



KENYA WATER FOR HEALTH ORGANIZATION (KWAHO)

TERMS OF REFERENCE

Project Assistant – Children's Safe Drinking Water (CSDW) Programme

Duty station: Western Kenya, (Busia, Kisumu, Migori and Siaya)

Background

The Kenya Water for Health Organization (KWAHO) is implementing the Children's Safe Drinking Water (CSDW) programme in the Busia, Kisumu, Siaya and Migori Counties. The programme seeks to improve access to safer drinking water by supporting the responsible distribution and use of Water Purification Systems (WPS), strengthening household and institutional adoption of appropriate filtration options, facilitating rainwater-harvesting (RWH) finance linkages, and promoting community accountability and learning. To support the implementation of this project, KWAHO is seeking the services of Project Assistants to provide day-to-day field, coordination, documentation and monitoring support to ensure activities are delivered on time, to the required quality, and in line with KWAHO's procedures and standards.

Purpose of the Position

The Project Assistant will support the Project Manager in planning, implementing, monitoring and documenting CSDW programme activities across the four target counties. The role will help maintain accurate beneficiary data, activity, stock and distribution records; coordinate community engagement and county stakeholders; support safe-water promotion and accountability mechanisms; and ensure timely, complete reporting.

Objectives

1. Support timely delivery of the approved CSDW operational plan and activity targets.
2. Facilitate inclusive and transparent community mobilisation, assessment, beneficiary verification and referrals.
3. Maintain reliable records for WPS receipt, storage, dispatch, distribution, adoption and post-distribution monitoring.
4. Support safe-water demonstrations, supplier/agent engagement, household and institutional filter adoption, and RWH finance linkages.
5. Strengthen community feedback, complaints and grievance redress, safeguarding awareness and accountability.
6. Collect and organise quality monitoring data, document learning, and contribute to monthly and final reports.

Key Duties and Responsibilities

Work planning and coordination

1. Support preparation and updating of monthly and county-level activity plans, schedules and field budgets in line with the approved workplan.
2. Assist with inception activities, staff orientation, county entry meetings and coordination with county/sub-county departments, health and education actors, community structures, CSOs and other relevant stakeholders.
3. Prepare activity checklists, attendance sheets, logistics requests, field itineraries and meeting documentation.
4. Track agreed action points and promptly flag delays, implementation risks or resource gaps to the supervisor.

Needs assessment, targeting and beneficiary accountability

1. Support safe-water access, vulnerability and needs assessments in Busia, Kisumu, Migori and Siaya Counties using approved tools.
2. Assist with transparent verification and documentation of eligible households and institutions, ensuring inclusion of vulnerable and underserved groups and compliance with approved selection criteria.
3. Maintain secure, accurate and up-to-date beneficiary lists and assessment databases; check records for completeness, duplicates and inconsistencies.

4. Support communication of selection criteria and operation of accessible complaints, feedback and redress channels before, during and after selection; refer cases through approved procedures without promising outcomes.

WPS logistics, distribution and accountability

1. Support receipt, inspection, safe storage, stock-taking, dispatch and last-mile delivery of Water Purification Systems (WPS) in accordance with approved logistics and asset-management procedures.
2. Maintain and reconcile goods received notes, stock cards, release and dispatch records, delivery notes, distribution registers and acknowledgement forms.
3. Verify that distribution records are complete, signed where required, and traceable to authorised releases and verified recipients; promptly report discrepancies, damage, loss or suspected diversion.
4. Compile a logistics dossier within 10 working days after each authorised release, as required by the programme plan.
5. Support post-distribution monitoring (PDM) after releases, including safe-use, access, satisfaction, affordability, barriers and unintended effects; assist with the four planned PDM rounds and consolidated analysis.

Safe-water demonstrations and community outreach

1. Mobilise communities and institutions for safe-water demonstrations and outreach sessions.
2. Support delivery and documentation of safe-water demonstrations and mobilization/outreach activities
3. Demonstrate and reinforce correct product use and dosage, treatment, safe storage, hygiene practices and prevention of recontamination using approved technical guidance and materials.
4. Record attendance, sex/age/disability disaggregation where feasible and appropriate, referrals, follow-up needs and session outcomes.

