

# CONCEPT FOR AN OPERATION AND MAINTENANCE TRAINING FOR INSTITUTIONAL STAKEHOLDERS IN **CITY X CLUSTER**

## Disclaimer

This document is an attachment to the service offer ***Sustainable Operation and Maintenance of WASH-Infrastructure in Public Institutions***, developed by the global programme *Sanitation for Millions*. The service offer is based on implementation experiences gathered by the programme in Jordan, Pakistan, and Uganda. Its development is part of the commission through the Federal Ministry for Economic Cooperation and Development (BMZ) in 2023. The primary objective of this specific service offer is to provide a comprehensive overview of the project's activities to enable partner institutions to sustainably operate and maintain water, sanitation, and hygiene (WASH) infrastructure.

Duration: 4 WEEKS

## 1. Background

As part of GIZ Sanitation for Millions program in Uganda, 'Operation and Maintenance Planning and budgeting' is considered as a critical aspect in ensuring the functionality and usability of WASH facilities at institutions and public spaces like markets. It also enhances sustainability in relation to routine activities that fosters durability of the WASH infrastructure including routine maintenance, cleaning activities among others. However, institutional, and public sanitation interventions are constrained by insufficient resource allocation and inefficient investments. Similarly, O&M of existing facilities is hampered by lack of capacity to mobilize resources from users, lack of O&M plans, and insufficient O&M training necessary to ensure long-term financial sustainability at institutional level to enhance improved hygiene and sanitation status.

Much as Sanitation for Millions of interventions target only a few institutions for infrastructure intervention, O&M Planning and budgeting training shall include all the public institutions in *town 1, towns 2, and town 3, town Councils*. In cooperation with the Local Governments, preparation for O&M planning and budgeting trainings shall be undertaken in partnership with the Local Government of *xxx (administrative city)* between the period *xx to xx (6 weeks)*.

## 2. Objective of the O&M Training

To build capacity of the institutional management, leadership and support staff in planning and budgeting for WASH infrastructure, hygiene routines, and their roles and responsibilities in improving WASH at the institutions.

## 3. Training methodology and materials

This training shall be undertaken directly by the Technical Advisor. It will involve formal teaching methodology using flip charts, marker pens and masking tapes. The training shall also consider brainstorming and group work to generate ideas and structure them together respectively.

The materials that may be required to facilitate the trainings shall include flip charts, marker pens, masking tapes, notebooks and writing pens. Besides, items such as soft drinks, water and snacks may be required.

#### 4. Training Participants *(filled with exemplary contents as of a previous training)*

S/N	Institution and Participants groups	Participants groups	Number of Participants
	<b>Town 1 Town Council</b>		
	<b>Schools</b>		
1.	<i>school 1</i> Primary School	School Mgt Committee	07
		Parent's Teacher's Association	07
		Teachers	18
		Support staff (cleaners, cooks)	02
		<b>Total</b>	<b>34</b>
2.	<i>school 2</i> Primary School	Teachers	20
		School Mgt Committee	07
		Parents' Teachers' Association	07
		Support staff	02
		<b>Total</b>	<b>36</b>
3.	<i>school 3</i> Primary School	Teachers	20
		School Management Committee	07
		Parents' Teachers' Association	07
		Support staff	02
		<b>Total</b>	<b>36</b>
4.	<i>school 4</i> Primary School	Teachers	12
		School Mgt Committee	07
		Parents' Teachers' Association	07
		Support staff	02
		<b>Total</b>	<b>28</b>
5.	<i>school 5</i> Secondary School.	Teachers	16
		Board of Governors	07
		Parents' Teachers' Association	07
		Support staff	03
		<b>Total</b>	<b>33</b>
6.	<i>school 6</i> Secondary School	Teachers	12
		School Mgt Committee	07
		Parents' Teachers' Association	07
		Support staff	02
		<b>Total</b>	<b>28</b>
<b>TOTAL</b>			<b>195</b>
	<b>Other institutions</b>		
7.	<i>Church 1</i>	Parish Council	11
		Support staff	02
		<b>Total</b>	<b>13</b>
8.	<i>Mosque 1</i>	Management Committee	11
		Support staff	02
		<b>Total</b>	<b>13</b>
9.	<i>Church 2</i>	Parish Council	13
		Support staff (cleaners)	02

