Terms of Reference

Project Coordinator (consultancy)

Project "Enhancing Humanitarian WASH Advocacy in Alignment with the UN Water Conferences 2026 & 2028, in contribution to the Global WASH Cluster Advocacy Framework"

Contracting organisation	French Water Partnership (FWP)
Funding	Swiss Agency for Development and Cooperation (SDC), Humanitarian Aid
Project partners	Global WASH Cluster (GWC) and its Advocacy Working Group (AWG), UNICEF, Action Contre la Faim France (ACF)
Project duration	33 months, starting in December 2026. SDC funding is currently secured for the first year, with renewal expected annually up to 33 months.
Total project budget	CHF 300,000 (SDC contribution)
Position	Advocacy and Project Coordinator
Contract period	Initial contract of 12 months (1 December 2026 to 30 November 2027), renewable annually up to 31 August 2029 (33 months in total), subject to renewal of SDC funding.
Indicative budget for the consultancy	EUR 134,420 over 33 months (of which approximately EUR 48,880 for the first 12 months). Fees only, travel costs and registration to events will be covered separately.
Reporting to	FWP Secretariat
Duty station	Home-based, with travel to international events and partner meetings

1. Background

1.1 The French Water Partnership

The French Water Partnership (FWP) is a multi-stakeholder platform that brings together French public and private actors working on water at international level. Its mission is to place water among the priorities of the European and international political agenda. To this end, FWP:

- Provides inputs to French, European and international institutions;
- Develops common messages with its members and shares their expertise in international events and networks;
- Acts as a multi-stakeholder entry point for international requests;
- Monitors the implementation of commitments made by French stakeholders, in particular at the World Water Forums, COPs and UN Water Conferences; and
- Contributes to raising public awareness of international water issues.

FWP plays a leading role in France's contribution to the UN Water Conference 2026.

Humanitarian WASH at FWP. FWP runs a Crises and Fragility Working Group, which brings together French NGOs and other French actors involved in emergency and fragile settings (Ministry for Europe and Foreign Affairs crisis

representatives, French Development Agency, private sector initiatives such as the Veolia Foundation and Aquassistance (Suez), among others). The group allows its members to share expertise, carry out advocacy with an international focus, and better coordinate their action on WASH in fragile contexts. It is coordinated by a dedicated consultant.

Links with the humanitarian WASH community. FWP is a member of the Global WASH Cluster and of its Advocacy Working Group. It was a member of the WASH Road Map and, with ACF and UNICEF, one of the three co-leads of its Humanitarian WASH Advocacy initiative (Initiative 8). FWP is a signatory of the 2025 GWC and WASH Road Map Call to Action.

1.2 The WASH Road Map and its advocacy work

Between 2020 and 2026, the WASH Road Map, funded by SDC, brought together more than 30 humanitarian WASH actors (UN agencies, international NGOs, research institutions and development cooperation agencies) around a shared goal: a humanitarian WASH sector able to deliver quality responses at scale, anywhere and at any time.

Initiative 8 of the Road Map, on advocacy and funding, produced several results. In 2023, at the UN Water Conference, it launched a Call to Action for Survival and Resilient WASH, now signed by more than 250 organisations and four Member States. Coordinated advocacy contributed to the appointment of the first UN Special Envoy on Water in September 2024. In July 2025, the WASH Road Map and the GWC launched an updated Call to Action (CTA 2025), built around five messages: humanitarian principles, fragility and conflict, humanitarian funding, International Humanitarian Law, and global WASH governance. FWP presented it at the UN General Assembly with the Swiss and Slovenian delegations.

1.3 Context

The Road Map ended in March 2026, and a new Advocacy Working Group was created within the GWC on this basis. Collective advocacy capacity remains a challenge at a time when humanitarian funding is falling sharply: international humanitarian assistance dropped by nearly USD 5 billion in 2024, and only 19% of the coordinated humanitarian WASH requirements were funded in 2025. The UN Water Conferences of December 2026 (Abu Dhabi, 8-10 December), and 2028 in Dushanbe, will be key moments to keep humanitarian WASH, and the protection of essential services in fragile and conflict-affected settings, on the international agenda.

