

**Government of Ghana**  
**Ministry of Local Government and Rural Development**



# **PREPARATION OF DISTRICT SCALE UP PLAN**

## **GUIDELINES**

**DECEMBER 2014**

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## LIST OF ABBREVIATIONS

|        |                                                            |
|--------|------------------------------------------------------------|
| BAC    | Business Advisory Centre                                   |
| CLTS   | Community Led Total Sanitation                             |
| CSO    | Civil Society Organisation                                 |
| DEHO   | District Environmental Health Officer                      |
| DESSAP | District Environmental Sanitation Strategy and Action Plan |
| DICCS  | District Inter Agency Coordinating Committees              |
| EHSU   | Environmental Health and Sanitation Unit                   |
| HWTS   | Household Water Treatment and Safe Storage                 |
| HWWS   | Hand washing with Soap                                     |
| M&E    | Monitoring and Evaluation                                  |
| MAF    | MDG Assessment Framework                                   |
| MDGs   | Millennium Development Goals                               |
| MLGRD  | Ministry of Local Government and Rural Development         |
| MMDAs  | Metropolitan, Municipal and District Assemblies            |
| MTDP   | Medium Term Development Plan                               |
| NESSAP | National Environmental Sanitation Strategy and Action Plan |
| NGO    | Non-Governmental Organisation                              |
| ODF    | Open Defecation Free                                       |
| RCC    | Regional Coordinating Council                              |
| REHO   | Regional Environmental Health Officer                      |
| SHEP   | School Health Educational Programme                        |

## 1 Introduction

**This District Scale Up Plan is an appendix to the District Environmental Sanitation Strategy and Action Plan (DESSAP)** and is intended to support Metropolitan, Municipal and District Assemblies (MMDAs) and their relevant departments responsible for basic sanitation in planning to accelerate progress towards eradicating the practice of open defecation and achieving sustainable basic sanitation access for all. The plan is expected to focus on strategies and activities for achieving district wide ODF and improved access to basic sanitation.

The guidelines have been prepared within the broad framework of the relevant national sector policies, guidelines and strategies including the National Environmental Sanitation Policy, National Rural Sanitation Model and Strategy and the MDG Accelerated Framework (MAF). This guideline is structured into three parts – introduction, preparatory activities and an outline of the plan and is in line with the framework for preparing District Environmental Sanitation Strategy and Action Plans (DESSAPs).

## 2 Plan Preparatory Activities

The preparatory activities comprises sensitization of stakeholders on selected sector policies and district plans; constituting a Planning Team to prepare the plan; and developing a realistic work schedule for completing the preparation of the plan. These activities are further elaborated in subsequent sub sections of this chapter.

### 2.1 Stakeholder Sensitisation

The Environmental Health Officer should ensure that all relevant stakeholders adequately understand the context for environmental sanitation planning at the national and district levels, and complete **Tool 1**.

**Tool 1 Stakeholder Sensitisation Checklist**

|                                                                                                                                                                                                        |            |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| Step 1: Has a forum been organised to explain the following documents to all stakeholders (Please tick X)?                                                                                             |            |           |
| <b>Document</b>                                                                                                                                                                                        | <b>YES</b> | <b>NO</b> |
| National Environmental Sanitation Policy                                                                                                                                                               |            |           |
| National Environmental Sanitation Strategy and Action Plan                                                                                                                                             |            |           |
| Strategic Environmental Sanitation Investment Plan                                                                                                                                                     |            |           |
| Rural Sanitation Model and Strategy                                                                                                                                                                    |            |           |
| District Environmental Sanitation Strategy and Action Plan                                                                                                                                             |            |           |
| If not please organise a forum to explain the documents to all stakeholders. Use guidelines and outline for reporting provided in <b>Tool 2</b> . Use EHSD presentation on sector policies as a guide. |            |           |

## Tool 2 Stakeholder Sensitisation Forum – Outline

**Date****Venue:****Participants:**

Chief Executive (Chairman)  
Heads of all decentralised departments  
Traditional Authority  
Private Sector  
Rep of CSO/NGOs  
Regional Environmental Health Directorate

**Proceedings**

Carry out the following activities and record all comments discussed at plenary.

Activity 1: Present key sector policy documents and clarify issues with participants

- National Environmental Sanitation Policy
- National Environmental Sanitation Strategy and Action Plan
- Strategic Environmental Sanitation Investment Plan
- Rural Sanitation Model and Strategy

Activity 2: Present District Medium Term Plan (basic sanitation component) and DESSAP

Activity 3: Review sanitation situation and set tentative annual/medium term targets

Activity 4: Share closing remarks and a recap of key decisions

Activity 5: Prepare report of the event using these activities as an outline

### 2.2 Planning Team

The Planning Team will prepare the plan for the district to attain ODF status. The Planning Team should be constituted by the Coordinating Director in consultation with the Chief Executive. **Tool 3** is to be used as a guide to complete the planning team composition exercise.

