decisions based on the jointly prepared agenda 	<ul style="list-style-type: none"> Bureau of Health, represented by the Bureau Head or his/her Deputy; Bureau of Education, represented by the Bureau Head or his/her Deputy; Bureau of Women, Youth and Children Affairs, represented by the Bureau Head or his/her Deputy; Representatives of the MWIE and MOF; (not mandatory) Resource persons invited by the RWSC Chairperson when they are needed <p>The Team Leader of the RSU acts as RWSC secretary. He/she prepares the agenda together with the chair and writes minutes of the meeting.</p>
Bureau of Finance (BoF), Bureau of Water (BoW), Bureau of Health (BoH), Bureau of Education (BoE) and Bureau of Women, Children and Youth Affairs (BoWCYA)	WASH sector line bureaus (WASH implementing bureaus).	BoF <ul style="list-style-type: none"> Signs COWASH IV financing agreement with the MoF; Responsible at regional level for the financial management of the COWASH IV program; Allocation of GoE funds to regional WASH sector bureaus, zones and woredas; Receives the GoF funds to the region from MoF and reports the use of the fund to MoF; Disburses the funds received from MoF to WASH line bureaus, zone finance department and woreda finance offices; Transfers the region (GoE) investment and operational budget contribution to bureaus, zone finance department and woreda finance offices; Consolidates quarterly and annual financial reports (GoF and GoE) of the project and reports to the MoF and FTAT 	

Stakeholder	Role	Responsibilities in COWASH IV	Remark
		<ul style="list-style-type: none"> Organizes annual internal audits of the GoF and GoE funds management and reports to FTAT Supervises and trains implementing bureaus, zones and woredas in COWASH financial management Chairing the regional WASH Steering Committee if so, decided in the particular region Assigns person responsible on Bureau's communication to collaborate and join with the COWASH Regional Communication Network <p>BoW</p> <ul style="list-style-type: none"> Responsible for the implementation of the program at the regional level. with support from BoH, BoF, BoE and BoWYCA; Chairing of Regional WASH Steering Committee if so, decided in the particular region. Coordination of capacity building, piloting, testing and research in COWASH IV. Recruits and employs the Regional Support Unit (RSU) staff. Provides office facility to the RSU staff Signs community water schemes investment fund channeling agreement to WASHCOs with the Micro Finance Institution (MFI) head office operating in the region /with the regional Commercial Bank of Ethiopia in the case of SNNPR and Sidama. Compiles COWASH IV quarterly and annual regional progress reports with the help of RSUs. Ensure the allocation of GoE budget for the implementation of water schemes for communities and for the institutions as well. Oversee woreda implementation of water schemes Tests the water quality of all new and rehabilitated water supplies Monitors the water quality of all operational water schemes Introduces Water Safety Planning (WSP) so that all water schemes of COWASH IV will perform WSP Develops and scales up the water user associations legalization 	

Stakeholder	Role	Responsibilities in COWASH IV	Remark
		<ul style="list-style-type: none"> Ensures that all water supplies implemented are accessible to the persons with disability Assigns person responsible on Bureau's communication to collaborate and join with the COWASH Regional Communication Network <p>BoH</p> <ul style="list-style-type: none"> Ensures the allocation of GoE budget for the implementation of latrines at health institutions. These funds can be channeled also through the Bureau of Water so that each health institution will have full WASH service Ensures that all institutional and household level latrines implemented through the program are accessible to the persons with disability Ensures that all health institutions have WASH operation and maintenance manual, and that it is followed in all institutions supported by COWASH Ensures that health institutions supported by COWASH have adequate finance to operate and maintain their WASH services Promotes and advocates improved and inclusive household sanitation and personal hygiene Leads the implementation and management of inclusive CLTSH and market-based sanitation Trains of zonal, woreda and kebele health staff for inclusive sanitation and hygiene awareness creation. Provide technical support to zone and woreda in sanitation and hygiene related issues. Provides financial options and possibilities for the rural households to build improved and inclusive household sanitation and handwashing Assigns person responsible on Bureau's communication to collaborate and join with the COWASH Regional Communication Network <p>BoE</p> <ul style="list-style-type: none"> Ensure the allocation of GoE budget for the implementation of latrines at schools. These funds can be channeled also through the Bureau of Water so that each school will have full WASH service. Ensures that all school latrines, water supply services and menstrual hygiene management facilities implemented through the program are accessible to the persons with disability 	