Filtration market facilitation and adoption tracking

1. Map and verify credible water-filter suppliers, agents, products, prices, after-sales support and service areas
2. Organize supplier market places, exhibitions and demonstrations
3. Maintain a household and institutional adoption tracker and follow up with adopters to document installation/use, functionality, affordability and consumer experience

Rainwater harvesting (RWH) finance facilitation

1. Help coordinate consumer–financier interface workshops and document participation, financing requirements, commitments and follow-up actions.
2. Track progress towards application, linkage and installation records.

Community accountability and feedback mechanisms

1. Coordinate the application of the community scorecard/feedback & accountability mechanism (CSC/FAM) cycles,
2. Convene rights-holder/duty-bearer interface meetings, documenting commitments and maintaining action trackers to monitor improvements in service access, quality, responsiveness and fairness.
3. Help establish and publicise a functional community feedback, complaints and grievance redress mechanism (FCGRM)
4. Escalate safeguarding, fraud, exploitation, abuse or other sensitive complaints promptly through designated channels

Community-based enterprise and distribution pilots

1. Support rapid monitoring of distribution, product adoption, affordability & customer experience.
2. Document pilot results, practical lessons and recommendations for improving sustainability and responsible scale-up.

MEAL, reporting, safeguarding and learning

1. Support monitoring and learning rounds every two months and participate in field verification, data-quality checks and follow-up on recommendations.
2. Prepare accurate monthly activity summaries and contribute to narrative, indicator, stock, procurement, safeguarding, risk and financial reporting inputs

3. Maintain a clear digital and physical filing system for workplans, attendance lists, assessment forms, beneficiary records, distribution evidence, meeting minutes, photos (with informed consent), PDM data and reports.
4. Promote adherence to KWAHO's policies on safeguarding, Prevention of Sexual Exploitation and Abuse (PSEA), child safeguarding, data protection and code of conduct.
5. Support four county-level performance review meetings and document decisions, lessons learned and adaptive actions.

County coordination and representation

1. Participate in county WASH and relevant stakeholder coordination forums
2. Prepare briefing notes, presentations and meeting records as assigned and share approved programme updates with relevant stakeholders.

Qualifications and Experience

1. Diploma in Community Development, Public Health, Environmental Health, Water and Sanitation, Development Studies, Social Sciences, Project Management or a related field.
2. At least two years of relevant experience supporting community-based development, WASH, public health, humanitarian or livelihoods programmes; experience in safe drinking water programming is an advantage.
3. Experience in community mobilisation, field data collection, beneficiary targeting, distribution/logistics records, monitoring and reporting.
4. Familiarity with community accountability tools, complaints and feedback mechanisms, safeguarding and inclusive programming is an advantage.
5. Experience working with county governments, community health structures, schools, VSLAs, local suppliers or community-based organisations is desirable.
6. Strong written and spoken communication skills in English and Kiswahili; relevant local languages used in the target counties are an advantage.
7. Proficiency in Microsoft Word and Excel; experience with digital data collection tools such as KoboToolbox/ODK is an advantage.
8. Ability to travel frequently within Busia, Kisumu, Migori and Siaya Counties and work respectfully with diverse communities.

Safeguarding, Ethics and Data Protection

The Project Assistant must comply with KWAHO's policies and procedures, including safeguarding and PSEA requirements, child protection, prevention of fraud and corruption. The post holder must complete required induction and training and must sign KWAHO's PSEA code of conduct.

Duty Station

Successful candidates will be based in either of Busia, Kisumu, Migori and Siaya Counties. The successful candidate must also note that the role will require frequent travel and occasional work outside normal hours.

Application deadline and selection process

Interested candidates should submit a CV and cover letter explaining their suitability for the role, together with contact details for at least two professional referees to info@kwaho.org by the 16th of October 2026, 17:00hrs indicating the county of interest. Only shortlisted candidates may be contacted. KWAHO is committed to fair and inclusive recruitment process.