### Tool 3 Planning Team Composition

| Step 1: Does the planning team include the following officials/representatives? |                                                   |     |    |
|---------------------------------------------------------------------------------|---------------------------------------------------|-----|----|
| No                                                                              | Designation                                       | YES | NO |
| 1                                                                               | District Coordinating Director                    |     |    |
|                                                                                 | District Planning Officer                         |     |    |
|                                                                                 | District Works Engineer                           |     |    |
|                                                                                 | District SHEP Coordinator                         |     |    |
|                                                                                 | District Environmental Health Officer             |     |    |
|                                                                                 | Rep. of the District Health Management Team       |     |    |
|                                                                                 | BAC Officer                                       |     |    |
|                                                                                 | Rep. of CSOs/NGOs                                 |     |    |
|                                                                                 | Rep of relevant sanitation related sub- committee |     |    |
|                                                                                 | Rep of Regional CLTS Team                         |     |    |

  

| Check List (Please Tick)                                                                    | YES | NO |
|---------------------------------------------------------------------------------------------|-----|----|
| Has the planning team been duly constituted and all stakeholders represented?               |     |    |
| Does the Planning Team have the approval of the Executive Committee?                        |     |    |
| Has a secretariat/office space been allocated/designated for the work of the Planning Team? |     |    |

## 2.2 Work Planning and Logistics

The District Planning and Coordinating Unit should serve as the secretariat for the preparation of the plan while the Environmental and Sanitation Unit **leads** the process for preparing and implementing the plan. MMDAs are expected to provide adequate travel and office logistics to facilitate the preparation of the plan.

**Step 1:** Prepare a time schedule of planned activities to be carried out in order to complete the plan using **Tool 4** as a guide.

#### Tool 4 A Sample Planning Preparation Schedule

| No | TASK                                             | WHO DOES IT | WHO SUPPORTS IT           | RESOURCES                                                           | COST                                                                              | START DATE | END DATE |
|----|--------------------------------------------------|-------------|---------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------|----------|
| 1  | Constitute planning team                         | DCD         | Planning Officer and DEHO | Stationery, computers and accessories; Time input of planning team; | Stationery @GH¢10.00; Snacks for planning team@GH¢10.00<br><b>Sub-total: GH20</b> | 10/11/14   | 15/11/14 |
| 2  | Organise forum to sensitise stakeholders         | DCD         | Planning Officer and DEHO | Stationery, computers and accessories; Time input of planning team; | Stationery @GH¢10.00; Snacks for planning team@GH¢10.00<br><b>Sub-total: GH20</b> | 10/12/14   | 15/11/14 |
| 3  | Enabling Environment Analysis                    | DEHO        | Planning Officer          | Stationery, computers and accessories; Time input of planning team; | Stationery @GH¢10.00; Snacks for planning team@GH¢10.00<br><b>Sub-total: GH20</b> | 10/12/14   | 15/11/14 |
| 4  | Institutional Capacity Analysis                  | DEHO        | Planning Officer          | Stationery, computers and accessories; Time input of planning team; | Stationery @GH¢10.00; Snacks for planning team@GH¢10.00<br><b>Sub-total: GH20</b> | 10/12/14   | 15/11/14 |
| 5  | Analysis of Coordination, Legislation & Data Mgt | DEHO        | Planning Officer          | Stationery, computers and accessories; Time input of planning team; | Stationery @GH¢10.00; Snacks for planning team@GH¢10.00<br><b>Sub-total: GH20</b> | 10/12/14   | 15/11/14 |
| 6  | Demand Analysis                                  | DEHO        | Planning Officer          | Stationery, computers and accessories; Time input of planning team; | Stationery @GH¢10.00; Snacks for planning team@GH¢10.00<br><b>Sub-total: GH20</b> | 10/12/14   | 15/11/14 |
| 7  | Supply Analysis                                  | DEHO        | Planning Officer          | Stationery, computers and accessories; Time input of planning team; | Stationery @GH¢10.00; Snacks for planning team@GH¢10.00<br><b>Sub-total: GH20</b> | 10/12/14   | 15/11/14 |
| 8  | Comprehensive Planning                           | DEHO        | Planning Officer          | Stationery, computers and accessories; Time input of planning team; | Stationery @GH¢10.00; Snacks for planning team@GH¢10.00<br><b>Sub-total: GH20</b> | 10/12/14   | 15/11/14 |
| 9  | Annual Plan preparation                          | DEHO        | Planning Officer          | Stationery, computers and accessories; Time input of planning team; | Stationery @GH¢10.00; Snacks for planning team@GH¢10.00<br><b>Sub-total: GH20</b> | 10/12/14   | 15/11/14 |
| 10 | Resource Mobilisation                            | DEHO        | Planning Officer          | Stationery, computers and accessories; Time input of planning team; | Stationery @GH¢10.00; Snacks for planning team@GH¢10.00                           | 10/12/14   | 15/11/14 |

|  |  |  |  |  |                 |  |  |
|--|--|--|--|--|-----------------|--|--|
|  |  |  |  |  | Sub-total: GH20 |  |  |
|--|--|--|--|--|-----------------|--|--|