Stakeholder	Role	Responsibilities in COWASH IV	Remark
		<ul style="list-style-type: none"> Ensures that all schools supported by COWASH have WASH operation and maintenance manual, and that it is followed Ensures that schools supported by COWASH have adequate finance to operate and maintain their WASH services Promotes and advocates inclusive sanitation and personal hygiene for all school children and teachers Trains of zonal, woreda and school education staff for inclusive sanitation and hygiene awareness creation. Provide technical support to zone, woreda and school staff in sanitation and hygiene related issues. Facilitates the development and production of relevant school BCC materials which changes the behavior of school children in personal hygiene and menstrual hygiene management Training of zonal, woreda and kebele health staff in school WASH implementation and hygiene advocacy. Provide technical support to zone and woreda in school WASH related issues Assigns person responsible on Bureau's communication to collaborate and join with the COWASH Regional Communication Network <p>BoWCYA</p> <ul style="list-style-type: none"> Provides technical expertise for COWASH on mainstreaming gender and women empowerment issues. Provides technical expertise in advocacy and gender focused assessments, and mental and psychosocial support Provide technical support to address issues of MHM at different levels. Assigns person responsible on Bureau's communication to collaborate and join with the COWASH Regional Communication Network 	
Bureau of Micro and Small Enterprises Development (BoMSE),	Bureaus to work in cooperation with COWASH.	<p>BoLSA</p> <ul style="list-style-type: none"> Provide technical expertise for COWASH RSU disability mainstreaming on request Inform and advice COWASH RSU in linking regional DPOs with COWASH 	

Stakeholder	Role	Responsibilities in COWASH IV	Remark
Technical and Vocational Education Training Agency (BoTVET), Bureau of Labor and Social Affairs (BoLSA), Government Communications Affairs Office (GCAO)		<p>BoMSE</p> <ul style="list-style-type: none"> Provide support to the COWASH IV zone and woredas on issues related to the establishment, training and monitoring of Micro and small enterprises in construction, sanitation, spare part supply and water schemes maintenance business. <p>BoTVETs</p> <ul style="list-style-type: none"> Provide support to zones and woredas in skill enhancement and entrepreneurship training to MSEs. <p>GCAO</p> <ul style="list-style-type: none"> Coordinates the regional communications and information flow of COWASH in particular and WASH in general 	
Regional WASH Technical Team (RWTT)	Institutional arrangement for OWNPs overall oversight and management	<p>RWTT</p> <ul style="list-style-type: none"> Proposes the woredas to be included in COWASH IV for the RWSC for approval. When needed it discusses on technical issues related to COWASH and CMP approach and proposes for the RWSC for decision. 	<p>The members of the RWTT are relevant directors/process owners assigned from the bureaus of water, health, education, finance, Women, Youth and Children Affairs, and Regional WASH coordinator</p> <ul style="list-style-type: none"> When COWASH IV or CMP related issues are discussed, the RSU team leader will attend the RWTT meetings.
Regional WASH Coordination Office (RWCO)	Institutional arrangement for coordination of WaSH at the region	<p>RWCO</p> <ul style="list-style-type: none"> Works in coordination with the regional support unit (RSU) for COWASH in areas which need coordination. Collaborates with COWASH in coordination of WASH implementation with other regional WASH actors Coordinates and collaborates with COWASH in identifying, analyzing and disseminating the major lessons learned in COWASH. 	
Regional Support Unit (RSU)	A team to support the implementation of COWASH IV in the region.	RSUs support the Project to build institutional capacity at regional, zonal and woreda levels to establish, replicate and scale up CMP implementation. The duties and responsibilities of the RSU but not limited to: -	<ul style="list-style-type: none"> Regional Support Unit (RSU) consists of a group of specialists, whose tasks are specifically designed to support the Regional Water Bureaus and COWASH IV woredas to implement the water supply and sanitation programmes in the communities, using the

