

## TERMS OF REFERENCE

### *Dzongkhag BTO Ambassador (DBA)*

#### **Brief background**

Bhutan Toilet Organization (BTO) is a registered civil society organization committed to improving toilet culture in the country. Through its various activities, the organization has been able to bring the national focus on the toilet issues. BTO has been assessing toilets across the country, employing individuals, mobilizing volunteers to not just carry out advocacy programs in various pockets of the country but also roll up their sleeves to get down and dirty cleaning and maintaining the public toilets.

These require careful planning, communication, and local involvement. Our goal as an organization is to accomplish the following:

- Make existing toilets clean and accessible to the public
- Advocate for sufficient public toilets in urban centers
- Build and manage public toilets on the highways
- Design and promote inclusive toilets
- Manage public toilets during public events
- Audit institutional toilets and introduce Toilet Awards
- Create awareness on behavioral change

## **DBA - Terms of Reference**

BTO has successfully reopened 50 public toilets, making them not just usable but aesthetically pleasing to the sense of the locals as well as the visitors during various occasions. BTO has shown a very promising start and has fulfilled many of the objectives and was among the proudest recipients of National Order of Merit (Gold) on the 109th National Day celebration granted by His Majesty the King.

With this Terms of Reference, we seek to formalize the role of Dzongkhag level leadership in taking forward our vision to the grass root and expand our network and reach in the country.

The appointment of Dzongkhag BTO Ambassador (DBA) will hereby formally ascertain a reliable leadership at the Dzongkhag level. The Dzongkhag BTO Ambassador shall form and lead a voluntary team to assess the need in the Dzongkhag, plan interventions and carry out activities and create awareness in partnership with Dzongkhag administration and Bhutan Toilet Org.

### **Specific duties and responsibilities**

Duties of the Dzongkhag BTO Ambassador (DBA) include but not limited to the following:

- Represent BTO at Dzongkhag level meeting, conferences, workshop and any other related programs requiring BTO's involvement.
- Recruit at least 20 volunteers and conduct orientation sessions with prospective volunteers and lead the implementation of BTO programs and promote goodwill in the Dzongkhag.
- Work closely with the Dzongkhag administration, municipality and Dzongkhag Health office to assess, plan, implement and manage toilet programs.

- Identify events, prepare toilet facilities and manage them with a team of volunteers in partnership with event organizers.
- Construct small toilets for the underprivileged individuals and critical public places in partnership with BTO and the concerned authorities and private stakeholders.
- Support the volunteer team to identify and carry out fundraising activities and seek sponsorship to fund voluntary programs.
- Work closely with the volunteer team to strengthen and cultivate where necessary, relationships with the community, the public and the private sector.
- Lead voluntary clean up and advocacy programs in institutions with the help of local volunteers and stakeholders.
- Prepare and maintain a volunteer database (names, contact information, academic background, professional background, skills, etc.) and acknowledge them suitably.
- Submit detailed reports with photographic documentation after every event and submit an annual report consisting of summary of all the activities to BTO at the end of the year.

## **Sponsorship**

- DBA shall seek sponsorship to fund programs in the Dzongkhag.
- For seeking donations in cash, DBA shall inform BTO and get receipts to be issued to sponsors for acknowledgement.
- DBA shall maintain books of account and submit the account summary to BTO along with the reports at the end of the year.
- Only DBA or the appointed treasurer within the team shall have the right to handle cash donations and issue money receipts.

## **BTO's Support**

### **Bhutan Toilet Org (BTO):**

1. Shall write to Dzongkhag administration and municipal authorities to recognize the role of DBA and to assist him/her in conducting activities to promote clean toilets in the Dzongkhag.
2. Shall provide assistance of technical knowhow and supply tools and equipment based on the availability.
3. Provide funding for initiating programs in the Dzongkhag based on the availability of budget and initiate fundraising for the same.
4. Issue appreciation certificates to one-time volunteers and membership certificates for the members of Dzongkhag BTO team.
5. Lease portable toilets, if available, or support in building temporary toilets during major events in the Dzongkhag.

## **Term of DBA and Appointment**

Until and unless BTO finds him or her incompetent, the serving DBA shall serve till his/her transfer out of the Dzongkhag or upon voluntarily resignation.

Appointment of new DBA shall be assisted by the outgoing DBA or upon his/her recommendation unless the DBA is terminated by BTO. In such a scenario, BTO shall appoint a new DBA to fill the post.