



## **TERMS OF REFERENCE WASH-FIT Task force**

### **1 Task Force Background**

The National Environmental Health Policy (NEHP) was approved by the Ministry of Health in 2018. It has five thematic areas, two of which are related to a) WASH and b) health and safety that includes health care waste management, occupational health, and safety. The NEHP has led to the development of both a roadmap for WASH in health care facilities (April 2022) and the National Health Care Waste Management policy.

The purpose of both the roadmap for WASH in health care facilities and the health care waste management policy is to provide direction for the health sector to strengthen the WASH interventions to be implemented in the health care facilities.

The Environmental Health Technical Group has set up the National Health Care Waste Management Steering Group (NHCWM Steering Committee) as a subgroup who is responsible for the coordination of WASH interventions, including the WASH-FIT, at the national level, and to oversee and advise at the district level. The NHCWM Steering Committee will ensure that WASH standards, guidelines and procedures have been developed for the orientation of partners to guarantee the proper implementation of WASH in health care facilities.

To facilitate coordination, the use and implementation of the WASH-FIT at national, district and health facility levels, the NHCWM Steering Committee has set-up the WASH-FIT Task Force that will answer and report directly to the Steering Committee. The following TOR describe the mandate, responsibilities, and modus operandi of the Task Force.

### **2 WASH FIT Task Force Objective**

Facilitate the smooth use and implementation of the WASH-FIT at national and district and health facility levels.

### **3 Task Force Scope of Work**

Within the framework of the NSHS strategy, and under the control of the NHCWM Steering Committee, the WASH-FIT Task Force will be responsible for the technical aspects of the use and implementation of the WASH-FIT at national, district and health facility levels. This includes the training, organizational, coordination, advisory, mentoring, information management and knowledge management aspects.

#### **4 WASH-FIT Task Force Key Roles and Responsibilities**

Provision of acceptable, affordable, accessible, and sustainable sanitation and hygiene services health care facilities requires collaboration from and coordinated efforts of all sector stakeholders. Roles and responsibilities of relevant stakeholders have been defined as follows:

1. Development of work plan for implementation of WASH-FIT in Malawi
2. Mapping of all implementing partners, donors, and stakeholders for WASH-FIT
3. Facilitate the formation of WASH FIT structures at different levels; national, district and health facility level including; focal persons, champions and committees
4. Oversight of the full WASH-Fit cycle in the country, including:
  - Training
  - Assessment
  - Incremental Improvement plan
  - Implementation, and
  - Monitoring.
5. Development of concepts and proposals for funding of WASH-FIT activities
6. Review, adopt, and adapt the WASH-FIT and approaches to the country context, including:
  - Training materials
  - Assessment materials
  - Incremental improvement plan templates
  - Implementation guides
  - Monitoring tools
7. Coordination of implementing partners on WASH-FIT to strengthen collaboration, sustainability, and reduce duplication.
8. Capacity building on WASH-FIT at National, District, Health Facility, and Community levels.
9. Mentorship and supportive supervision of WASH-FIT teams in different health facilities, including:
  - Central hospitals
  - District hospitals
  - District hospitals
  - Community hospitals
  - Health centers

10. This Task Force will play advocacy role for WASH-FIT in different for a including:

- Government
- Partners
- Donors
- Clusters

11. To conduct third party monitoring for WF implementation by different implementing partners and facilities.

12. Information management; feed the national data base on training, assessment results and on the use and implementation of the WASH-FIT, and on knowledge management.

## **5. WASH-FIT Task Force Chairperson**

The Chairperson will be responsible for the following:

- Will lead and orientate the Task Force, and ensure that the latter's activities are within the NSHS strategy framework and that the relevant policies are respected.
- Act as the interface between the Task Force and the NHCWM Steering Committee, including higher ministerial levels when relevant and appropriate, and will represent the Task Force in all high-level/ governmental management and strategic meetings.
- Will facilitate contacts and coordination between the Task Force and other relevant governmental/ministerial entities.
- Will facilitate contacts and coordination with District Commissioners, DHO and Water Boards to guarantee the smooth use and implementation of the WASH-FIT at the district level.
- Will oversee, referee, validate, and defend the technical decisions taken by the task Force.
- Will call for and chair all Task Force meetings

## **6. WASH-FIT Task Force Secretariat**

The Secretariat will be responsible for the following:

- Assisting the Chairperson in organising the Task Force meetings; dates, times, agendas and venues.
- Drafting and dissemination of meeting minutes.
- Disseminating and storing of the task Force's technical working documents on a common share point.
- Oversee the information management of the Task Force.

## **7. WASH-FIT Task Force Members**

Members include:

### **7.1 Ministry of Health**

- Quality Management Directorate (Quality Improvement Department)
- Preventive Health Services (Environmental Health Department)

### **7.2 Ministry of Water and Sanitation**

- Department of Water Supply

### **7.3 UN Agencies**

- WHO
- UNICEF

### **7.4 Health Cluster Representatives**

### **7.5 WASH cluster Representatives**

### **7.6 Representatives of different WASH in healthcare facilities implementing partners**

### **7.7 Ministry of Works (Ministry in charge of construction of health facilities)**

Membership will remain flexible and inclusive. Members can suggest new members if the latter have proven experience and or added value for the group. The inclusion of new members must be validated by the majority of the task Force members.

## **8. WASH-FIT Task Force Meeting Schedule and Timing**

To be determined during revision of TOR. There will be different frequencies according to meeting objectives. There will at first be technical meetings for the revision and elaboration of technical working documents, planning and coordination meetings. Venues should alternate between key entities.

Meetings can be scheduled on a regular and Ad Hoc basis according to needs and context. Any member has the right to suggest agenda points.

All members must be invited and encouraged to voice ideas, points of view and opinions.

## **9. WASH-FIT Task Force Reporting/Documenting Requirements**

All meeting minutes/reports will be shared to the Task Force members no later than 48 hours following the meetings. Members will have 24 hours to suggest corrections or complementary information.

Task Force subgroups formed to complete specific tasks must report to the whole group via documents, by email and by making the documents available on the common share point. Deadlines for such reports will be determined during the meetings during which the subgroups are formed and mandated for specific tasks.

Activity reports; such as training and assessments must be submitted to the whole group via email and the common share points.

Others XXXXXX

## **10. WASH-FIT Task Force Decision Making & quorum**

Decisions will be made during the Task Force meetings and have to be agreed upon by at least 75% of the members. In case this percentage is not reached, the Task Force Chairperson will make the final decision, and members will respect it and make the necessary efforts for its application. All members opinions must be respectfully listened to. (see point 11 below)

## **11. Principals of Partnership**

To uphold spirit of collaboration, strengthen participation communication within (and outside) the Task Force and to adhere to the following **Principles of Partnership**:

**Equality:** Equality requires mutual respect between members of the partnership irrespective of size and power. The Task Force members respect each other's mandates, obligations and independence and recognize each other's constraints and commitments. Mutual respect however will not preclude organizations from engaging in constructive dissent.

**Transparency:** Transparency is achieved through dialogue between all members on an equal footing, with an emphasis on early consultations and early sharing of information. Communication and transparency.

**Responsibility:** The Task Force members have an ethical obligation to each other to accomplish their tasks responsibly, with integrity and in a relevant and appropriate way. They will commit to activities only when they have the means, competencies, skills, and capacity to deliver on their commitments.

**Complementarity:** The diversity of the Task Force members is an asset if we build on our comparative advantages and complement each other's contributions. Local capacity is one of the main assets to enhance and on which to build. Whenever possible, Task Force members will strive to make it an integral part in the use and implementation of the WASH-FIT.