Stakeholder	Role	Responsibilities in COWASH IV	Remark
		<ul style="list-style-type: none"> ▪ Develops strategies and plans to establish, sustain and scale-up community managed funding mechanism to the potential CMP Woredas and zones including an institutionalization strategy, plan of action and budgets. ▪ Provides support to the coordination of CMP implementation with Woreda Managed Projects (WMP), CWA, NGO managed projects and Self Supply Projects. ▪ Provides support to coordination of the COWASH IV project implementation through the Bureaus of Health and Education ▪ Oversees and guarantee the participation of the Bureau of Women, Youth and Children Affairs. Provide space and opportunities for the Bureau of WYCA to participate in planning, budgeting and monitoring of the CMP programme as well as related training events. ▪ Provides support to the coordination of CMP implementation with other possible WASH development projects aiming at reaching OWNPs targets. ▪ Monitors physical performance in relation to financial disbursement. ▪ Takes lead in the coordination and preparation of quarterly and annual progress and financial reports on the CMP implementation in participating Woredas, support zones in consolidating the CMP reports, and the Region in finalizing their consolidated reports. ▪ Prepares and implements a training and capacity building plan for relevant Regional, zonal, Woreda government organizations and Financial Intermediary on CMP financing and implementation mechanisms. ▪ Provides training to Regional and zone/Woreda WASH trainers (Training of Trainers) ▪ Adapts training materials to local conditions for the use of zone and Woreda staff and organizing distribution of the materials ▪ Provides support to the operationalization of the monitoring and evaluation (M&E) and relevant Management Information System (MIS) for overall WASH management as especially for CMP implementation in the Region. ▪ Monitors and evaluates CMP activities and CMP implementation in the Region. ▪ Reviews and adapts CMP guidelines and procedures to local conditions where necessary ▪ Prepares the annual budget and work plan for RSU's own operations. 	<p>CMP approach. RSU will also support any other woredas or communities to use the CMP modality the RSU is contracted by the regional.</p> <ul style="list-style-type: none"> • The RSU is reporting to the Water Bureau Head in management and financial issues, but also to the FTAT in technical matters. FTAT can request the RSU to provide reporting and monitoring data relating to COWASH IV. This information must be provided in a timely manner • RSUs are established at Water Bureaux and work as independent sub-units of RWCs.

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		<ul style="list-style-type: none"> Provides COWASH FTAT with up-dated data on CMP development. 	
Micro Finance Institution (MFI) head office		<p>In regions where applicable MFI (mainly in Amhara, BGR, Oromia and Tigray):-</p> <ul style="list-style-type: none"> Signs community water schemes investment fund channeling agreement to WASHCOs with the water bureau. Opens an account in its Head Quarter for the CMP funds Opens CMP accounts in its branch or sub branch (woreda) offices in the CMP woredas, and transfers funds from the Programme CMP account in the head office to the WWT accounts Opens interest gaining savings accounts in the name of the user group/WASHCO (<i>in all regions</i>), Receives the initial up-front money contribution and deposits in the saving account opened by WASHCOs (<i>in all regions</i>), Opens non interest gaining accounts in the name of WASHCO's that have signed a Funding Agreement with the WWT Upon instruction by WWT, releases funds from WWT account to the non interest account of the WASHCO/user group Is accountable for funds transferred to its custody from BoW. Receives collected water fees to be deposited in the interest gaining savings account of the user group or WASHCO (<i>in all regions</i>), Prepares consolidated reports per branch or sub branch offices, consolidates reports to head office, submits further to the RSU. 	
Commercial Bank of Ethiopia (CBE)		<p>In regions where applicable CBE (in SNNP and Sidama): -</p> <ul style="list-style-type: none"> Opens an account in its regional branch for the CMP funds from BoF Opens CMP accounts in its sub branch (woreda) in the CMP woredas, and transfers funds from the Programme CMP account in the branch to the WWT accounts Opens non interest gaining accounts in the name of WASHCO's that have signed a Funding Agreement with the WWT Upon instruction by WWT, releases funds from WWT account to the non interest account of the WASHCO/user group Is accountable for funds transferred to its custody from BoF. 	

