

# **Ministry of Water, Irrigation and Energy (MoWIE)**

## **Terms of Reference of The Water Sector Working Group (WSWG) and its Secretariat**

**April, 2014**

## **TABLES OF CONTENTS**

<b>PART I: WATER SECTOR WORKING GROUP (WSWG) .....</b>	<b>3</b>
1. INTRODUCTION .....	3
1.1. Background.....	3
1.2. Objectives of the WSWG.....	4
1.3. Purposes of the WSWG.....	4
1.4. Tasks of the WSWG.....	5
1.5. Organizational Structure of the WSWG.....	6
1.6. Membership .....	7
2. DESCRIPTION OF THE STRUCTURE OF WSWG.....	8
2.1. Wash TC & WRM TC functions.....	8
3. WORKING MODALITIES OF THE WSWG .....	10
<b>PART II: WATER SECTOR WORKING GROUP (WSWG) SECRETARIAT .....</b>	<b>11</b>
1. ESTABLISHMENT OF THE WSWG SECRETARIAT.....	11
2. CORE FUNCTIONS AND STAFFING OF THE WSWG SECRETARIAT.....	12
2.1. Core Functions of the secretariat .....	12
2.1.1. Programme Support .....	12
2.1.2. Knowledge Management .....	12
2.1.3. Networking and Coordination.....	13
2.1.4. Communication .....	14
2.2. Summary of the position description of the secretariat staff.....	15
2.3. Organizational Structure of the Secretariat.....	16
3. FINANCING .....	17

## **PART I: WATER SECTOR WORKING GROUP (WSWG)**

### **1. INTRODUCTION**

#### **1.1. Background**

Ethiopia is a country endowed with substantial water resources, providing huge opportunities for hydropower generation; for increased agricultural productivity through expanded irrigation; and reduced poverty, improved health and enhanced household and business productivity through improved access to clean water supply and sanitation facilities.

However, the abundant water resources are yet to be effectively developed or managed in an integrated manner. Water abundance is taken as a given in each of the key sectors and integrated planning is not sufficiently exercised: e.g. irrigation is planned in isolation from other necessary water uses. In line with its aim to transform Ethiopia, the hugely ambitious GTP will inevitably also impact its hydrology. Therefore water should be seen as a cross-cutting resource and integrated into inter-sector planning and implementation in order to ensure both the feasibility as well as the sustainability of the multitude of development interventions in the GTP and beyond.

In the last few years, Ethiopia has made great strides in accelerating access to water and sanitation in both rural and urban areas. Achieving the target set in the GTP, however, requires strengthening the coordination between the Ministry of Health, Ministry of Education and Ministry of Water, Irrigation and Energy on the one hand and building a strong spirit of cooperation with our Development Partners on the other.

The Government of Ethiopia (GoE) acknowledges this reality in its policy and places water and sanitation into the heart of its development plans. To this end it has taken the initiative towards establishing a joint Government-Donor Water Sector Working Group with an objective to support mainstreaming integrated development and management of water in all relevant sectors. At present there is the need to make the WSWG more visible and have a clear identity. This will enable Development Partners (DPs) and government institutions involved in the water sector to come together and create a common platform for discussion and aligning their efforts on various issues related to the development of the water sector in the country.

## **1.2. Objectives of the WSWG**

### *1.2.1. General Objective*

The general objective of the WSWG is to provide a forum for Government and Donors to jointly promote, support and coordinate sustainable and integrated development and management of water resources for socio-economic development of Ethiopia in line with the GTP and its follow-up on development plans.

