



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DRAFT TERMS OF REFERENCE: SOUTH AFRICAN WATER AND SANITATION YOUTH NETWORK (SAWSYN).

This document outlines the Terms of Reference (ToR) for the SAWSYN, including its purpose, structure, roles, responsibilities, and governance.

1. INTRODUCTION AND BACKGROUND:

The South African Water and Sanitation Youth Network (SAWSYN) is a dedicated initiative established to comprehensively address the pressing water challenges faced by South Africa. This network supports and aligns with the objectives and goals of the National Department of Water and Sanitation (NDWS). Additionally, it adheres to various acts, policies, and strategies, collaborates with water boards, the Water Institute of Southern Africa (WISA), the Water Services Authority (WSA), and municipalities to achieve its mission.

2. PURPOSE:

2.1 The primary aim of SAWSYN is to foster and promote knowledge sharing, capacity building, and collaboration among young professionals within the water and sanitation sector.

2.2 The network strives to advocate for the interests of young water professionals and supports the implementation of national water and sanitation strategies, policies, and programs. This ensures that the perspectives and needs of young professionals are considered in the sector's development.

2.3 Furthermore, SAWSYN is dedicated to enhancing the skills and capacity of the youth and young professionals, enabling them to contribute effectively to the water sector. It also aims to promote sustainable and equitable access to water and sanitation services across South Africa.

3. MEMBERSHIP:

- 3.1 Membership in SAWSYN is open to the youth and young professionals under the age of 35 who are either working or studying within the water and sanitation sector in South Africa.
- 3.2 Members have the right to actively participate in all SAWSYN activities, events, and programs. They are also expected to contribute actively and constructively to the network's objectives.
- 3.3 Members shall adhere to the values, principles, and code of conduct set forth by SAWSYN to maintain the integrity and effectiveness of the network
- 3.4 If applicable, membership fees shall be paid by members to support the network's activities and initiatives.

4. ORGANIZATIONAL STRUCTURE:

4.1 National Committee:

- i. The SAWSYN shall be led by a National Committee consisting of elected members representing various regions across South Africa.
- ii. This National Committee is responsible for overseeing the operations and strategic direction of the SAWSYN, ensuring alignment with its mission and goals.

4.2 Regional Chapters:

- i. Regional chapters may be established to facilitate local engagement and activities, making the network's efforts more accessible and impactful at the grassroots level.
- ii. These regional chapters shall operate under the guidance and coordination of the National Committee to maintain a cohesive and unified approach.

4.3 Working Groups:

- i. Working groups may be formed to focus on specific thematic areas or projects, allowing for more specialized and concentrated efforts.
- ii. These working groups shall operate under the guidance and coordination of the National Committee, ensuring that their activities align with the overall objectives of SAWSYN.

4.4 The governance structure of SAWSYN will be led by the National committee. This committee will ensure effective leadership and management. The key roles and responsibilities of the National committee include:

1. **Chairperson:** Responsible for managing stakeholder engagements, representing the Network externally, and leading internal meetings.

2. **Ex-Officio Member:** Provides oversight and support to the committee to ensure continuity of Network activities and objectives. This role is typically filled by the outgoing Chairperson or Deputy Chairperson.
3. **Deputy Chairperson:** Oversees operations within SAWSYN, ensures accountability, and acts in the Chairperson's absence.
4. **Chief Administrator:** Handles administrative tasks, including writing meeting minutes, drafting documentation, and organizing meetings.
5. **Chief Operations Auditor:** Ensures compliance with governing documents and efficient use of resources.
6. **Structure and Policy Agent:** Ensures that members' views are incorporated into policies and that the Network operates within legislative and regulatory boundaries.
7. **Professional Engagement Officer:** Plans and coordinates workshops and seminars.
8. **Student Affairs Officer:** Provides support to students sponsored by the Department and its entities, enhancing their growth and development.
9. **Database Management Officer:** Manages and updates data, ensuring it is accessible.

5. GOVERNANCE

5.1 Elections:

- i. The National Committee members shall be elected through a transparent and democratic process by SAWSYN members, ensuring fair representation.
- ii. Election procedures shall be determined and clearly communicated by the National Committee to all members.

5.2 Term of Office:

- i. The term of office for National Committee members shall be two years.
 - ii. Members can serve a maximum of two consecutive terms in the same position to promote fresh perspectives and leadership within the committee.

5.3 Decision-Making:

- i. Decisions on SAWSYN matters shall be made through consensus among the National Committee members, fostering a collaborative approach.
- ii. In the event of a deadlock, a majority vote shall be taken to resolve the matter, ensuring that decisions are made efficiently.