Stakeholder	Role	Responsibilities in COWASH IV	Remark
C) Zonal level stakeholders			
Zonal WASH Management Team (ZWMT)	Institutional arrangement for governance, guidance, oversight and management of WASH issues.	ZWMT <ul style="list-style-type: none"> At the zonal level – where there are water, health, education, finance and women affairs departments/offices – a Zonal WASH Management Team is been established. Office Heads of these sectors are members of the team and they have an important intermediary role between the regions and woredas for purposes of planning, monitoring, reporting, disseminating information and providing TA. 	
Zone department of water (ZoW), Zone department of health (ZoH), Zone department of Education (ZoE), Zone department of finance (ZoF) and Zone department of Women, Children and Youth Affairs (ZoWCY)	WASH sector line departments (WASH implementing departments).	<p>Zonal responsibilities vary between regions depending on their size and capacity of the zone. For CMP, the main responsibilities of zones WASH departments (water, health, education, finance and women, children and youth affairs) are to: -</p> <ul style="list-style-type: none"> Provide training to woreda WASH sector offices and woreda WASH teams Supervise training conducted by woreda Supervise the activities of woredas Provide technical support to woredas <p>Zone water department The zone water department assigns one expert from the department as zone CMP/COWASH focal person to contribute the overall COWASH project activities implementation in the zone.</p> <p>Zone finance department</p> <ul style="list-style-type: none"> Responsible at zone level for the financial management and procurement of the COWASH IV program. Consolidates the financial reports from offices and reports to finance bureau. <p>Zone health department</p> <ul style="list-style-type: none"> Provide technical support and training to woredas in sanitation and hygiene related issues 	

Stakeholder	Role	Responsibilities in COWASH IV	Remark
		Zone education department <ul style="list-style-type: none"> Provide technical support and training to woredas in school WASH implementation related issues. Zone women, children and youth department <ul style="list-style-type: none"> Provides technical expertise and training to woredas on mainstreaming gender and women empowerment issues. 	
Zone department of Labor and Social Affairs (ZoLSA), Zone department of Micro and small enterprises development. (ZoMSE)	Zonal departments to work in cooperation with COWASH	ZoLSA <ul style="list-style-type: none"> Provide information on existing local DPOs in the zones and woredas Participate in disability mainstreaming trainings when organized by COWASH Provide technical expertise for COWASH zones in disability mainstreaming. Train woredas on disability inclusion related issues upon request of woredas. Conduct supportive supervision to woredas on to support the implementation of disability inclusion. ZoMSE <ul style="list-style-type: none"> Train woredas on MSE establishment related issues upon request of woredas. Assist woredas when training woreda and kebele level stakeholders on MSE establishment. Conduct supportive supervision to woredas on to support the implementation of MSE development. Technical and Vocational Education Training (TVET) <ul style="list-style-type: none"> Provide support and training to woredas in skill enhancement and entrepreneurship training to MSEs. 	
D) Woreda level stakeholders			
Woreda WASH Team (WWT)	Institutional arrangement for COWASH IV implementation and coordination.	WWT <ul style="list-style-type: none"> There is a Woreda WASH Team (WWT) in each and every woreda. The role of WWT is to prepare and manage a Woreda WASH Programme, integrating and coordinating the inputs of the Sector Offices and those of participating NGOs. The major responsibilities of the WWT are: - 	<ul style="list-style-type: none"> WWT has a coordinating function and is accountable to the Woreda Council through the Woreda Cabinet, for the achievement of WASH targeted outputs. The WWT members are the woreda administrator, head of water office (WoW),