### *1.2.2. Specific Objectives of the WSWG*

- a. To function as a knowledge hub for the entire water, sanitation and hygiene sector in collecting and disseminating information on reports, missions, general publications, reviews, and assessments, etc.
- b. To organise a forum for regular experience sharing, information exchange and mutually review implementation status of projects and programs on the basis of GTP objectives and targets, and address challenges.
- c. To jointly discuss, develop, review and propose the policies and strategies agenda for the relevant (sub) sectors.
- d. To suggest strategies and actions required to mainstream sustainable and integrated water resources management in sectoral development agendas and plans.
- e. To discuss and develop shared solutions and actions to address key implementation issues that may arise around the sustainable, effective and efficient use of Ethiopia's water resources.
- f. To discuss and follow-up the issues of awareness creation, initiatives and coordination and suggest sector wide approach.
- g. To ensure formal links between the water sector and other relevant sectors in particular agriculture, health, environment, education, energy and finance.

## **1.3. Purposes of the WSWG**

The WSWG has the following specific purposes:

- i. **Financing:** reach consensus on how the Government and Donors can jointly deliver finance to best meet the needs increased capacity (for capacity building) to plan and implement the water-related development plans of the GTP;

- ii. **Strategy and Planning:** provide a forum to discuss and develop strategies, coordinate planning and implementation of water-related development, and consult on key sector-wide strategy and planning issues (e.g. Water Sector Development Program review and update; next GTP planning; revised Universal Access Program strategy; etc);
- iii. **Monitoring:** provide a forum to mutually review implementation status on the basis of GTP objectives and targets, and address challenges;
- iv. **Coordination, Harmonization and Alignment:** reinforce the Paris Declaration agenda through coordinated dialogue and as a means to identify how practically to improve harmonization and alignment in the sector, with special reference to sector wide approaches;
- v. **Information sharing:** provide a forum for both Government and Donors to share information on their ongoing and planned initiatives as a means to improve coordination in the sector.

For this it is necessary not only for several sectors to participate in the WSWG work, but also to ensure institutionalized linkages to other relevant sector working groups, including those not formally under WSWG. Such groups would include, but not necessarily be limited to: RED&FS, Climate Change and Energy.

#### **1.4. Tasks of the WSWG**

The WSWG has the following main tasks

- i. Review of current sector financing requirements for achievement of GTP objectives, and development of strategies to address these needs;
- ii. Identify key sector issues to be addressed;
- iii. Formulate, facilitate and follow up a practical action plan for the successful implementation of the One WASH National Programme (OWNP), a sector-wide approach, in the WASH sector, in light of the national WASH inventory and major donor project cycles;
- iv. Initiate a similar strategy like that of the WASH sub-sector for a move towards a sector wide approach for the broad Water Resources Management (WRM) , irrigation,