### 3 Outline of the District Scale Up Plan

#### 3.1 Executive Summary

**Step 1:** Prepare an executive summary of the plan by completing **Tool 5**.

#### Tool 5 Sample Executive Summary

|                            |                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title</b>               | Basic Sanitation for All by 2018                                                                                                                                                                                                                                                                                                                              |
| <b>Period</b>              | January 2015 – December 2018 (4 years)                                                                                                                                                                                                                                                                                                                        |
| <b>Budget</b>              | GH¢ XXX,XXX                                                                                                                                                                                                                                                                                                                                                   |
| Funded Amount              | GH¢ XXX,XXX                                                                                                                                                                                                                                                                                                                                                   |
| Unfunded Amount            | GH¢ XXX,XXX                                                                                                                                                                                                                                                                                                                                                   |
| <b>Contribution</b>        |                                                                                                                                                                                                                                                                                                                                                               |
| DA                         | GH¢ XXX,XXX                                                                                                                                                                                                                                                                                                                                                   |
| GoG                        | GH¢ XXX,XXX                                                                                                                                                                                                                                                                                                                                                   |
| External Support           | GH¢ XXX,XXX                                                                                                                                                                                                                                                                                                                                                   |
| <b>Goal</b>                | <ul style="list-style-type: none"> <li>To achieve improved health outcomes in the district</li> </ul>                                                                                                                                                                                                                                                         |
| <b>Specific Objectives</b> | <ul style="list-style-type: none"> <li>To achieve district ODF by Dec. 2017</li> <li>Improve institutional capacity for sanitation promotion</li> </ul>                                                                                                                                                                                                       |
| <b>Expected Results</b>    | <ul style="list-style-type: none"> <li>Achieve 100%XX communities achieve ODF;</li> <li>Achieve XX% sanitation coverage;</li> <li>Achieve XX% of households practicing household water treatment and safe storage</li> <li>Achieve XX% of households practicing hand washing with soap</li> <li>Skill capability for CLTS and M&amp;E strengthened</li> </ul> |
| <b>Targets</b>             | <ul style="list-style-type: none"> <li>XX communities attain ODF</li> <li>XX schools triggered</li> <li>XX household use improved basic sanitation facilities</li> <li>XX households practice household water treatment and safe storage</li> <li>XX households practice hand washing with soap</li> <li>XX</li> </ul>                                        |
| <b>Activities</b>          | <ul style="list-style-type: none"> <li>Implement CLTS in XX communities using incremental approach</li> <li>Implement Village Savings Scheme in XX communities</li> <li>Provide XX schools with toilet facilities</li> <li>Provide XX health institutions with toilet facilities</li> <li>Gazette environmental sanitation bye law</li> </ul>                 |

## 3.2 Situational Analysis

This section should highlight the existing situation and potential implications of planning for achieving basic sanitation for all. As much as possible, current available data should be presented and analysed in this section.

### 3.2.1 Enabling Environment Analysis

**Step 1:** Review the district's overall environmental sanitation objectives as captured in the MTDP and DESSAP and develop new targets for achieving district ODF. Use **Tool 6** to complete this analysis.

**Tool 6 Enabling Environment Analysis**

| Indicator                       | MTDP                                                                                     | DESSAP                                                                                           | ODF Plan (Set new targets) |
|---------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------|
| % sanitation coverage           | Increase sanitation coverage from XX% in 2014 to XX% by 2017 (See Page XX of MTDP)       | Increase sanitation coverage from XX% in 2014 to XX% by 2017 (See Page XX of DESSAP)             |                            |
| % of households practicing HWWS | Increase % of households practicing HWWS from XX% in 2014 to XX% by 2017 (MTDP Page XX ) | Increase % of households practicing HWWS from XX% in 2014 to XX% by 2017 (See Page XX of DESSAP) |                            |
| % of households practicing HWTS | Increase % of households practicing HWTS from XX% in 2014 to XX% by 2017 (MTDP Page XX)  | Increase % of households practicing HWTS from XX% in 2014 to XX% by 2017 (See Page XX of DESSAP) |                            |
| % reduction in OD communities   | Reduction of OD from 30% in 2014 to 65% by 2017 (MTDP Page 15)                           | Reduction of OD from 30% in 2014 to 65% by 2017 (See Page XX of DESSAP)                          |                            |

Complete the checklist below

| Checklist (Please Tick)                                 | YES            | NO |
|---------------------------------------------------------|----------------|----|
| Has CLTS been mainstreamed into DESSAP                  |                |    |
| Has CLTS been mainstreamed into DMTDP                   |                |    |
| State sections in MTDP & DESSAP where CLTS is mentioned | DESSAP page 51 |    |

### 3.2.2 Institutional Capacity Analysis

**Step 1:** Review the human resource capability of the district to support basic sanitation activities by completing **Tool 7**.

**Tool 7 Institutional Capacity Assessment**

| Actor                                            | Name        | Designation | Assessment of Capability |      |      | Intervention Required                   | Duration   | Cost (GHC) |
|--------------------------------------------------|-------------|-------------|--------------------------|------|------|-----------------------------------------|------------|------------|
|                                                  |             |             | Good                     | Fair | Poor |                                         |            |            |
| CLTS Focal Person                                | Boyeh Zimah | EHA         |                          | X    |      | Refresher Training in CLTS Facilitation | Q1 in 2015 | 2,000      |
| CLTS Lead Facilitators (at least 2 per district) |             |             |                          |      |      |                                         |            |            |
| District CLTS Facilitation Team members          |             |             |                          |      |      |                                         |            |            |
| District CLTS Verification Team                  |             |             |                          |      |      |                                         |            |            |
| Sanitation Marketing Focal Person                |             |             |                          |      |      |                                         |            |            |
| Sanitation marketing team members                |             |             |                          |      |      |                                         |            |            |
| M&E Focal person/Team                            |             |             |                          |      |      |                                         |            |            |
| Social Norms Focal person                        |             |             |                          |      |      |                                         |            |            |
| Social Norms team                                |             |             |                          |      |      |                                         |            |            |
| District QA Team                                 |             |             |                          |      |      |                                         |            |            |