Stakeholder	Role	Responsibilities in COWASH IV	Remark
		<ul style="list-style-type: none"> Accountable to the woreda cabinet for WASH implementation. Is chaired by the woreda administrator Responsible for the selection of participating kebeles in COWASH IV; Preparation of annual work plans and budgets; Provision of technical support to kebeles; Promotion of WASH in communities; Appraisal of community projects; Quality assurance of construction; Is accountable for the proper utilization of CMP funds Receives applications from the communities, and Approves or disapproves applications in accordance with agreed principles Signs the Funding Agreement with the WASHCOs of approved water schemes for CMP funding. Informs the MFI's local office about its funding decision and instructs about the fund releases Selection and training of artisans Submits reports to Water Bureau in accordance with given guidelines and manuals. 	<p>head of health office (HoW), head of finance office (WoF), head of agriculture office (WoA), head of Women children & youth affairs office (WOWCY), and CMP supervisor from water office.</p> <ul style="list-style-type: none"> The CMP supervisor (the technical expert from the water office responsible for coordinating the COWASH project activities in the woreda) is the secretary of the WWT.
Woreda office of water (WoW), Woreda office of health (HoW), Woreda office of education (WoE), Woreda office of finance (WoF), Woreda office of women, children and youth (WoWCY) and Woreda office of	WASH line offices (WASH implementing offices).	Woreda water office <ul style="list-style-type: none"> Coordinates the activities at the community level and assists in setting local priorities. Provides training to and assists, if needed, the WASHCOs/user groups in contracting labour (the Artisan) and material suppliers Responsible to adopt and follow up inclusive WASH designs for construction of WASH facilities. Assists, if needed, in site selection, surveying and supervision of the construction work Responsible for artesian training in water schemes construction Assists WASHCOs in monitoring the progress of the construction work Assists WASHCOs in preparing progress reports and reconciliations for each water supply project expenses. Manage the construction (contracting and managing the contract) for Institutional water supply for institutions financed from GoF or GoE budget. 	<ul style="list-style-type: none"> CMP supervisor (GoE regular staff) <ul style="list-style-type: none"> The CMP Supervisor is an expert from the WWO nominated by the WWT to coordinate the CMP approach implementation in the woreda. Promotes CMP to communities and other stakeholders He/she is accountable to the WWT and the woreda water office head Receives project application from communities and open file for each application on behalf of WWT Processes the project applications for appraisal and approval Prepares CMP financial report/settlements of all CMPs in the woreda and send the report to water bureau

Stakeholder	Role	Responsibilities in COWASH IV	Remark
Agriculture (WoA)		<ul style="list-style-type: none"> Manage the construction (contracting and managing the contract) for Institutional latrines financed from GoF or GoE budget <p>Woreda finance office</p> <ul style="list-style-type: none"> Responsible at woreda level for the financial management and procurement of the COWASH IV program. Consolidates the financial reports from offices and reports to zone finance department and finance bureau. In the case of SNNP and Sidama regions, it disburses the investment fund for community water supplies to WASHCOs and also manages the fund use & report. <p>Woreda health office</p> <ul style="list-style-type: none"> Responsible at woreda level for the sanitation and hygiene related issues financial management and procurement of the COWASH IV program. Responsible for the implementation/construction of latrines for health institutions. Responsible for giving technical support and training to schools in management of health institutions WASH facilities. <p>Woreda education office</p> <ul style="list-style-type: none"> Responsible for the implementation/construction of latrines for schools. Responsible for giving technical support and training to schools in the management of school WASH facilities. Assist schools to establish/strengthen school WASH and Gender/ Girls' clubs Responsible to capacitate teachers, parents, and students on MHM. <p>Woreda women, children, and youth office</p> <ul style="list-style-type: none"> Provide technical expertise for COWASH on mainstreaming gender and women empowerment issues Provide training for women and youth leaders as well as water supply beneficiary women at community level. Provide training for WASHCO members to shoulder their responsibilities in general and build leadership skill of women members in WASHCO. 	<ul style="list-style-type: none"> Participates in the CMP planning process Monitors the progress of the construction work through the reports submitted to woreda water office Coordinates with the woreda water office head in the supervision of contracts, payments, recording of expenses etc.