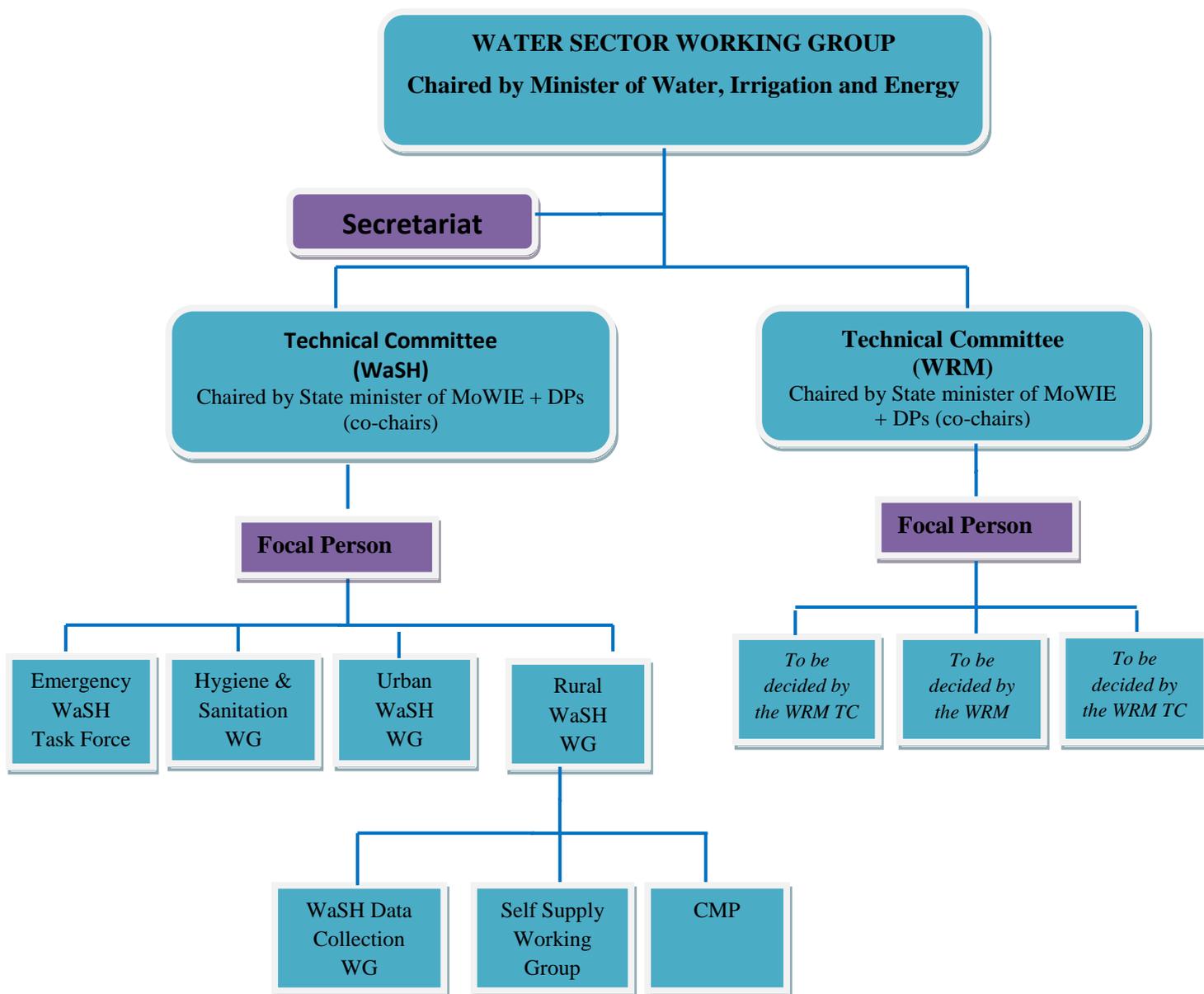
hydropower.etc and others to be defined on the basis of further preliminary consultations.

- v. Liaise and work with similar working groups in other sectors;

### 1.5. Organizational Structure of the WSWG

The WSWG will be hosted by the MoWIE. Under the WSWG there will be two technical committees, one on the Water, Sanitation & Hygiene (WaSH) and the other on Water Resource Management (WRM).

**Chart 1: Organizational Structure of the WSWG**



## 1.6. Membership

In line with recognizing the need for holistic planning, all relevant GoE and Development partners shall be brought together to the WSWG, hosted by MoWIE as the lead. The Ministry of Health will play a key role in coordinating hygiene and sanitation related activities. Joint development meetings around water would inform the different plans and provide support as appropriate.

Members of the WaSH TC are already known for the TC has been active before. As to DP members of the WRM TC, it will be known after the kick off meeting. On the GoE side, most of those listed under item 'i' below, will be members and others will be added in the course of time as required.

The WSWG should convene quarterly and be attended by State ministers and senior staff from Water, Irrigation and Energy, Agriculture, Health, Education and Industry, as well as selected senior staff from other relevant national and regional agencies, including Ethiopia's Environmental Protection Agency (EPA), the Agricultural Transformation Agency, and the River Basin Organisations as appropriate. The proposed members of the WSWG are:

### i. From Federal Government Institutions

-MoFED	-MoI
-MoWIE	-ATA
-MoE	-MoH
-EPA	-Land & Water Resources Centre
-MOA	-AAU/Ethiopian Institute of Water Resources

### ii. Development Partners

World Bank (WB)/WSP	CIDA	Netherlands/SNV
DFID	EU	Norway
Unicef	France (AFID)	RIPPLE
JICA	IWMI (ILRI)	UNESCO
AfDB	Finland Embassy	Italian Cooperation
USAID	GIZ	IRC
WHO.....		