**Step 2:** Review the logistics available for basic sanitation activities by completing **Tool 8**.

**Tool 8 Assessment of Logistics**

| Item | Adequacy |    | Assessment of Condition |      |      | Intervention Required | Duration | Cost (GHC) |
|------|----------|----|-------------------------|------|------|-----------------------|----------|------------|
|      | Yes      | No | Good                    | Fair | Poor |                       |          |            |

| Item                    | Adequacy |    | Assessment of Condition |      |      | Intervention Required          | Duration | Cost (GHC) |
|-------------------------|----------|----|-------------------------|------|------|--------------------------------|----------|------------|
|                         | Yes      | No | Good                    | Fair | Poor |                                |          |            |
| <b>Office Logistics</b> |          |    |                         |      |      |                                |          |            |
| Office space            |          | X  |                         |      | X    | Allocate office space for EHSU | 2016     | 1,000      |
| Office furniture        |          |    |                         |      |      |                                |          |            |
| Computers & accessories |          |    |                         |      |      |                                |          |            |
| <b>Transport</b>        |          |    |                         |      |      |                                |          |            |
| Vehicles                |          |    |                         |      |      |                                |          |            |
| Motorbikes              |          |    |                         |      |      |                                |          |            |
|                         |          |    |                         |      |      |                                |          |            |

| Checklist (Please Tick)                                              | YES | NO |
|----------------------------------------------------------------------|-----|----|
| Have all institutional structures been reviewed for basic sanitation |     |    |
| Have all logistics been reviewed for basic sanitation                |     |    |

### 3.2.3 Assessment of Coordination Mechanism

Step 1: List all stakeholder institutions involved in basic sanitation activities

Step 2: With the aid of a map, determine operational areas/location of all stakeholders

Step 3: Identify overlaps and potential for collaboration

Step 4: Complete **Tool 9**.

#### Tool 9 Coordination Framework Analysis

| Stakeholder | Activity Focus | Geographical Focus    | List Communities of | Gaps/Overlaps                            | Strategy to address gap      |
|-------------|----------------|-----------------------|---------------------|------------------------------------------|------------------------------|
| ABC NGO     | CLTS           | Kofikrom Area Council | Nanakrom Hwidiem    | Applies subsidy for sanitation promotion | Orientation for NGOs on CLTS |
|             |                |                       |                     |                                          |                              |
|             |                |                       |                     |                                          |                              |
|             |                |                       |                     |                                          |                              |

Is there any stakeholder implementing a programme contrary to CLTS/Sanitation Marketing Yes No

Do you have adequate structures (e.g. DICCS) to help coordinate stakeholder activity? Yes No

How do the structures function? .....

Do you have regular meetings? Yes No

If any gaps are identified, use the table below to plan action to address the gaps

| Gap | Activity | Duration | Cost |
|-----|----------|----------|------|
|     |          |          |      |
|     |          |          |      |

### 3.2.4 Assessment of Legislative Framework

Step 1: Review the legal framework for basic sanitation promotion and addressing existing gaps. Use **Table 10** to complete the analysis.

**Tool 10 Legislation Review**

|                                                        |                 |                 |             |
|--------------------------------------------------------|-----------------|-----------------|-------------|
|                                                        |                 |                 |             |
| <b>(Please tick)</b>                                   |                 | <b>YES</b>      | <b>NO</b>   |
| Do you have laws on basic sanitation in your district? |                 |                 |             |
| Have the laws been reviewed in the past 5 years?       |                 |                 |             |
|                                                        |                 |                 |             |
| Propose activities to address the gaps identified      |                 |                 |             |
| <b>Gap</b>                                             | <b>Activity</b> | <b>Duration</b> | <b>Cost</b> |
|                                                        |                 |                 |             |
|                                                        |                 |                 |             |

### 3.2.5 Assessment of Data Management System

Step 1: Review the existing management system for basic sanitation and complete Tool 11.

**Tool 11 Data Management System Analysis**

Do you have a system for managing your data on basic sanitation? Yes      No

If yes, which system do you use?

Is the data management system, adequate for your data needs? Yes      No

What are the challenges you have with managing data? .....

What activities would you like to undertake to improve your data management? .....

Do you have a platform for learning and sharing knowledge on basic sanitation? Yes      No

What activities would you like to undertake to improve learning and knowledge sharing? .....

|            |                 |                 |             |
|------------|-----------------|-----------------|-------------|
| <b>Gap</b> | <b>Activity</b> | <b>Duration</b> | <b>Cost</b> |
|            |                 |                 |             |
|            |                 |                 |             |

|                                                                    |            |           |
|--------------------------------------------------------------------|------------|-----------|
| <b>Checklist</b>                                                   | <b>YES</b> | <b>NO</b> |
| Have all data management needs for basic sanitation been reviewed? |            |           |
| Has the legal framework for basic sanitation been assessed?        |            |           |

### 3.3 Demand Analysis

This section should provide a clearer understanding of the need or market size for basic sanitation. The output of this section will be a detailed assessment of the need for basic sanitation across all electrical areas and plans to address these needs including dates for achieving set targets. **Tool 12** overleaf provides a few steps and activities to consider in assessing demand for sanitation.

## TOOL 12 Demand Analysis Framework

**Step 1:** Compile a list of all the communities in your district using the current sanitation status

| No | Area Council | Electoral Area | Community | Population |   | Sanitation Status |         |           |     |           |                       | No of HH in community | No of HH Toilets | Name of School | Sanitation Facilities |     | Name of health facility | Health Facilities |     |   |  |
|----|--------------|----------------|-----------|------------|---|-------------------|---------|-----------|-----|-----------|-----------------------|-----------------------|------------------|----------------|-----------------------|-----|-------------------------|-------------------|-----|---|--|
|    |              |                |           | M          | F | Not Entered       | Entered | ODF Basic | ODF | Sanitised | Sustainably Sanitised |                       |                  |                | M                     | F   |                         | M                 | F   |   |  |
|    |              |                |           |            |   |                   |         |           |     |           |                       |                       |                  |                | F                     | N F | N F                     | F                 | N F | F |  |
|    |              |                |           |            |   |                   |         |           |     |           |                       |                       |                  |                |                       |     |                         |                   |     |   |  |
|    |              |                |           |            |   |                   |         |           |     |           |                       |                       |                  |                |                       |     |                         |                   |     |   |  |
|    |              |                |           |            |   |                   |         |           |     |           |                       |                       |                  |                |                       |     |                         |                   |     |   |  |
|    |              |                |           |            |   |                   |         |           |     |           |                       |                       |                  |                |                       |     |                         |                   |     |   |  |