Stakeholder	Role	Responsibilities in COWASH IV	Remark
Woreda office of Labor and Social affairs (WoLSA), Woreda office of micro & small enterprise (WoMSE/TVET)	Offices to work in cooperation with COWASH	<p>Woreda Office of MSE/TVE Development Office</p> <ul style="list-style-type: none"> Identify and establish MSEs working on SM, water schemes maintenance or water schemes construction activities Conduct capacity gap assessment to assign entrepreneurs for training Link entrepreneurs to the required training institution to acquire skill enhancement and entrepreneurship trainings Equip entrepreneurs in business plan preparation skill, assist them to prepare business plan (by involving water and health offices as deemed necessary) and follow up its implementation Link entrepreneurs with MFIs to have access to credit Assist entrepreneurs to have market linkages <p>WoLSA (if exists)</p> <ul style="list-style-type: none"> Participate in COWASH disability awareness raising trainings Provide information on potential persons with disabilities to become members of MSEs to be established Provide information on existing local DPOs in the woredas Provide information of persons with disabilities in COWASH intervention areas. 	
MFI branch (woreda) office	Financial intermediary for channelling investment fund to WASHCOs	<p>Based on the fund CMP investment fund channelling agreement signed with the water bureau and the MFI head office, the woreda MFI woreda (sub branch) office is responsible for the following: -</p> <ul style="list-style-type: none"> Receives CMP investment funds transferred from the MFI head office. Opens water scheme O&M saving account for WASHCOs. Opens CMP grant account/ledger to each WASHCO when instructed by WWT. Transfers water schemes investment fund to the respective WASHCO when instructed by WWT. Receives from WASHCO if any unused money for construction of water schemes. Reconciles WASHCO fund use with the woreda water office periodically. Reports CMP fund use to the MFI head office. 	
Artisans/Artisans' association	Private sector for water schemes	Artisans are individuals or groups of people organized in to associations or MSEs for the construction of new and rehabilitation of old water	

Stakeholder	Role	Responsibilities in COWASH IV	Remark
	construction and rehabilitation	<p>supply schemes. Some artisans are also trained in the construction of institutional latrines. Most of the artisans in the programme woredas are trained by the woreda water office in COWASH I-III phases and organized in to MSEs by the woreda MSE development office. The major responsibilities of the artisans are: -</p> <ul style="list-style-type: none"> • Assist the woreda water office in the construction training of hand dug wells and gravity springs for new artisans. • Construct new community and institutional water supply schemes contracted by the WASHCOs, or woreda water offices. • Conduct rehabilitation of water schemes contracted by the WASHCOs, or woreda water offices. • Construct institutional latrines contracted by woreda health or education offices. • Assist woreda water office in the training of pump attendants and care takers. 	
Sanitation Marketing enterprises	MSEs for the improvement of household latrines	<ul style="list-style-type: none"> ▪ Concrete slabs, smokeless stoves, concrete hollow blocks production and selling – varying sizes ▪ Selling water storage containers fitted with faucet for hand washing/ shower – varying sizes and designs ▪ Latrine pit digging and slab installation ▪ Maintenance of existing latrine structure ▪ Latrine pit emptying for productive use ▪ Provision of labour in installation of shower facilities and biogas ▪ Selling household water treatment chemicals ▪ Retailing sanitary items (Soap and detergents, pads, soft paper, etc.) 	
Water schemes maintenance enterprises	Private sector for improving the functionality of water schemes.	<ul style="list-style-type: none"> ▪ Conduct corrective maintenance (mechanical and structural) of water schemes (hand pumps and gravity springs) contracted by WASHCOs. ▪ Conduct preventive maintenance of water schemes (mainly hand pumps and gravity springs) if PA/CT fail to conduct and contracted by WASHCOs. ▪ Conduct corrective maintenance of water schemes (hand pumps and gravity springs) contracted by WASHCOs 	
Spare part supply enterprises	Private sector for improving the	<ul style="list-style-type: none"> • Sell spare parts for rural water schemes maintenance (hand pumps and gravity springs). 	

Stakeholder	Role	Responsibilities in COWASH IV	Remark
	functionality of water schemes.		
Rural Saving and Credit Cooperatives (RUSCCs)	Cooperatives for provision of loan for improved of household latrines	<ul style="list-style-type: none"> Provide loan to WASHCOs (responsible for giving the loan to & collect loan repayment from COWASH IV water scheme beneficiary households) for the construction of safely managed household latrines. 	
E) Kebele level stakeholders			
Kebele WASH Team (KWT)	Overall governance, guidance, oversight and management of COWASH IV implementation in the kebele.	<p>KWT is the responsible body for the overall governance, guidance and coordination of COWASH IV implementation in the kebele. Some of the responsibilities of the team include: -</p> <ul style="list-style-type: none"> Assist WASHCO in CMP project application preparation. Promote the CMP approach to communities. Endorses community's application for CMP grant to be submitted to the WWT. Assist WASHCOs in the recording and valuation of the in-kind community contribution for construction, and also in the recording and reporting of the use of CMP investment grant for water schemes construction. 	<ul style="list-style-type: none"> The KWT members are Kebele administrator, Kebele manager, health extension workers, kebele water technicians, teachers and development agents in the kebele.
Parent Teachers Associations (PTAs)	School WASH management body	<ul style="list-style-type: none"> Responsible for preparation and submission of water scheme and/or latrine construction application for school facilities to the WWT. Responsible for follow up of water scheme and/or latrine construction. Responsible for overseeing the management of constructed water scheme and/or latrines for school facilities. Responsible for organizing and supporting school WASH club, girls/gender club as per the guideline prepared for this purpose. Responsible for ensuring availability of adequate funds for the O&M of water scheme and latrine of the institution. 	
Health committees (HCs)	Health institutions WASH	<ul style="list-style-type: none"> Responsible for preparation and submission of water scheme and/or latrine construction application for health facilities to the WWT. Responsible for follow up of water scheme and/or latrine construction. 	