### iii. Civic Society Organizations.....

## **2. DESCRIPTION OF THE STRUCTURE OF WSWG**

The WSWG consists of two technical committees, namely the WaSH TC & WRM TC. The Technical committees are responsible to provide input and recommendation for policy direction related to programs and associated issues of water resources in the country. The Technical Committees meet prior to the WSWG meeting and report their main findings to the WSWG. Both technical committees will be guided by a ToR to be developed by the TCs themselves stating their roles explicitly.

### **2.1. Wash TC & WRM TC functions**

#### **2.1.1. *The WaSH TC***

The WaSH Technical Committee will have its own chair-man assigned by the ministry and a co-chair represented by the Development Partners (DPs). The TC will have its own meeting schedule which takes place twice in a quarter and reports directly to the WSWG.

The WaSH TC is a good platform for sharing experiences on issues related to WaSH projects implementation and lesson learnt in project execution from local and abroad. The TC is also responsible to oversee overall implementation of WaSH sub-sector plan and coordinate activities on established mechanisms with partners and monitor achievement of water sector indicators and decisions regarding implementation of technical guidelines and standards throughout the country. In addition, this TC is also responsible to provide recommendation on issues related to drinking water, sanitation, urban and rural water supply to WSWG.

#### **2.1.1.1. The WaSH TC Sub-Groups**

Under the WaSH Technical Committee there are four sub-groups. These are Emergency WaSH, Hygiene and Sanitation, Urban WaSH and Rural WaSH Working Groups. The sub groups will have smaller working groups that may focus on specific topics ( e.g. self supply in rural WaSH, urban sanitation in Urban WaSH, etc.) and they will be represented by their respective focal persons from the ministry and will have their own ToRs and working guidelines. The group reports its working progress to the WaSH TC.

### **2.1.2. The WRM TC**

The ministry will nominate a chairman for WRM Technical Committee and will have a co-chair from the Development Partners (DPs). The TC will meet on a regular basis twice in a quarter and will report to the WSWG.

The WRM TC proposes and recommends ideas to effectively and efficiently administer, manage and utilize the country water resources in a sustainable manner. The TC is responsible to share new experiences and learnt lessons related to water resources sub sector and discuss major constraints and key water resources policy issues. In addition, The TC will work for bringing global experience and best practices on water resources management and make every effort to adopt them to the Ethiopian context.

#### **2.1.2.1. The WRM TC Sub-Groups**

The Water Resources Management TC may have two or more sub groups (sub Technical committees) in areas related to water resources management. For instance based on the current pressing issues in water resources management and activities undertaken by the ministry such as lake/wetland management, soil and water conservation, bio-fuel in relation to mitigation of deforestation and climate vulnerability, etc may be recommended as sub groups. The sub-groups may be represented through focal persons assigned by the ministry and will have their own ToRs & guidelines. The sub-groups shall have their own meeting schedule.

The sub groups will provide technical expertise, consultation, advice, etc in the water resources management, produce & develop ToRs, guidelines, conduct studies and suggest strategies for actions during normal situations and emergency period. The sub groups also promote dialogue and collaborations on different water resources management options to be considered for implementation. Furthermore, the sub-groups shall provide recommendations for endorsement of guidelines and documents developed so as to enhance water resources coverage in the country and tackle emerging problems identified in relation to climate change and vulnerability.