**Step 2:** Indicate sanitation status of communities on a district map using a colour code for each sanitation status listed in Step 1.

| Checklist                                | YES | NO |
|------------------------------------------|-----|----|
| Data Correct based on review with EMIS   |     |    |
| Data correct based on review with DESSAP |     |    |
| Data correct based on review with Dhims  |     |    |

**Step 3:** Based on the spread of communities and sanitation status, engage in electoral area wise planning and incremental strategy using a district map. See **Exhibit 1** for a description of the incremental strategy.

**Step 4:** Based on the interventions identified, present your triggering plan using the format below

| Electoral Area | Community | Sanitation Status | CLTS Triggering Plan |    |    |    | ODF Date | UNIT COST | QUANTITY | TOTAL |
|----------------|-----------|-------------------|----------------------|----|----|----|----------|-----------|----------|-------|
|                |           |                   | Y1                   | Y2 | Y3 | Y4 |          |           |          |       |
| Abuom          | Kofikrom  |                   | X                    |    |    |    | Jun-15   |           |          |       |
|                |           |                   |                      |    |    |    |          |           |          |       |
|                |           |                   |                      |    |    |    |          |           |          |       |
|                |           |                   |                      |    |    |    |          |           |          |       |

**Step 5:** Assess sanitation facilities in schools and health facilities and make provision for the planning period

| ACTIVITY                             | QTY |    |    |    |
|--------------------------------------|-----|----|----|----|
|                                      | Y1  | Y2 | Y3 | Y4 |
| Provide school sanitation facilities |     |    |    |    |
| Implement hygiene promotion          |     |    |    |    |
| Provide toilets in health facilities |     |    |    |    |
| Provide toilets in public facilities |     |    |    |    |

### 3.4 Supply Analysis

This section should provide a clearer understanding of the supply actors and facilities for sanitation in the district. Here are a few steps to consider in assessing supply for sanitation:

#### TOOL 13 Supply Analysis Framework

| Step 1: Answer the following questions |                                                                                            |     |    |
|----------------------------------------|--------------------------------------------------------------------------------------------|-----|----|
|                                        |                                                                                            | YES | NO |
| 1                                      | Have you assessed the suitability of your district for sanitation marketing interventions? |     |    |
| 2                                      | Do you have a plan to assess market and partnership conditions for your district?          |     |    |
| 3a                                     | Do you have trained artisans to provide sanitation construction services in your district  | YES | NO |
| 3b                                     | If yes, how many                                                                           |     |    |
| 3c                                     | What would you like to do to improve the situation?                                        |     |    |

**Step 2:** List all basic sanitation products and their suppliers in your district using the table below (Use district map to illustrate)

| Product | Supplier                       | Location | Coverage Area  | Remarks (adequacy, etc.)                         |
|---------|--------------------------------|----------|----------------|--------------------------------------------------|
| Cement  | Do Good Supply Company Limited | Gushegu  | 1 Area Council | Inadequate coverage, Cannot meet level of demand |
|         |                                |          |                |                                                  |
|         |                                |          |                |                                                  |

**Step 3:** List all providers of basic sanitation service in your district using the table below

(use district map to illustrate)

| Provider | Location           | Coverage Area   | Skill Capability (Adequate/Inadequate) | Remarks (Is the service sufficient) |
|----------|--------------------|-----------------|----------------------------------------|-------------------------------------|
| Artisans | 1 per area council | 4 Area councils | Inadequate skill capability            |                                     |
|          |                    |                 |                                        |                                     |
|          |                    |                 |                                        |                                     |

**Step 4:** Are there financing products to enable people purchase sanitation products?

YES

NO

|                                           |  |  |  |  |  |
|-------------------------------------------|--|--|--|--|--|
|                                           |  |  |  |  |  |
| If yes, provide the following information |  |  |  |  |  |

| Provider | Product | Coverage Area | Portfolio (Value & Sufficiency) | Customers/Beneficiaries | Remarks |
|----------|---------|---------------|---------------------------------|-------------------------|---------|
|          |         |               |                                 |                         |         |
|          |         |               |                                 |                         |         |
|          |         |               |                                 |                         |         |

**Step 4:** Are there any projects providing support for developing sanitation products and services?

YES

NO

If yes, Where are they and how can the support be leveraged?

|                                                                              |     |    |
|------------------------------------------------------------------------------|-----|----|
| <b>Step 5: Is the district implementing a sanitation marketing activity?</b> | YES | NO |
|                                                                              |     |    |
| If yes, elaborate on lessons learnt and measures to scale up                 |     |    |

| <b>Step 6:</b> Analyse products, service providers and finance products and outline strategies for improving supply and uptake of basic sanitation products and services |                          |                        |                                               |                 |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------|-----------------------------------------------|-----------------|-------------|
| <b>Products</b>                                                                                                                                                          | <b>Service Providers</b> | <b>Finance Product</b> | <b>Strategy for improving product/service</b> | <b>Duration</b> | <b>Cost</b> |
|                                                                                                                                                                          |                          |                        |                                               |                 |             |
|                                                                                                                                                                          |                          |                        |                                               |                 |             |
|                                                                                                                                                                          |                          |                        |                                               |                 |             |



### 3.5 Implementation Plan

The implementation plan defines how proposed strategies will be translated into expected outputs/deliverables and a budget over the plan period. In line with the guidelines for preparing MTDP and DESSAPs, the implementation plan should be structured using Tool 14.