1.4 The project

FWP leads a 33-month project funded by SDC, starting in December 2026, with funding currently secured for the first year and expected to be renewed annually, implemented with the GWC Advocacy Working Group, UNICEF, and ACF. The project contributes to the GWC Advocacy Framework 2026-2030 and to the messages of the 2025 Call to Action. It has two Strategic Outcomes:

- **S.O.1, doing advocacy:** strengthened collective humanitarian WASH advocacy, so that the WASH community is heard in global policy, governance and financing processes, particularly in the context of the 2026 and 2028 UN Water Conferences. This includes the follow-up and development of the 2025 Call to Action.
- **S.O.2, enabling others to do it:** strengthened advocacy capacities of humanitarian WASH actors, including practical support to National Coordination Platforms (NCPs), a free online learning package and joint workshops and webinars with the AWG.

The project is designed as a contribution to the collective advocacy of the GWC AWG. It brings additional, dedicated capacity to the AWG's priorities and work plan, at global and country levels, rather than running a separate process.

2. Purpose of the consultancy

FWP is recruiting a consultant to act as Advocacy and Project Coordinator. The consultant will be responsible for:

- The day-to-day implementation of the project,

- The review, update and implementation of the GWC Advocacy Framework 2026-2030, in line with the upcoming GWC Strategic Plan 2027-2030,

- The co-facilitation and contribution to the co-coordination of the GWC Advocacy Working Group and partners,

- The coordination with FWP's Crises and Fragility Working Group.

- The follow-up of the Call to Action progress, and

- The monitoring and reporting to SDC.

The consultant will work as part of a small project team (see section 4), and a large part of the work will be carried out within and alongside the GWC Advocacy Working Group.

3. Working with the Global WASH Cluster

Collaboration with the GWC's Advocacy Working Group is at the core of this assignment. The following principles apply throughout the contract.

3.1 Principles

- **One collective agenda.** The AWG priorities and annual work plan are the common reference. Project activities are planned jointly with the AWG and contribute to its regular functioning, not only to specific events or products. This work should directly contribute to the review, update and implementation of the GWC Advocacy Framework 2026 and the development of a new one for 2027-2030.
- **Shared roles at all levels.** The AWG coordinates global advocacy, campaigns and policy engagement, and connects them to NCP priorities. The current project supports this work at both global and country levels.
- **Added capacity, not added workload.** The consultant takes on concrete tasks for the AWG. Any contribution expected from the GWC or its Cluster Advocacy and Support Team (CAST) is agreed in advance, kept realistic and recorded in the annual work plan.

3.2 Role of the consultant within the AWG

- Take part in AWG meetings (around six per year) and co-prepare them with the GWC CAST and the AWG co-leads.
- Contribute actively to the implementation of the AWG annual work plan, in consultation with the AWG co-leads and members: translate agreed priorities into concrete advocacy initiatives at global level, prepare implementation plans, and drive agreed activities forward.
- Lead, on behalf of the AWG and in line with the GWC Advocacy Framework, concrete global advocacy initiatives: advocacy notes, funding analyses, policy and stakeholder analyses, campaigns, communication and social media content, case studies, webinars and events.
- Co-facilitate, with the GWC CAST and the AWG co-leads, the workstreams agreed each year (for example the Call to Action, the UN Water Conferences, production and use of evidence and case studies).
- Provide, in coordination with the GWC CAST, which maintains the relationship with NCPs, practical support to NCPs on their country's advocacy priorities (see section 5.5).
- Hold a monthly coordination call with the GWC CAST and, every six months, a joint review of the project's contribution to the AWG.
- Ensure that project products are developed with AWG members and validated through AWG processes.

3.3 Governance note

In the first two months, the consultant will prepare with the GWC a short governance note. It will set out the roles of the Steering Committee and of the AWG, that is: who does what in the AWG work plan, which tasks does the

project take on, what in-kind contribution is expected from the GWC, if any, and how this will be reviewed each year. The note will be annexed to the Inception Report and reviewed annually.