### **3. WORKING MODALITIES OF THE WSWG**

The main forms of WSWG activity are meetings and conferences, which are conducted once in a quarter. In special circumstances, extraordinary meetings could be organized through the suggestion of the WSWG members and consequent decision of the WSWG Chairman. The WSWG meetings are considered quorum when at least half of the designated members are present.

- 1) The work of the WSWG is managed by its Chairman.
- 2) The WSWG performs its activities according to plan, which is endorsed by the Chairman in the result of meeting discussions.
- 3) The agenda and order of reviewing issues during WSWG meetings is established by the Chairman through recommendations of the WSWG members and its Secretariat.
- 4) The decisions of the WSWG are recorded in the form of minutes, expert's reports, recommendations and proposals and shall be communicated to all members and the concerned TC through the Office of the WSWG Secretariat.
- 5) Final recommendations and decisions endorsed by the WSWG shall be implemented in established order by the respective state bodies and stakeholders in accordance with their area of competence/expertise.
- 6) Materials proposed for review in the meeting are prepared by the WSWG Secretariat on the basis of shared materials, and distributed to members of the WSWG no later than seven days before the meeting date.
- 7) The WSWG shall make decisions and recommendations through consensus.
- 8) In the meetings of WSWG, the senior representatives of other state bodies and organizations, non-government and international organizations, unions and associations, and others may participate as invitees and observers. Observer-participants may propose their own recommendations to be considered by the WSWG.
- 9) At regional level, WaSH TC & WRM TC shall be established when it deemed necessary.

## **PART II: WATER SECTOR WORKING GROUP (WSWG) SECRETARIAT**

### **1. ESTABLISHMENT OF THE WSWG SECRETARIAT**

In order to adequately manage the Group's administration, to strengthen linkages between the Water, Sanitation & Hygiene Technical Committee (WaSH TC) and the Water Resources Management Technical Committee (WRM TC) and to meet the information and communication needs of the WSWG, a Secretariat is already established in the MoWIE.

The Secretariat provides informative, analytical, organizational and technical support for the WSWG. The functional objectives of the Secretariat are implemented through assistance of all stakeholder organizations in the sphere of Water Supply, Sanitation & Hygiene (WaSH) and Water Resources Management (WRM).

The secretariat is responsible for collaborating with the Chair of the WSWG and the Co-Chairs of both WASH-TC and the WRM-TC to ensure effective delivery of the mandate of the WSWG. The WSWG Secretariat through its coordinator reports to the chairman of the WSWG. Each member of the Secretariat is guided by detailed Job Description.

## **2. CORE FUNCTIONS AND STAFFING OF THE WSWG SECRETARIAT**

### **2.1. Core Functions of the secretariat**

The core functions of the Secretariat fall under the following headings:

#### **2.1.1. Programme Support**

1. Formulate, facilitate and follow up a practical action plan on the directions of WSWG for a full shift towards a sector-wide approach in the WASH sector, in light of the WIF and the national WASH inventory.
2. Facilitate and coordinate analytical work and inputs into the WSWG meetings on key sector-wide strategy and planning issues (e.g. Water Sector Development Program review and update; GTP targets review and update; revised Universal Access Program strategy review and update etc).
3. Facilitate and coordinate information gathering on the implementation of the water related development plans of GTP and joint delivery of finances.
4. Initiate discussions on the sector wide approach for the broad Water Resources Management (Watershed Management, irrigation, hydropower, etc) and WaSH Program.
5. Review current sector financing requirements for achieving GTP objectives and the development of appropriate strategies to address these needs.
6. Facilitate the formulation of priority programmes as approved by the WSWG
7. Assist in the organization of the Multi Stakeholder Forum twice per year.

#### **2.1.2. Knowledge Management**

1. Establish a repository of GOE policies, strategies, guidelines, laws and regulations, and lessons from past and on-going programming both in WASH and WRM.
2. Establish and maintain a database of donor, NGO and private sector supported WASH/ WRM programming.