#### Tool 14 Implementation Plan

Step 1: List the objectives/targets for the plan

Step 2: List all the activities outlined from the previous analysis of the existing sanitation situation including demand and supply analysis

Step 3: Complete the tables below.

#### Comprehensive Plan

| Achieve district ODF by XXXX                                            |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
|-------------------------------------------------------------------------|----------|------------|----------|-------------|-------------|-------------|-------------|---------------|------|------|------|-----------|-----|------------|---------|------------------------|
| Increase sanitation coverage from XX% in XXXX to XX% by XXXX            |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
| Increase % of household practicing HWWS from XX% in XXXX to XX% by XXXX |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
| Increase % of household practicing HWTS from XX% in XXXX to XX% by XXXX |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
| Category/Activity                                                       | Location | Indicators | Baseline | Target Yr 1 | Target Yr 2 | Target Yr 3 | Target Yr 4 | Time Schedule |      |      |      | Unit Cost | Qty | Total Cost | Funding |                        |
|                                                                         |          |            |          |             |             |             |             | Yr 1          | Yr 2 | Yr 3 | Yr 4 |           |     |            | Local   | External (name source) |
| Demand Analysis                                                         |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
|                                                                         |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
| Supply Analysis                                                         |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
|                                                                         |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
| Data Management                                                         |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
| Legislation                                                             |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
|                                                                         |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
| Institutional Capacity                                                  |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
| Social Norms Activities <sup>1</sup>                                    |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |
|                                                                         |          |            |          |             |             |             |             |               |      |      |      |           |     |            |         |                        |

<sup>1</sup> Outline activities to trigger all stakeholders that have a role to play in using existing social practices (e.g. religious and cultural practices) that promote basic sanitation access and hygiene practices. Examples include triggering Traditional Authorities, Members of the General Assembly, Media Practitioners and Educational Officials.

## Annual Plan

| Increase ODF communities from XX to XX by XXXX<br>Increase sanitation coverage from XX% in XXXX to XX% by XXXX<br>Increase % of household practicing HWWS from XX% in XXXX to XX% by XXXX<br>Increase % of household practicing HWTS from XX% in XXXX to XX% by XXXX |          |            |          |             |               |    |    |    |           |     |            |         |                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|----------|-------------|---------------|----|----|----|-----------|-----|------------|---------|------------------------|
| Category/Activity                                                                                                                                                                                                                                                    | Location | Indicators | Baseline | Target Yr 1 | Time Schedule |    |    |    | Unit Cost | Qty | Total Cost | Funding |                        |
|                                                                                                                                                                                                                                                                      |          |            |          |             | Q1            | Q2 | Q3 | Q4 |           |     |            | Local   | External (name source) |
| Demand Analysis                                                                                                                                                                                                                                                      |          |            |          |             |               |    |    |    |           |     |            |         |                        |
|                                                                                                                                                                                                                                                                      |          |            |          |             |               |    |    |    |           |     |            |         |                        |
| Supply Analysis                                                                                                                                                                                                                                                      |          |            |          |             |               |    |    |    |           |     |            |         |                        |
|                                                                                                                                                                                                                                                                      |          |            |          |             |               |    |    |    |           |     |            |         |                        |
| Data Management                                                                                                                                                                                                                                                      |          |            |          |             |               |    |    |    |           |     |            |         |                        |
|                                                                                                                                                                                                                                                                      |          |            |          |             |               |    |    |    |           |     |            |         |                        |
| Legislation                                                                                                                                                                                                                                                          |          |            |          |             |               |    |    |    |           |     |            |         |                        |
|                                                                                                                                                                                                                                                                      |          |            |          |             |               |    |    |    |           |     |            |         |                        |
| Institutional Capacity                                                                                                                                                                                                                                               |          |            |          |             |               |    |    |    |           |     |            |         |                        |
|                                                                                                                                                                                                                                                                      |          |            |          |             |               |    |    |    |           |     |            |         |                        |
| Social Norms Activities <sup>2</sup>                                                                                                                                                                                                                                 |          |            |          |             |               |    |    |    |           |     |            |         |                        |
|                                                                                                                                                                                                                                                                      |          |            |          |             |               |    |    |    |           |     |            |         |                        |
|                                                                                                                                                                                                                                                                      |          |            |          |             |               |    |    |    |           |     |            |         |                        |
|                                                                                                                                                                                                                                                                      |          |            |          |             |               |    |    |    |           |     |            |         |                        |
|                                                                                                                                                                                                                                                                      |          |            |          |             |               |    |    |    |           |     |            |         |                        |

<sup>2</sup> Outline activities to trigger all stakeholders that have a role to play in using existing social practices (e.g. religious and cultural practices) that promote basic sanitation access and hygiene practices. Examples include triggering Traditional Authorities, Members of the General Assembly, Media Practitioners and Educational Officials.

### 3.6 Resource Mobilisation

This section defines how resources can be mobilized to implement the comprehensive and annual plans. Tool 15 provides a framework for assessing and mobilizing resources for implementing the plan.