4. Project team

The Advocacy and Project Coordinator leads the implementation of the project and works in close collaboration with two advisers already involved in humanitarian WASH advocacy:

- **GWC's "Cluster Advocacy and Support Team" (CAST):** Ensures strategic and operational alignment with the GWC Advocacy Framework and the priorities of the Advocacy Working Group (AWG). CAST maintains the institutional relationship with National Coordination Platforms (NCPs) and facilitates engagement with country-level coordination mechanisms, ensuring that advocacy support responds to country priorities and existing coordination structures. CAST works closely with the Advocacy Coordinator to define and implement AWG priorities, facilitate collective advocacy initiatives, and ensure coherence between global and country-level advocacy efforts. Its contribution, roles and responsibilities will be jointly agreed and reflected in the annual work plan, taking into account existing capacity constraints.
- **ACF's WASH Specialist:** involved in the first phase of the WRM advocacy initiative, the expert ensures institutional memory and continuity, and particularly supports the consultant regarding the Call to Action, identifying opportunities, partners and new potential signatories, and advocacy content.
- **FWP's Crises and Fragility Working Group.** This consultant ensures the link with FWP, its members and the Crises and Fragility Working Group, and supports the day-to-day follow-up of the project. The Project Coordinator works in close collaboration with this consultant, in particular for the preparation of events, the mobilisation of FWP members, and the reciprocal participation between the Crises and Fragility Working Group and the GWC's AWG.
- The above team members meet regularly (at least every two weeks) to share information, plan activities and dispatch tasks. The division of roles within the team will be specified in the Inception Report.

5. Scope of the consultant expected tasks

5.1 Project coordination and management

- Coordinate project partners (FWP, GWC AWG, UNICEF, ACF) and ensure implementation in line with partners' annual work plans.
- Organise and facilitate the project Steering Committee at least twice a year. The Steering Committee includes FWP, GWC CAST, ACF, one NCP representative and one AWG member.
- Lead an annual planning, monitoring and learning workshop with partners and adjust the advocacy agenda to the political context.
- Ensure alignment with FWP's strategic priorities, especially including France's contribution to the UN Water Conferences.
- Act as the operational contact for SDC and the Swiss Federal Department of Foreign Affairs, with regular exchanges on humanitarian WASH advocacy priorities.
- Manage the logistics and administration of project activities (events, travel support, meetings). Support for participation in international events is given first to project members, then to AWG members, with a priority to participants from fragile and conflict-affected contexts.

5.2 Global advocacy and international events

- Coordinate, with the GWC AWG, the project's contribution to around nine major international events (about three per year), including the UN Water Conferences (December 2026 and 2028), the World Water Forum (Riyadh, March 2027), World Water Weeks, Cairo Water Weeks, the High-Level Political Forums, ECOSOC, climate COPs and the SDG Summit 2027.

- For the UN Water Conference 2026, take over the preparation of the joint GWC/FWP event discussed by partners (Green Zone, possible humanitarian pavilion), including logistics, speakers and follow-up.
- Co-organise at least six sessions at these events, with at least half of speakers and participants from fragile and conflict-affected contexts, and attention to youth and gender balance.
- Engage with Member States, in particular those hosting or co-chairing the UN Water Conferences, so that humanitarian WASH is reflected in official agendas and outcome documents.
- Mobilise high-level champions (ministers, UN leaders, heads of agencies and NGOs, donors, development banks) for key events.
- Prepare a short summary after each event, published on the GWC website and shared with partners and networks (GWC, FWP, Coalition Eau, SWA, Butterfly Effect, World Water Council, etc.).

5.3 Advocacy products and evidence

- Lead the substantive development of around 4 advocacy products per year, including research, evidence synthesis, drafting, editing, coordination of design, validation and dissemination with AWG members (position papers, policy briefs, statements, field stories, communication material). Products are not produced by default: each is selected against agreed criteria (policy opportunity, partner demand, evidence gap) and validated jointly by the AWG and the Steering Committee.
- Ground advocacy products in field evidence: WASH Insecurity Analysis, NCP data, UNICEF and partner reports, GWC Working Groups, operational research and testimonies from crisis-affected contexts.
- Develop during the project timeframe (33 months) at least five strategic partnerships or joint initiatives with complementary actors, for example the Geneva Water Hub, the Global Alliance to Spare Water from Armed Conflicts, Sanitation and Water for All, the German WASH Network, the Red Cross and Red Crescent Movement, the OECD Water Governance Initiative, Coalition Eau and the Swiss Water Partnership.