3. Provide periodic analysis of investments being made by GOE and donors keeping in mind the geographic coverage and with a view to promoting further alignment and harmonization.
4. Use KM as a facilitating tool for monitoring and follow-up on the donor support, for solving coordination problems, for promoting Complementarity and synergy with other sectors, for harmonizing databases, for spreading and gathering information needed in order to correctly implement WASH/ WRM programmes and Plans of the different government agencies, NGO's, private sector and donors etc.
5. Provide support to both the WASH TC and the WRM TC in their need of training and information support.
6. Provide support for information gathering, analysis and sharing through undertaking knowledge events and showcasing best practices with a view to promoting policy dialogue and sharing best practices and lessons learned.

### **2.1.3. Networking and Coordination**

1. Facilitate meetings of the WSWG once in a quarter and ensure that priorities and concerns of all actors reflected in both Technical Committees are adequately taken up during the WSWG meeting.
2. Ensure that all relevant and concerned stakeholders (government institutions, Development partners, etc) are brought together to the WSWG.
3. Assist both WASH TC and WRM TC to organize regular meetings and prepare (and monitor) annual work plans.
4. Facilitate monitoring and evaluation of alignment and harmonization efforts by WSWG members.
5. Liaise proactively with other relevant coordination units such as the WASH Coordination office, FLoWS etc.

#### **2.1.4. Communication**

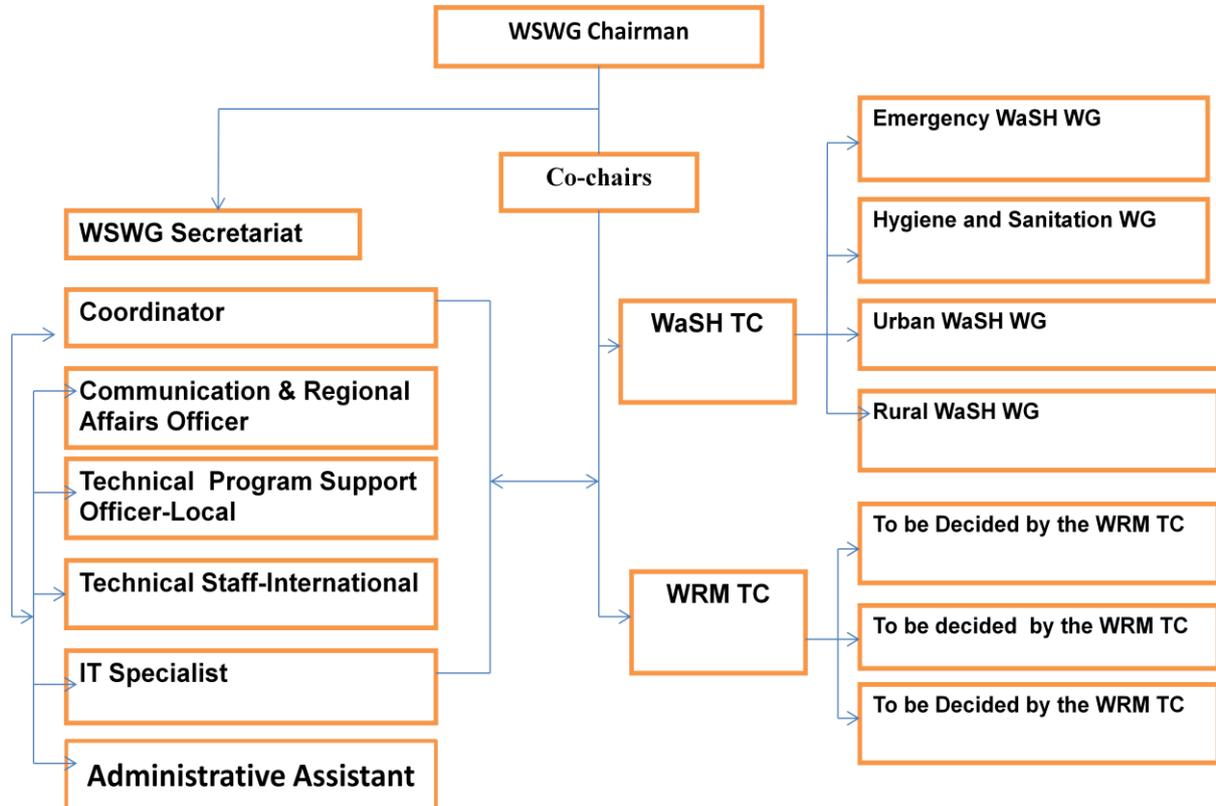
1. Prepare the provisional agenda for the meetings of the WSWG, WASH TC and WRM TC.
2. Record minutes and decisions during the WSWG meeting and during the meeting of the technical committees;
3. Facilitate information sharing, including upcoming missions and schedule of events, ideally by means of a website; and other related duties as determined by the Chair of the WSWG and Co-chairs of the Technical Committees.
4. Supervise the management of the Secretariat; ensuring day to day efficiency of the Secretariat; prepare and submit report annually on the operations and the activities of the Secretariat.
5. Facilitate communication and information exchange between the INGO sector, multilateral and bilateral agencies, local partners, and government authorities.