Stakeholder	Role	Responsibilities in COWASH IV	Remark
	management body	<ul style="list-style-type: none"> Responsible for overseeing the management of constructed water scheme and/or latrines for health facilities. Responsible for ensuring availability of adequate funds for the O&M of water scheme and latrine of the institution. 	
F) Community level stakeholders			
Water, Sanitation and Hygiene committees	Water schemes managers (planning, implementing and managing)	<ul style="list-style-type: none"> Represents community opinions in the development, organization and presentation of their view-points concerning the development and management of improved water and household level sanitation facilities Mobilizes users to participate in all aspects of water supply implementation, such as design, site selection, construction, management, O&M and monitoring. Set up and enforce bi-laws to govern the water source in liaison with woreda council authorities Signs all relevant agreements, certificates and contracts for water supply construction. Identifies and maintains a list of water source users. Collect and manage community contributions towards O&M. Opens a saving account at MFI for depositing O&M fund collected from users. Signs water schemes CMP investment fund financing agreement with the WWT chairperson. Opens a CMP account/ledger at the MFI sub branch (woreda) office for receiving CMP grant for the construction of the water scheme. Withdraws and manage funds from woreda MFI sub branch office CMP bank account when allowed by the WWT. Procures materials and services for the water supply and sanitation construction Supervises the work of the contracted artisans Prepares progress reports and submit these to the woreda water office Prepares financial reports, requests and receipts and submitting these to woreda water office. Sets up and enforcing by-laws that reflect community requirements to govern the water source and its use; 	<p>Water, Sanitation and Hygiene Committee (WASHCO) is 5–7-member (the number depends on the region WASHCO legalization proclamation) committee elected from users' communities with minimum of 50% women> the WASHCO is the project manager for the planning, implementation and O&M of community water supplies. The positions of the WASHCO are: -</p> <ul style="list-style-type: none"> Chairperson Secretary & accountant Cashier/treasurer Store person Control/auditor Household sanitation and hygiene promoter Member (in case of 7 members) <p>At least 50%) of the WASHCO members must be women, and at least one of them should hold an executive post e.g. chairperson, treasurer or secretary.</p>

Stakeholder	Role	Responsibilities in COWASH IV	Remark
		<ul style="list-style-type: none"> • Appoints caretakers and pump attendants and monitoring their performance. • Agrees O&M tasks and responsibilities with water users. • Ensures that major damage to the scheme is immediately reported to the Woreda Water Office. • Ensures re-election and training of new committee members as necessary. • Promotes improved hygiene practices and sanitation among water users and record current latrine status. • Promotes and facilitates the possible group loans from financial organisations for the community to construct the improved latrines for each household of the users • Facilitates the possible subsidy provided for the household sanitation construction • Facilitates that all household latrines are improved and periodically maintained • Ensures that all water users are managing the water at household level with good hygiene practice • Promotes and facilitates individual hand washing with soap in critical times • Mobilizes users at water point level to participate in trainings on cross cutting issues including women empowerment, sanitation, disability inclusion, COVID19 and HIV/AIDS prevention, GBV/HTPs and safe water management. 	
Pump attendants and care takers	Responsible body for conducting preventive maintenance of water schemes.	<ul style="list-style-type: none"> • Conducts preventive maintenance of water schemes as demanded. • Keep the preventive maintenance record for and plan for of the next preventive maintenance work. • Identify, record and report maintenance need beyond his/her capacity to the WASHCOs. 	