		<b>Total</b>	<b>15</b>
10.	<i>Market 1</i>	Market leadership	10
		Anaka TC (Town Agents, CDO, Health Assistant)	05
		<b>Total</b>	<b>15</b>
11.	<i>Hospital xx</i>	Health Unit Mgt Committee	07
		Health Care Workers	07
		Support staff	02
		<b>Total</b>	<b>16</b>
12.	<i>xx Health Center II</i>	Health Unit Mgt Committee	07
		Health Care Workers	05
		Support staff	02
		<b>Total</b>	<b>14</b>
	<b>TOTAL</b>		<b>86</b>
	<b>Town 2 Town Council institutions</b>		
13.	<i>school 1 Primary School</i>	Teachers	15
		School Mgt Committee	07
		Parents' Teachers' Association	07
		Support staff	02
		<b>Total</b>	<b>31</b>
14.	<i>school 2 Primary School</i>	Teachers	15
		School Mgt Committee	07
		Parents' Teachers' Association	07
		Support staff	02
		<b>Total</b>	<b>31</b>
15.	<i>Koch Goma Secondary School</i>	Teachers	20
		Board of Governors	07
		Parents' Teachers' Association	07
		Support staff	03
		<b>Total</b>	<b>37</b>
16.	<i>town 2 Health Center III</i>	Health Unit Mgt Committee	07
		Health Care Workers	15
		Support Staff (Cleaners)	05
		<b>Total</b>	<b>27</b>
17.	<i>church 1 COU</i>	Parish Council	09
		Support staff	06
		<b>Total</b>	<b>15</b>
18.	<i>town 2 Mosque</i>	Mosque leadership	09
		Support staff	06
		<b>Total</b>	<b>15</b>
19.	<i>town 2 Catholic Sub-parish</i>	Parish Council	09
		Support staff	06
		<b>Total</b>	<b>15</b>
	<b>TOTAL</b>		<b>171</b>
	<b>Town 3 Town Board</b>		

20.	<i>school 1 Primary School</i>	Teachers	15
		School Mgt Committee	07
		Parents' Teachers' Association	07
		Support staff	02
		<b>Total</b>	<b>31</b>
21.	<i>church 1 COU</i>	Parish Council	09
		Support staff	06
		<b>Total</b>	<b>15</b>
22.	<i>town 3 Health Center II</i>	Health Unit Mgt Committee	05
		Health Care Workers	05
		Support Staff (Cleaners)	02
		<b>Total</b>	<b>12</b>
<b>TOTAL</b>			<b>58</b>
<b>TOTAL NUMBER OF PARTICIPANTS FROM THE INSTITUTIONS</b>			<b>510</b>

## 5. Training Content

With the use of the O&M Planning and budgeting guide, the training will entail 5 key components of: **a)** background of O&M and the WASH situation of the institution, **b) Use it**, to emphasize the need to properly use the WASH facilities, **c) Clean it**, to present the need to regularly clean the facility, **d) maintain it**, to highlight the importance of routine maintenance, and **e) monitor it**, to present the importance of regular or routine monitoring of the WASH facilities. This will consider all the WASH facilities including water, sanitation, and hygiene facilities.

The training sessions will focus on enlightening the participants on the need for O&M planning and budgeting for WASH, while taking the participants through the planning process of identifying WASH activities under each of the components (b,c,d & e) above, the frequency of the activities, identifying the items required to facilitate the WASH activities and later costing each item to form a budget. Roles and responsibilities of different stakeholders shall also be discussed, including developing a monitoring tool to facilitate inspection and monitoring of WASH facilities.

## 6. Costs/Budget

The training shall consider **510** participants for the O&M Training in different institutions in **yyyy** cluster. The items and costs that may be involved includes the following.

Item	Quantity	Unit cost	Amount UGX
Flip charts	10		
Marker pens	07		
Masking tapes	05		
Notebooks	510		
Pens	510		
Soft drinks	510		
Snacks	510		

<b>Total</b>			<b>YY,yy UGX</b>
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## 7. Training Outputs/Outcomes

The following training outputs/outcomes are anticipated:

- Draft O&M Plan and Budget, WASH routine activities, roles, and responsibilities of different institutional stakeholders.
- Signed Commitment letters

## 8. Draft Training agenda

<b>Time</b>	<b>Activity</b>	<b>Responsible person</b>
10 Minutes	Arrival & registration	Headteacher
10 Minutes	Prayers, self-introduction & welcome remarks	Headteacher
10 Minutes	WASH Situation analysis of the institution and background of O&M.	Project staff
10 Minutes	Presentation of the components of Use it, Clean it, Maintain it & Monitor it	Project staff
15 Minutes	<b>Action Planning:</b> Group discussions (identification of WASH activities, items necessary for proper O&M)	Project staff
15 Minutes	<b>Action Planning:</b> Costing of the activities and items identified	Project staff
05 Minutes	Roles and responsibilities of different stakeholders	Project staff
10 Minutes	Development of a monitoring template	Project staff
05 Minutes	Closure, refreshments & departure	Headteacher