## 2.2. Summary of the position description of the secretariat staff

To fulfil the objectives of the WSWG, the following professional and administrative positions are created for the Office of the WSWG Secretariat:

<b>Positions</b>	<b>Functions</b>
Coordinator, WSWG Secretariat	Support, coordinate and manage the overall roles and responsibilities of the Secretariat
Communications & Regional Affairs Officer	To facilitate communications and information exchange needs, IT needs specifically databases and further collaboration with all regional WASH Coordination Offices etc;
Technical/ Program Support Officer (Local)	To facilitate and follow up a practical action plan for a full shift towards a sector-wide approach and provide analytical work and inputs on key sector-wide strategy and planning issues;
Technical/ Program Support Officer (International)	Represented by the DPs to strengthen the Secretariat in its planning and coordination; program and policy support, networking and stakeholder engagement; knowledge management etc.
Administration Assistant	To cater needs of augmenting the administrative capacity of the Secretariat in order to provide support to all staff members.
IT Specialist	To cater the IT needs and Web site management of the secretariat.

### 2.3. Organizational Structure of the Secretariat



### 3. FINANCING

Finance, Logistics, Material (including technical support) & resources for undertaking the WSWG Secretariat activities will be provided through the assistance of Development Partners and the MWI&E. The WSWG Secretariat will present its annual work plan & budget to the MWI&E. The budget requirement for 2013/14 is estimated and presented below.

#### Budget Summary for the physical year of 2014 /One Year Budget plan/

R.N	Description	Annual Budget Proposal (ETB)	Remarks
1.	Human Resource Management (Salary)		
	<b>Existing (Four Personnel)</b>	576,840.00	
	<b>Additional ( Two Personnel: IT Specialist +International)</b>	1,949,640.00	
2.	Office Furniture & Equipment	248,640.00	
3.	Logistic	494,880.00	
4.	IT and web site development	300,000.00	
5.	Provision of Training	264,528.00	
6.	Meetings, Workshop and panel	440,000.00	
7.	Experience Sharing & short term training		
	<b>Federal and Regional</b>	53,088.00	
	<b>International</b>	760,000.00	
	<b>Special Skill training</b>	42,680.00	
<b>8</b>	M & E, Travel expense & DSA	150,000.00	
<b>9</b>	Consultancy	900,000.00	
	<b>Total</b>	<b>6,180,296.00</b>	
	<b>(Contingency) 15 % of the Total</b>	<b>618,000.00</b>	
	<b>Grand Total</b>	<b>6,798,296.00</b>	

N.B. 1USD=19 ETB