5.4 Call to Action: follow-up, update and signatory engagement

The consultant will be responsible for the follow-up and review of the 2025 Call to Action and its evolution over the project period, in coordination with the AWG. The focus is on what signatories actually do with their commitments, more than on the number of signatures.

- **CTA hosting and Signatories database.** Maintain and update the list of signatories (UN Member States, UN agencies, NGOs, other organisations), with their commitments and contact points. Support and monitor the hosting (GWC, FWP), visibility, update of the Call To Action webpage (see section 5.7).
- **Outreach.** Approach new signatories, in particular Member States (including those co-chairing the UN Water Conferences) and organisations from fragile contexts, and support new signatories in defining concrete commitments.
- **Commitment tracking & synergies.** Develop with the AWG a simple framework and reporting template for signatories to report on their commitments, and follow up with them regularly. Identify and support synergies of actors around joint commitments.
- **Follow-up of Member States' commitments.** Prepare specific follow-up documents on Member States' commitments: references to CTA messages in national policies, official statements and positions, funding decisions, and other concrete actions.
- **Annual commitment report.** Produce, once a year, a short monitoring note on the state of commitments against the five CTA messages, for the Steering Committee, the AWG and the public.
- **Meeting of signatories.** Organise at least one signatories' meeting per year (online), plus an in-person meeting on the occasion of a major event, to share progress and plan joint action.
- **Update of the Call to Action.** Lead a consultation with signatories and the AWG to review and update the CTA messages ahead of the UN Water Conference 2028, for validation by the Steering Committee.
- **Online follow-up.** Provide the GWC with updated content for the CTA pages and the signatories and commitments tracker hosted on the GWC website. Check that they are kept up to date.

5.5 Support to NCPs and actors from fragile contexts

- Provide, in coordination with the GWC AWG, ongoing practical support to NCPs to develop, implement and review their country advocacy priorities (country advocacy strategy development, stakeholders mapping, identification of policy entry points, drafting of advocacy messages and products, and implementation support, support to country advocacy working groups, coaching, review sessions, links with global processes).
- Work with NCPs to document how their advocacy priorities are taken up by key stakeholders at country level and use this information for monitoring.
- Bring country evidence and NCP priorities into global advocacy and events.
- Coordinate a geographically balanced group of advocacy champions, with joint advocacy, co-leadership of sessions and peer exchange between contexts.

5.6 Capacity strengthening

- Oversee the co-development, with the GWC AWG, of a free humanitarian WASH advocacy learning package in English and French, available as a self-paced online course and, where demand justifies it, as a facilitated training. The package will be complimentary to the GWC Advocacy Training, hosted on the GWC website, linked from the FWP website, and integrated into the GWC Advocacy Toolkit.
- Enrich the GWC Advocacy Toolkit with at least six country-led advocacy case studies, drawing on examples provided through the AWG.
- Organise, jointly with the GWC AWG, one interactive advocacy workshop per year (three in total), linked to the preparation or debrief of a major event and open to global and national partners.
- Organise strategic webinars (at least three, one per year) with advocacy focal points, primarily lead members of the AWG, and NCP partners.

5.7 Websites and communication

The project does not have its own website. Online content related to the Call to Action and humanitarian WASH advocacy is hosted and managed by the GWC. The consultant will:

- Follow up on the regular updating of the relevant GWC web pages (CTA, signatories and commitments, events, advocacy working group and advocacy resources), and provide the content needed from the project.
- Ensure the link between the FWP website and the GWC website, so that project news and resources are visible on both.
- Coordinate and provide regular communications between partners to ensure consistent messages. preparation of publication-ready advocacy materials, visual presentations, dissemination packages and digital advocacy content for GWC and FWP communication channels.

