

## **TERMS OF REFERENCE**

**Assignment:** Water.org Ghana Representative Consultant

**Location:** Accra, Ghana

**Duration:** 12 months, with potential for extension

**Reports to:** Laura Ralston, International Programs Manager

**Type:** Individual

**Application Deadline:** September 25, 2015

### **Background**

Water.org is a U.S.-based, non-governmental organization working to increase access to water supply and sanitation (WSS). Since 1990, Water.org has been implementing WSS programs in conjunction with local NGOs and financial institutions (FIs). Water.org has significantly expanded its WaterCredit initiative over the last several years, which works by building the capacity of carefully-selected local financial institutions to offer affordable financing for water and sanitation facilities. Partner financial institutions develop and launch loan products to finance household level facilities such as toilets and water tanks, or community level facilities such as piped water networks. WaterCredit programs support financial institutions through a combination of financial assistance and technical support, or solely technical support.

Since 2003, Water.org has implemented WaterCredit programs with 57 FI partners, facilitating over 600,000 WSS loans totaling over US\$129 million. Water.org has offices in six countries and works in Latin America, Africa, South Asia and Southeast Asia.

In Ghana Water.org currently works with two NGOs implementing community-based programs (direct impact programs), and will soon launch WaterCredit programs with financial institutions (including microfinance institutions, commercial banks, rural banks and/or cooperatives).

### **Assignment Summary**

The Water.org Ghana Representative Consultant will be responsible for three main pillars of Water.org's work: 1) monitor Water.org's current direct impact programs, 2) act as a WSS advisor for WaterCredit FI partners, and 3) represent Water.org in meetings with stakeholders and at national events. Water.org's direct impact programs are underway in the Volta, Northern, and Upper East Regions. Water.org is currently in negotiation with two FIs and an international network of microfinance institutions to provide technical assistance in developing WSS products and portfolios. Technical assistance activities supported by Water.org may include a combination of: market research, WASH financial product design, financial product piloting, staff training, systems development, and financial product marketing.

The position will report to the Senior Manager of Latin America and Sub-Saharan Africa (based in Kansas City). This person will also work closely with Laura Ralston, International Programs Manager.

The assignment will require frequent interaction with counterparts in financial institutions and WSS suppliers such as municipal governments, district governments and WSS suppliers. Travel within Ghana as well as regional travel will be required to accomplish the responsibilities of this assignment.

## **Core Responsibilities**

The Consultant is expected to communicate regularly with the US-based Water.org team, and document progress toward country objectives.

- Provide WSS technical assistance to Water.org's WaterCredit programs, including acting as WSS knowledge resource for partners engaged in the following activities: market demand study, product development, marketing materials, piloting, monitoring and product scale-up
- Represent Water.org at national and local WSS and microfinance events and in meetings with sector stakeholders and donor visits
- Keep Water.org staff apprised on trends in WSS and microfinance sectors
- Support monitoring of partner programs including regular correspondence with partners and review of monthly and quarterly financial, activity and portfolio reports
- Ensure all Water.org programs are on-time and on-budget
- Actively monitor programs in the field and schedule regular monitoring meetings with partners
- Assist Water.org in gathering information from partners and programs for donor reports and assist in preparing donor reports
- Engage and cooperate with sector stakeholders such as local and national government, Opportunity International, SNV, WSUP, local FIs, product manufacturers, universities, and other local WSS NGOs and FIs
- Anticipate difficulties/challenges and work with partners to mitigate their impacts
- Assist in developing terms of reference, solicit, and manage consultancy engagements

## **Required Qualifications and Experience**

- Bachelor's degree in a related field required; relevant Master's degree preferred
- Minimum of seven years of experience in water and sanitation
- Familiarity with the activities required for loan product development and scaling
- Familiarity with community-based WSS programs
- Proven ability to effectively design and manage technical assistance or capacity building programs, particularly in the financial or WSS sectors
- Minimum of three years of experience managing projects and tracking activities and expenditures against work-plan and budget.
- Familiarity with current initiatives to increase access to water and sanitation in Ghana
- Experience with donor-funded international development initiatives
- Ability to communicate fluently in English
- Innovative mind-set oriented toward constructive problem-solving and collaboration with stakeholders from various sectors
- Exceptional organizational skills, attention to detail, resourcefulness, and ability to multi-task and adjust to changing priorities
- Ability to travel within Ghana, and possibly other countries in Sub-Saharan Africa and the United States

It will be an advantage for the candidate to also have:

- International professional experience

### **Payment Schedule**

The assignment will be remunerated on a time plus expenses basis on delivery and acceptance of outputs by the Senior Manager, Latin America and Sub-Saharan Africa. Requests for payment should be made at the end of each calendar month or quarter.

### **Timing/Assignment Duration**

The consultancy assignment will be 12 months and is expected to start on October 15, 2015 and end on September 15, 2016. Upon satisfactory performance and continued funding this assignment can be extended.

### **Application Information**

Interested candidates may send a copy of their CV and a cover letter describing relevant qualifications and daily rate requirements through Water.org's website- <http://water.org/about/careers/>. Please title your attachments with lastname, firstname. Applications will be reviewed as they are received. **The deadline for applications is September 25<sup>th</sup>.** **Application Information**

**PLEASE DO NOT CONTACT US FOR STATUS UPDATES.**

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