**Tool 15 Resource Mobilization**

| Increase ODF communities from XX to XX by XXXX<br>Increase sanitation coverage from XX% in XXXX to XX% by XXXX<br>Increase % of household practicing HWWS from XX% in XXXX to XX% by XXXX<br>Increase % of household practicing HWTS from XX% in XXXX to XX% by XXXX |               |    |    |    |                |            |               |                |                 |                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|----|----|----------------|------------|---------------|----------------|-----------------|---------------------------|
| Category/Activity                                                                                                                                                                                                                                                    | Time Schedule |    |    |    | Responsibility | Total Cost | Funded Amount | Funding Source | Unfunded Amount | Proposed Funding Solution |
|                                                                                                                                                                                                                                                                      | Q1            | Q2 | Q3 | Q4 |                |            |               |                |                 |                           |
| Demand Analysis                                                                                                                                                                                                                                                      |               |    |    |    |                |            |               |                |                 |                           |
|                                                                                                                                                                                                                                                                      |               |    |    |    |                |            |               |                |                 |                           |
| Supply Analysis                                                                                                                                                                                                                                                      |               |    |    |    |                |            |               |                |                 |                           |
|                                                                                                                                                                                                                                                                      |               |    |    |    |                |            |               |                |                 |                           |
| Data Management                                                                                                                                                                                                                                                      |               |    |    |    |                |            |               |                |                 |                           |
|                                                                                                                                                                                                                                                                      |               |    |    |    |                |            |               |                |                 |                           |
| Legislation                                                                                                                                                                                                                                                          |               |    |    |    |                |            |               |                |                 |                           |
|                                                                                                                                                                                                                                                                      |               |    |    |    |                |            |               |                |                 |                           |
| Institutional Capacity                                                                                                                                                                                                                                               |               |    |    |    |                |            |               |                |                 |                           |
|                                                                                                                                                                                                                                                                      |               |    |    |    |                |            |               |                |                 |                           |
| Social Norms Activities <sup>3</sup>                                                                                                                                                                                                                                 |               |    |    |    |                |            |               |                |                 |                           |
|                                                                                                                                                                                                                                                                      |               |    |    |    |                |            |               |                |                 |                           |
|                                                                                                                                                                                                                                                                      |               |    |    |    |                |            |               |                |                 |                           |
|                                                                                                                                                                                                                                                                      |               |    |    |    |                |            |               |                |                 |                           |
|                                                                                                                                                                                                                                                                      |               |    |    |    |                |            |               |                |                 |                           |

<sup>3</sup> Outline activities to trigger all stakeholders that have a role to play in using existing social practices (e.g. religious and cultural practices) that promote basic sanitation access and hygiene practices. Examples include triggering Traditional Authorities, Members of the General Assembly, Media Practitioners and Educational Officials.

### 3.7 Plan Review

This plan should be reviewed within the context of DESSAP and MTDP. Accordingly, progress in implementation should be reviewed annually using Tool 16 below

**Tool 16 Plan Review**

| Increase ODF communities from XX to XX by XXXX<br>Increase sanitation coverage from XX% in XXXX to XX% by XXXX<br>Increase % of household practicing HWWS from XX% in XXXX to XX% by XXXX<br>Increase % of household practicing HWTS from XX% in XXXX to XX% by XXXX |          |            |          |             |        |                |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|----------|-------------|--------|----------------|-----------|
| Category/Activity                                                                                                                                                                                                                                                    | Location | Indicators | Baseline | Target Yr 1 | Status | Remarks/Reason | Next Step |
|                                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |
| Demand Analysis                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |
|                                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |
| Supply Analysis                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |
|                                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |
| Data Management                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |
|                                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |
| Legislation                                                                                                                                                                                                                                                          |          |            |          |             |        |                |           |
|                                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |
| Institutional Capacity                                                                                                                                                                                                                                               |          |            |          |             |        |                |           |
|                                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |
| Social Norms Activities <sup>4</sup>                                                                                                                                                                                                                                 |          |            |          |             |        |                |           |
|                                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |
|                                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |
|                                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |
|                                                                                                                                                                                                                                                                      |          |            |          |             |        |                |           |

<sup>4</sup> Outline activities to trigger all stakeholders that have a role to play in using existing social practices (e.g. religious and cultural practices) that promote basic sanitation access and hygiene practices. Examples include triggering Traditional Authorities, Members of the General Assembly, Media Practitioners and Educational Officials.

## 4 Plan Adoption

The procedure for adoption and approval of the DESSAP should be applied in adopting and implementing the District Scale Up Plan as follows:

- Step 1 - The Regional Environmental Health Office should review the draft plan and provide comments.
- Step 2 - The draft plan should be presented and discussed at a meeting of DICCS and subsequently tabled by the Executive Committee for review and approval by the General Assembly of each MMDA.
- The approved plan should constitute the basis for drafting of an ODF contract by the MMDA to be signed by the Chief Executive. The template for preparing the ODF contract is presented overleaf (Tool 17). The signed ODF contract should be submitted to the RCC for endorsement by the Regional Minister.
- The Regional Minister should ensure that Chief Executives of participating MMDAs comply with their commitments in the ODF contracts.

ACHIEVING DISTRICT-WIDE OPEN  
DEFECATION FREE STATUS (100% ODF)

# **AGREEMENT**

BETWEEN

THE REGIONAL COORDINATING COUNCIL



AND

THE ..... ASSEMBLY

**(Date)**

This **AGREEMENT**, also referred to as the **CONTRACT** was entered into by the ..... Regional Coordinating Council hereinafter referred to as the RCC and the ..... District/Municipal/Metropolitan Assembly (hereinafter referred to as the Assembly). By this agreement, the RCC and the Assembly have agreed to specific assigned responsibilities that will contribute to the attainment of district-wide Open-defecation free status in the (name of district) district by (given period). These responsibilities are deemed critical to the realization of the national sanitation commitments in the National Environmental Sanitation Policy, Rural Sanitation Model and Strategy, and District Environmental Sanitation Strategy and Action Plan (DESSAP).