5.8 Monitoring, learning and reporting

- Set up and maintain the project monitoring system based on the logical framework, with outcome indicators on advocacy uptake and policy influence, not only activity counts.
- Keep a contribution log documenting policy documents, statements and decisions to which the project contributed, with input from NCPs and AWG members.
- Track and document the in-kind contributions of FWP and the GWC.
- Run short surveys with participants in learning activities.
- Refine the project's theory of change in the Inception Report.
- Prepare two intermediary reports and one final report (short narrative and financial reports) for SDC, and inform FWP and the Steering Committee of risks and changes in context.

6. Deliverables

Dates are indicative and will be aligned with the SDC contract and the annual work plans. Deliverables after October 2027 depend on the renewal of SDC funding.

Deliverable	Content	Indicative date
Contribution to the UN Water Conference 2026	Joint GWC/FWP event delivered, advocacy materials, event summary, feedback and follow-up actions	December 2026
Inception Report and Year 1 work plan	Implementation plan, stakeholder mapping, refined indicators and baselines, theory of change, governance note with the GWC, division of roles within the project team	January 2027
GWC Advocacy Framework 2027-2030 - Launch	Support the review, update and develop the new GWC advocacy framework in line with the GWC Strategic Plan 2027-2030, the AWG, FWP and SDC priorities	March 2027
CTA commitment tracking framework	Updated signatory database, reporting template, baseline of commitments	March 2027
First CTA signatory meeting	Meeting held, summary and agreed follow-up	June 2027
Intermediary Report 1	Progress against logframe indicators, financial report (triggers the second SDC payment)	October 2027
Year 2 work plan	Updated advocacy agenda agreed with partners and the AWG, governance note reviewed	November 2027
Annual CTA monitoring note (Year 1)	State of commitments against the five CTA messages, including Member States	October 2027
Learning package	Self-paced course published in English and French on the GWC website, integrated into the GWC Advocacy Toolkit	October 2028
Intermediary Report 2	Progress against logframe indicators, financial report (triggers the third SDC payment)	October 2028
Year 3 work plan and sustainability note	Final year plan and handover arrangements with the AWG	November 2028
Updated Call to Action	Consultation with signatories and AWG, revised messages validated by the Steering Committee	September 2028
GWC Advocacy Framework 2027-2030 – mid-term review	Support the review, update and develop the new GWC advocacy framework in line with the AWG, FWP and SDC priorities	December 2028
Contribution to the UN Water Conference 2028	Sessions, advocacy materials, champion engagement, annual CTA monitoring note (Year 2)	December 2028
Final Report	Results, lessons learned, recommendations, annual CTA monitoring note (Year 3)	July 2029

7. Monitoring indicators

The consultant's work will be assessed against the project's logical framework. Baselines and targets will be confirmed in the Inception Report. Indicators focus on uptake and change, with activity counts used as supporting

information. Humanitarian funding levels (for example FTS data) are largely outside the project's reach: they will be followed as context, not used as a measure of success.

Strategic Outcome 1

- GWC Advocacy Framework 2027-2030 published and adopted by GWC SAG.
- Number of documented cases where advocacy priorities promoted by the AWG and the project are taken up by key stakeholders at global level (official statements, outcome documents, policy references, decisions).
- Humanitarian WASH and fragile settings reflected in the official outcomes of the UN Water Conferences 2026 and 2028.
- Number of CTA signatories, in particular Member States, reporting concrete follow-up on their commitments (policy references, engagement, actions).
- Number of policy documents, concept notes, or institutional statements to which the project demonstrably contributed.
- At least half of speakers and participants supported by the project from fragile and conflict-affected contexts or NCPs, with attention to youth and gender.
- Supporting data: events attended (about 9) and sessions organised (at least 6), event summaries, advocacy products (about 12, at least half based on field evidence), partnerships (at least 5), new CTA signatories by type.

Strategic Outcome 2

- Number of NCPs supported (20) through the AWG to develop, implement or review their country advocacy priorities
- Number of NCPs satisfied with the timeliness and effectiveness of GWC Advocacy support to NCPS
- Documented uptake of NCP advocacy priorities by key stakeholders at country level, assessed with NCPs.
- Share of participants in learning activities reporting increased knowledge and confidence in advocacy (target above 80%).
- Learning package published in English and French, with data on use.
- Annual feedback from AWG members on the added value of the project to the AWG's work.
- Supporting data: workshops (3), strategic webinars (at least 3), case studies added to the GWC Advocacy Toolkit (at least 6), Steering Committee including one NCP representative and one AWG member.

8. Required profile

Education

Master's degree or equivalent in international relations, humanitarian studies, development, public policy, advocacy, water and sanitation, or a related field. A lower level of formal education combined with substantial relevant professional experience in humanitarian advocacy, coordination or policy engagement may be accepted in lieu of a master's degree.

Experience

- Proven experience in international advocacy, policy work or programme management in the humanitarian or development sector. Proven experience in coordinating multi-stakeholder initiatives or coalitions, including with UN entities, Member States and civil society.
- Experience working with or within humanitarian coordination mechanisms (clusters, national coordination platforms) is a strong asset.
- Experience in organising or contributing to high-level international events.

- Knowledge of international humanitarian law, human rights to water and sanitation, and humanitarian financing is an asset.
- Knowledge of the French water and humanitarian actors, and previous involvement in the WASH Road Map, the Call to Action or SDC-funded projects, are advantages.

Skills

- Excellent written and spoken English. French is an asset.
- Ability to facilitate collective work and build consensus among partners with different mandates.
- Ability to work independently, within a small team, and manage priorities across several partners.
- Political judgement and good understanding of multilateral processes.
- Experience in monitoring and evaluation of advocacy, including qualitative methods (outcome harvesting or similar).
- Sensitivity to gender and inclusions issues, and ability to mainstream a gender perspective in advocacy messages, events and monitoring.
- Understanding of the links between climate change, water and humanitarian crises, and ability to mainstream climate considerations in advocacy work.

5 Experience in producing web content, DRUPAL content management, community and social media management

- Experience in graphic design, data analysis, visualisations and communication materials are strong assets.

9. Contract and financial arrangements

9.1 Contract

The consultant will be contracted by FWP for an initial period of 12 months, from 1 December 2026 to 30 November 2027. The contract is expected to be renewed annually for the full duration of the project (33 months, until 31 August 2029), subject to the renewal of SDC funding and to satisfactory performance, assessed at the end of each year on the basis of the annual report and work plan. The contract follows the SDC funding framework and its reporting obligations.

9.2 Fees and payment

The maximum budget available for consultancy fees is EUR 134,420 over the full duration of the project (33 months), of which approximately EUR 48,880 for the first 12-month contract.

Candidates are requested to submit a financial proposal specifying:

- the proposed daily rate
- the estimated number of working days required to deliver the assignment; and
- the resulting total professional fees, which must remain within the maximum budget indicated above, for the first year and for the full duration.

Travel and mission costs are covered through separate budget lines and should therefore not be included in the consultant's daily rate or professional fees.

Given the international nature of the assignment, some travel will be required. However, the consultant is expected to limit travel to what is necessary for the effective delivery of the assignment, make appropriate use of remote participation where relevant, and favour lower-carbon travel options whenever reasonably feasible, in line with FWP's commitment to reducing the environmental footprint of its activities.

Fees will be paid quarterly, on the basis of the days worked as recorded in timesheets, against the approved annual work plan. Payment of the last quarter is subject to approval of the Final Report.

10. Application

Interested candidates should send the following documents to the FWP's Secretariat:

- A cover letter (2 pages maximum) explicitly stating that the applicant agrees with the content of these ToR, including the indicative dates and payment terms, and confirms their availability for the full duration of the project (33 months), subject to renewal of funding;
- A CV (2 pages maximum) highlighting relevant experience;
- A technical note (3 pages maximum) presenting the proposed approach, including how the candidate would work with the GWC Advocacy Working Group and follow up the Call to Action;
- A financial proposal (*see 9.2*)
- The contact details of two professional referees, or one letter of recommendation. Referees will only be contacted for shortlisted candidates.

Applications will be assessed on technical quality: relevant experience, understanding of humanitarian WASH advocacy, and the proposed approach to working with the GWC Advocacy Working Group and following up the Call to Action. Shortlisted candidates will be invited for an interview.

Deadline: 26th November. Contact: Sophie Thomasset, sophie.thomasset@partenariat-francais-eau.fr