

Implementation programme of EPP/WSTF/WSB

(internal document)

Step	Description	Responsible Attending	Documents
	Set up of one demonstration and training unit (1 door ladies, 1 door with urinal gents) at each WSB head office	WSB –officer	Drawings, BOQ
PRE-APPLICATION PHASE			
1	<p>Pre-Selection of cluster areas according to following selection criteria:</p> <ul style="list-style-type: none"> • Suitable areas for the introduction of EcoSan are located in areas where residents experience challenges with the conventional pit-latrines due to: <ul style="list-style-type: none"> - Rocky underground -hard and expensive to dig a pit - Collapsing soils - makes expensive lining of the pit necessary or if no lining is put it poses risks of collapsing and injuries, only shallow pits can be dug, causing high costs for more frequent replacement of pits - High groundwater table - only shallow pits can be dug, causing high costs for more frequent replacement of pits; pollution of groundwater which poses health risk if used for drinking from nearby wells - Frequent flooding area – contamination of water resources with faecal matter when flooding the pit latrines which then causes epidemics like cholera and other water-borne diseases - Limited space for construction – like in schools or small homestead plots • Each cluster contains a number of approx. 15 to 25 toilets (=doors) which are located in one primary school and surrounding households that are located in walking distance of at most 20 minutes • Primary schools that provide education for the children of targeted households and have a dedicated area for farming of at least ½ acre • Households on individual plots practice subsistence or commercial farming • Schools receive 4 doors for girls, 2 doors and urinal for boys, Households receive 1 door with urinal 	WSB –officer	Selection criteria
2	Preparation of awareness creation on EcoSan – Inviting community members, CBOs and NGOs, general public, provisional administration and other stakeholders through local means to Baraza in pre-selected cluster areas	WSB –officer	Invitation letter, poster
3	Awareness creation on EcoSan - Baraza held at primary schools in pre-selected cluster area. It will inform about EcoSan principles, benefits and the proposed implementation of EcoSan toilets in the cluster area through the partners WSTF, WSB and EPP– request CBO to send letter of interest or application form (CPC manual) to the WSB	EPP – EcoSan training officer (WSTF –officer) WSB –officer Chief, DC, DO, Councillor etc. CBO members, Community NGO if active in the area	Awareness creation manual, WSTF application form (CPC manual)
APPLICATION FOR WATER AND SANITATION FACILITIES			
4	Interested CBO prepares letter of interest (or CPC application form) and send it to WSB	CBO	-
5	WSB acknowledges receipt of letter	WSB –officer	-

FUNDING PHASE			
6	WSB is preparing and sending MOU with basic roles, responsibilities and information on selected CBO, number of UDDT doors and proposed costs to the WSTF (signed by CEO of Board and to be signed by WSTF)	WSB	MoU between WSB and WSTF
7	WSTF appraises and evaluates the MOU and approves the funding	WSTF	
8	WSTF prepares disbursement of funds as following: 1. WSTF disburses funds to WSB for direct payment of hardware, artisan payments and training activities in two disbursements (90% + 10%) including administrative costs for WSB (6% of total value)	WSTF	-
PREPARATION AND DESIGN PHASE			
9	Pre-implementation training of respective CBO and its members and the primary school management on EcoSan philosophy, implementation procedures for toilet construction, roles and responsibilities of engagement between CBO/school, WSTF, WSB and EPP, financial management – agreeing on the next steps that aim at signing of Memorandum of Understanding with EPP/WSB.	WSB –officer (WSTF –officer) EPP – EcoSan training officer CBO	MoU (CBO)
10	CBO is selecting the beneficiaries and moderating collective and individual contribution by beneficiaries in kind (local available materials and unskilled labour) of minimum contribution of 20% for households and schools. Depending on the capacity of the person he/she shall contribute more as in direct payment of hardware and construction costs. The willingness of contribution is essential to create ownership. At least one beneficiary should be sourced that can contribute 50% of total costs.	CBO	BOQ of UDDT
11	CBO is sourcing for qualified artisans from their local community that will be trained by an experienced artisan who holds an UDDT construction certificate – the number of artisans to be trained depends on the number of toilets to be constructed with a range of 1-5 toilets per artisan	CBO	-
12	CBO is sourcing for at least 3 hardware suppliers in the area that will accept LPOs and requests quotations for the Bill of Quantities of a single door UDDT	CBO	BOQ of UDDT
13	Verification visit by EPP, WSB and CBO – to jointly check credibility of suppliers, readiness of beneficiaries in terms of materials and qualification of artisans - it is sometimes recommendable to agree on 2 to 3 suppliers since some suppliers are not able to pre-finance the construction material for one whole cluster	WSB –officer EPP – EcoSan training officer CBO Beneficiary	Criteria for qualification
14	Signing of Memorandum of Understanding between CBO, WSB and EPP in a joint community meeting to spell out roles and responsibilities amongst the partners and to list beneficiaries, their contributions and the cost per units with regard to the quotation of the qualified supplier(s), including as well the signed contract of the selected artisans with the CBO	WSB – officer EPP – EcoSan training officer CBO	MoU Project Time Schedule
IMPLEMENTATION PHASE			
15	WSB has received the first disbursement of 90% of funds from WSTF for hardware and artisans payments as well as administration costs	WSTF	-
16	WSB is issuing a Local Purchase Order (LPO) to the supplier for beneficiaries according to MoA. A total of 2 LPOs are prepared per door.	WSB officer	Template LPO
17	Supply of materials to each beneficiary in 2 stages in the presence of the beneficiary, CBO and WSB officer and/or EPP EcoSan training officer and signing of delivery note(s) by them	WSB – officer EPP – EcoSan training officer CBO Beneficiary	-
18	Supplier sends invoice with signed delivery notes to WSB for payments	Supplier	-
19	WSB pays the supplier directly within a period of 14 working days after receipt of invoice	WSB	-