5.4 Reporting:

- i. The National Committee shall provide regular reports on SAWSYN activities and progress to NDWS, WISA, and other stakeholders, maintaining transparency and accountability.
- ii. Financial reports and audited statements shall be prepared and presented annually to ensure financial integrity.
- iii. The South African Water and Sanitation Youth Network (SAWSYN) will implement a structured reporting mechanism to ensure transparency, accountability, and effective communication. This will involve:
 - a. **Quarterly Reports:** Each quarter, the SAWSYN committee will compile a comprehensive report detailing progress on initiatives, challenges faced, and milestones achieved. This report will be disseminated to all stakeholders including the Department of Water and Sanitation (DWS), participating water boards, universities, and TVET colleges.
 - b. **Annual Report:** An annual report summarizing the year's activities, financial expenditures, and impact assessments will be published. This report will also highlight success stories and areas for improvement, providing a clear picture of the Network's contributions to youth development in the water and sanitation sector.
 - c. **Meeting Minutes:** Minutes from all SAWSYN meetings will be documented and shared with relevant stakeholders. This ensures that all decisions and discussions are recorded and accessible for future reference.
 - d. **Stakeholder Feedback:** Regular feedback will be sought from stakeholders through surveys and feedback forms. This will help in refining the Network's approach and addressing any concerns promptly. The mechanisms used for feedback will be both physical and virtual platforms to allow for increased dissemination of information.

6. Monitoring and Evaluation (M&E)

The M&E framework for SAWSYN will focus on tracking progress towards achieving the Network's objectives and ensuring that activities are aligned with the National Youth Development Strategy. Key components include:

- 6.1 Performance Indicators:** Specific, measurable indicators will be established to track progress in areas such as job creation, education and training, entrepreneurship, economic transformation, innovation, and social cohesion. These indicators will be described in detail on the SAWSYN year plan.
- 6.2 Regular Assessments:** Periodic evaluations will be conducted to assess the effectiveness of programs and initiatives. This includes mid-term and end-of-year evaluations.
- 6.3 Collection:** Data on participant demographics, program participation, and outcomes will be systematically collected and analysed. This will help in understanding the impact of SAWSYN's activities and identifying areas for improvement.

6.4 Reporting Tools: Tools such as dashboards and progress trackers will be developed to facilitate real-time monitoring and reporting to ensure accountability and impact.

7. Meetings as per Governance Structure

The governance structure of SAWSYN will necessitate regular meetings to ensure smooth operations and effective decision-making. The proposed schedule includes:

7.1 Monthly Committee Meetings: These meetings will involve the core SAWSYN committee members, including the Chairperson, Deputy Chairperson, Chief Administrator, Chief Operations Auditor, and other key officers. These meetings shall be held in person (physical), remotely (virtual platforms) or hybrid (both physical and remote access).

7.2 Quarterly Stakeholder Meetings: Broader stakeholder meetings will be held quarterly to update all partners on progress and solicit feedback. This includes representatives from DWS, water boards, universities, TVET colleges, and other stakeholders.

7.3 Annual General Meeting (AGM): An AGM will be held once a year to review the past year's activities, approve financial statements, and plan for the upcoming year. This meeting will involve all stakeholders and members of the Network. The AGM shall be held in persons (physical) and remotely (allow for hybrid access). The AGM will provide a platform to vote on SAWSYN matters, implement changes to the constitution and terms of reference.

7.4 Adhoc/special meetings: These meetings will be held as and when necessary for activity planning and special task teams.

7.5 Quorum: 50% plus 1 of the network members will constitute a quorum and allow for the meeting to sit and all decisions taken to be true.

7.6 Cancellation: Meetings shall be cancelled if the quorum is not met and/or if quorum is not met on the leadership committee. Where the chairperson is not able to participate in critical network meetings such as the monthly committee meetings and the Annual general Meeting, he or she shall submit an apology in writing to the chief administrator and appoint an acting chairperson for the meeting.

8. ALIGNMENT AND COLLABORATION:

8.1 The SAWSYN shall align its activities and initiatives with the strategic objectives and priorities of the NDWS, relevant acts, policies, and strategies to ensure coherence and effectiveness.

8.2 Collaboration and coordination shall be established with water boards, WISA, and WSA municipalities to support their mandates and objectives, fostering a unified effort in addressing water and sanitation challenges.

9. IMPLEMENTATION PLAN:

9.1 The SAWSYN shall develop a comprehensive implementation plan outlining key activities, timelines, and responsible parties to achieve its objectives effectively.

9.2 This implementation plan shall be reviewed and updated periodically by the National Committee to ensure its relevance and effectiveness.

10 MENDMENTS:

10.1 Amendments to the SAWSYN constitution and Terms of Reference may be proposed by the National Committee or by a majority vote of SAWSYN members, allowing for adaptability and responsiveness. This shall be conducted at the annual General Meeting

10.2 Proposed amendments shall be circulated to SAWSYN members for review and feedback, ensuring transparency and inclusivity.

10.3 Amendments shall be approved through a two-thirds majority vote of SAWSYN members to ensure broad support and legitimacy.

10.4 Approved amendments shall be documented and incorporated into the constitution to maintain an up-to-date and relevant guiding document.

11. Dissolution:

In the event of dissolution, the assets and liabilities of the SAWSYN shall be transferred to an organization or institutions working in the water and sanitation sector. This transfer shall be determined by the National Committee in consultation with relevant stakeholders to ensure continuity and support for the sector.

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Date: