

UN-Water

List of responsibilities of the Technical Advisory Unit

According to the [UN-Water Terms of Reference](#), management of UN-Water will be performed by a UN-Water Management Team composed of Chair, Vice-Chair, Secretary and a Technical Advisory Unit. Annex 1 of the UN-Water Terms of Reference lays out the terms of reference for the UN-Water Management Team as follows:

UN-Water Technical Advisory Unit

The Technical Advisory Unit of UN-Water has been established to provide substantive technical support, including accounting, budget and administrative support to the Chair, Vice-Chair and Secretary, the SPM, the JSG, and to UN-Water Members and Partners in their operations and activities on behalf of UN-Water. The Technical Advisory Unit backstops UN-Water activities, as defined by the UN-Water SPM and as reflected in the approved UN-Water Work Programme. The Technical Advisory Unit also maintains UN-Water's long-term institutional memory under the guidance of the Secretary.

The Technical Advisory Unit is composed of staff as determined by the SPM and in accordance with approved budgets. As of August 2015 it comprises a Chief Technical Adviser, a Global Monitoring Officer, a Programme Officer, a Communications Manager, and two Administrative Assistants. Any additional staff can be engaged at the behest of the SPM, subject to budget availability. The Technical Advisory Unit may also be enhanced through staff members seconded by Member States or through Junior Professional Officers, as well as UN-Water staff members.

The location, contractual arrangements and terms of reference for staff of the Technical Advisory Unit are determined by the SPM and consistent with agreed budgets. Unless otherwise decided by the SPM, all the Technical Advisory Unit staff members are to be recruited on UNOPS contracts and, with the possible exception for the seconded staff, directly funded through the UN-Water IATF.

The tasks and responsibilities of the Technical Advisory Unit are to:

General

1. Provide cross-sectoral technical backstopping for UN-Water related objectives and activities, as requested by the SPM or the JSG;

2. Assist the drafting of UN-Water policy briefs, analytical water briefs and other relevant documentation on key issues, as identified by, and for the final approval of, the SPM;
3. Undertake additional technical work, as called for by SPM decisions;
4. Follow-up, as instructed, on SPM and JSG decisions;
5. Support all operational aspects of UN-Water, guided by the UN-Water Work Programme and Budget and other internal management documents of UN-Water;
6. Carry out, in implementation of SPM and JSG decisions and subject to delegation of authority by the JSG, disbursements from the IATF;
7. Support all UN-Water budget matters, in close collaboration with UNOPS as administrative agent for the IATF, ensuring that all administrative, legal and financial procedures for management, disbursement and reporting of funds are correctly and effectively followed;
8. Maintain regular contacts with donors;
9. Seek regular feedback from UN-Water Members and Partners and act in an inclusive and collegial manner to foster coordinated action from UN-Water Members and Partners;
10. Promote mutual support and exchange of information regarding the actions of UN-Water between the global level and the regional, sub-regional and country levels, by seeking to engage and involve all UN-Water Members and Partners present at the regional, sub-regional and country levels, particularly the United Nations Regional Commissions and those UN funds and programmes and partner organisations with extensive networks of regional, sub-regional and country offices;
11. Organize UN-Water Meetings including logistic arrangements, preparation and distribution of agenda, related documentation and meeting reports and outcome; under the guidance of the Secretary.

Support to SPM, JSG and Partners

12. Assist in organizing and supporting substantively and administratively relevant UN-Water meetings as well as UN-Water activities in major processes and events;
13. Facilitate interaction and coordination among UN-Water Members and Partners by ensuring timely communications on UN-Water activities and initiatives;
14. Respond to enquiries from external organizations and individuals in relation to UN-Water, involving UN-Water Members and Partners as needed.

Support to the Office-bearers

15. Maintain, jointly with the Secretary, the institutional memory and official record of UN-Water policies and procedures, decisions, activities, finances and substantive outputs;

16. Support resource mobilization for UN-Water in close cooperation with the Chair, Vice-Chair and Secretary and maintain direct and regular contacts and communication with donors;
17. Draft for consideration of the JSG and/or SPM, as appropriate, all necessary reports, such as Annual Reports and specific substantive, financial and administrative reports to donors;
18. Manage UN-Water's corporate communications and branding, including the UN-Water, World Water Day and World Toilet Day websites, support to the Publications Committee, and support to relevant awareness raising campaigns.

Reporting lines

The Technical Advisory Unit is coordinated by the Chief Technical Adviser who reports to the Chair.

Examples of Tasks and Expectations of the Technical Advisory Unit

At the 22nd UN-Water Meeting (February 2015), a table of "Dos and Don'ts" was agreed as a non-exhaustive illustration of the implications of UN-Water's Terms of Reference and UN-Water Strategy 2014-2020. The Technical Advisory Unit, as part of the Management Team of UN-Water, actively works towards the "Dos" and supports the SPM and Office-bearers of UN-Water to carry out UN-Water's mission and mandate. A non-exhaustive example of what can be expected (or not expected) in terms of support from the Technical Advisory Unit is shown in the table below.

Do Expect	Don't Expect
<p>The UN-Water Technical Advisory Unit will, as requested by the SPM or the JSG:</p> <p>Technical functions:</p> <ul style="list-style-type: none"> • Provide technical backstopping and undertake other technical work • Support operational aspects as specified in the UN-Water Work Programme and other internal management documents, including specific support to water and sanitation related monitoring and reporting • Assist the drafting of documentation <p>Operational/administrative functions:</p> <ul style="list-style-type: none"> • Assist in organizing and supporting substantively and administratively UN-Water activities in major processes and events • Take care of the organization of the UN-Water Meetings • Follow-up on SPM and JSG decisions <p>Financial management functions:</p> <ul style="list-style-type: none"> • Manage all UN-Water Inter-Agency Trust Fund related matters, in close collaboration with UNOPS • Mobilise funds, especially for the core coordination budget • Maintain regular contact with donors, and respond to enquiries from external organisations and individuals <p>Collaborative functions:</p> <ul style="list-style-type: none"> • Act in an inclusive and collegial manner to foster coordinated action • Promote mutual support and exchange of information, and ensure timely communication <p>Communication functions:</p> <ul style="list-style-type: none"> • Represent UN-Water at relevant events • Manage UN-Water's corporate communications and branding, including the UN-Water, World Water Day and World Toilet Day websites, support to the Publications Committee, and support to relevant awareness raising campaigns 	<p>The UN-Water Technical Advisory Unit will not:</p> <ul style="list-style-type: none"> • Directly implement activities as if it were an independent Unit separate from the UN-Water Members • Initiate new projects • Coordinate Task Forces and Thematic Priority Areas