20	Training on-the-job of all selected artisans by one experienced artisan through the joint construction at one household or school that has received all the materials. Construction of toilets only starts when all materials according to the first LPO are delivered on-site and the delivery note is signed.	WSB – officer EPP – EcoSan training officer EcoSan trained artisan CBO Beneficiary	Drawings, BoQs
21	Inspection visits by WSB officer, EPP and CBO to confirm construction progress for purpose of quality control and payments of artisans (1.stage – half-completion of the chambers and toilet slab, 2.stage – final completion according to BOQ and drawings) and issuing of half-completion and final completion confirmation (one copy remains with artisan/using duplicate site book) signed by CBO, beneficiary, WSB officer or EcoSan officer.	WSTF –officer WSB – officer EPP – EcoSan training officer CBO Beneficiary	Project Time Schedule Duplicate Site Book
22	WSB pays first down payment of 50% to artisans using artisan payment sheet within a period of 5 working days after signing of half-completion confirmation.	WSB	Template from MOU (CBO)
23	WSB pays final payment of 50% to artisans using artisan payment sheet within a period of 5 working days after signing of final completion confirmation.	WSB	Template from MOU (CBO)
24	Final joint inspection of construction progress for purpose of preparation of final progress report and completeness of all constructions. It takes place when all 15 doors have been completed.	WSTF – officer WSB –officer EPP – EcoSan training officer CBO Beneficiary	Documentation sheet per toilet
25	Final progress report by WSB upon completion of units incl. cost for supplies, labour and training, completion certificates that are supported by a detailed picture documentation (front and rear view, inside, hand wash, short bio-data of beneficiary, artisan, info to location) as documentation of all constructed units.	WSB – officer	Final progress report
POST IMPLEMENTATION PHASE			
26	Training of beneficiaries (households and schools) on operation and maintenance of the toilet and re-use of the products for each completed unit by WSB-officer and EcoSan training officer and immediate start of operation by the beneficiary	WSB –officer EPP – EcoSan training officer CBO Beneficiary	Operation & Maintenance Training Manual
27	Commissioning of toilets - official commissioning of all toilets in a cluster with a baraza after all units have started operation. Invitation of all stakeholders including the line ministries of Ministry of Public Health and Sanitation, Ministry of Agriculture and Ministry of Water and Irrigation	WSTF- officer WSB –officer EPP – EcoSan training officer CBO Local administration Ministry officials	-
28	WSTF second and final disbursement of 10% of funds to WSB after receiving the final progress report from WSB	WSTF	-
29	Follow up visit of all toilets after 1 month of operation with individual problem analysis and training if necessary	WSB – officer	-
30	Re-training on re-use of products for all beneficiaries after 6 months of operation with focus on the change of vaults (active/inactive) and the proper use of urine. It shall held at the school compound for all beneficiaries that should have established a demonstration farm. Following that each beneficiary should be visited and re-trained if necessary.	WSB – officer CBO Beneficiaries	Operation & Maintenance Training Manual

Abbreviations: EPP – EcoSan Promotion Project
WSTF – Water Services Trust Fund
WSB – Water Services Board
WSP – Water Services Provider
CBO – Community Based Organisation
NGO – Non-Governmental Organisation
MOU – Memorandum of Understanding
BOQ – Bill of Quantities
CPC – Community Project Cycle (WSTF financing program)