### **Key responsibilities**

#### **Role of the RCC**

1. Provide supportive supervision for the completion and adoption of the District Scale Up Plan
2. Periodically (at least annually) monitor the implementation of the District Scale Up Plan
3. Provide technical assistance, where necessary, for the successful implementation of the plan

#### **Role of the Assembly:**

1. Complete preparation and adoption of District Scale Up Plan for implementation
2. Provide adequate resources for implementing the plan
3. Complete annual review of the plan and submit timely reports to RCC

### **AGREEMENT**

The contents of this contract, together with the District Scale-Up Plan and DESSAP have been agreed upon and accepted for implementation by the parties as signed and witnessed for and on behalf of the entities below:

On behalf of **the RCC**

Witnessed by

Name

Name

Designation:

Designation:

Signature

Signature

Date

Date

On behalf of **the ASSEMBLY**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Designation:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Witnessed by

\_\_\_\_\_  
Name

\_\_\_\_\_  
Designation:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Exhibit 1 Incremental Strategy

Planning for sanitation improvements involves triggering communities to attain Open Defecation Free status. This should be done using an incremental strategy on an electoral area basis. Each electoral area will need to select only **one community** for triggering in the first year using criteria such as

- Open Defecation practice;
- health situation or outbreak of sanitation related diseases;
- active community leadership;
- convenient location of a community

CLTS Facilitators will then work in these communities until they become open defecation free. Once the communities become open defecation free, four communities that are in proximity to these ODF communities are then selected and the first ODF community used as an example of success for the next four communities and so on until the electoral area is ODF.

In cases where districts have gone ahead to trigger without using this strategy, the incremental strategy can be applied to **ODF attainment** rather than to ODF triggering. In this case districts will select one community in each electoral area with the highest potential to become ODF and concentrate efforts on this community until it becomes ODF. Once this community becomes ODF, four other communities in proximity to this community are selected for intense follow-up to attain ODF status. The first community which would by then have attained ODF status serves as an example of success for the surrounding communities. Districts should ensure that all other partners implementing CLTS in their districts use the incremental strategy to ensure the integrity of the CLTS process and enhance the attainment of results

Districts will therefore increase their coverage for CLTS in an incremental manner in the following order. A district of 340 communities with only 4 electoral areas will cover all their communities in 4 years in a very effective manner.

|                                                                       | <b>Year 1</b> | <b>Year 2</b> | <b>Year 3</b> | <b>Year 4</b> | <b>Total</b> |
|-----------------------------------------------------------------------|---------------|---------------|---------------|---------------|--------------|
| <i>Number of new communities per electoral area</i>                   | 1             | 4             | 16            | 64            | 85           |
| <i>Number of new communities in a district with 4 electoral areas</i> | 4(1)=4        | 4(4)=16       | 4(16)=64      | 4(64)=256     | 340          |

|                                                                         |              |             |              |              |                                 |
|-------------------------------------------------------------------------|--------------|-------------|--------------|--------------|---------------------------------|
| <i>Number of new communities in a district with “x” electoral areas</i> | <i>X (1)</i> | <i>X(4)</i> | <i>X(16)</i> | <i>X(64)</i> | <i>X(1) + X(4)+X(16)+ X(64)</i> |
|-------------------------------------------------------------------------|--------------|-------------|--------------|--------------|---------------------------------|

*Please use the table below to plan your CLTS triggering or ODF attainment in an incremental manner*

| <i>Area Council</i> | <i>Electoral area</i>                                 | <i>Year 1</i> | <i>Year 2</i> | <i>Year 3</i> | <i>Year 4</i> | <i>Total</i>                    |
|---------------------|-------------------------------------------------------|---------------|---------------|---------------|---------------|---------------------------------|
| <i>A</i>            | <i>A1</i>                                             | <i>1</i>      | <i>4</i>      | <i>16</i>     | <i>64</i>     | <i>85</i>                       |
| <i>A</i>            | <i>A2</i>                                             | <i>1</i>      | <i>4</i>      | <i>16</i>     | <i>64</i>     | <i>85</i>                       |
| <i>B</i>            | <i>B1</i>                                             | <i>1</i>      | <i>4</i>      | <i>16</i>     | <i>64</i>     | <i>85</i>                       |
| <i>B</i>            | <i>B2</i>                                             | <i>1</i>      | <i>4</i>      | <i>16</i>     | <i>64</i>     | <i>85</i>                       |
| <i>C</i>            | <i>C1</i>                                             | <i>1</i>      | <i>4</i>      | <i>16</i>     | <i>64</i>     | <i>85</i>                       |
| <i>TOTAL</i>        | <i>Total no of electoral areas X = A1+A2+B1+B2+C1</i> | <i>X (1)</i>  | <i>X(4)</i>   | <i>X(16)</i>  | <i>X(64)</i>  | <i>X(1) + X(4)+X(16)+ X(64)</i> |

Now use your district map divided along electoral area basis to plan the sequence of community triggering or community ODF attainment. Prepare your plan such that you can maximize the use of scarce resources (human, transport etc.) available to you. Show your plan on your district map, using different colours to show which communities you will trigger/ make ODF in the first year, second year/ third year.

