

MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT

Environmental Health and Sanitation Directorate

REVISED PROTOCOL FOR CLTS

VERIFICATION AND CERTIFICATION

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Definitions

Verification entails inspection to assess whether a community is ODF Basic, ODF, Sanitised or Sustainable Sanitised Community.

Certification is the confirmation of the status (ODF-Basic, ODF, Sanitised or Sustainable Sanitised Communities) and its official recognition. Ghana recognises four levels of certification that corresponds to the four categories of status mentioned above. However, the first level (ODF-Basic) is certified at the District Level. The three higher categories (ODF, Sanitised and Sustainable Sanitised Communities) are certified at the Regional level and attract national awards.

Improved Latrine refers to a latrine that does not contaminate water bodies; prevents contact between human beings and excreta; confines excreta in ways that make it inaccessible to flies, other insect vectors, and domestic or wild animals; and prevents emission of foul odour.

An Open Defaecation Free Basic (ODF-Basic) Community is the one that has no visible faeces accessible to flies, domestic and wild animals in the entire community.

An ODF Community has no visible faeces and all households have access to and use latrine. At least 80% of households own improved latrines with hand washing facilities.

A Sanitised Community has no visible faeces. All structures (houses, schools, market places, churches, mosque, health post etc) in the community have improved latrine, as required by law, with hand washing facilities. There is proper refuse and waste water management in place. All members have adopted good hygiene practices.

A Sustainable Sanitised Community has sustained its sanitised community status for three (3) successive years.

The table below summarises the characteristics of the four Categories.

Level	Status (Indicative Time Frame)	Minimum Indicators	Verification by	Certification	Type of Award
1	ODF- Basic (2 Months)	no visible faeces accessible to flies, domestic and wild animals in the entire community	1. Community Self Assessment and 2. District Verification	District Certification	No National Award

Level	Status (Indicative Time Frame)	Minimum Indicators	Verification by	Certification	Type of Award
2	ODF (6 Months)	No visible faeces. 80% of households own and use improved latrines with hand washing facilities. All households have access to and use latrine.	1. Community Self Assessment. 2. District Verification. 3. Regional Verification by an Independent Verifier, a Peer Verifier(s) and /or a Regional Team Member.	Regional Certification.	National Award (Bronze)
3	Sanitised Community (12 Months)	no visible faeces. 100% of households have improved latrines with hand washing facilities. All structures (schools, market places, churches, mosques, health posts etc) have improved latrines. Proper refuse management. Proper waste water management.	1. Community Self Assessment. 2. District Verification. 3. Regional Verification by a combined team of RICCS and an Independent Verifier.	Regional Certification.	National Award (Silver)
4	Sustainable Sanitised Community (48 Months)	Community has maintained its Sanitised Community status for three successive years	1. Community Self Assessment 2. District Verification 3. Regional Verification by a combined team of RICCS and an Independent Verifier	National Certification	National Award (Gold)

*Indicative time frame is the maximum duration for attainment of the status from triggering date.

Open Defaecation Free Basic (ODF-Basic) - Level 1

For a community to be certified ODF-Basic the following characteristics should exist in the community at the time of the assessment towards certification:-

- No visible signs of human excreta within the community (this means there should be a total absence of faecal matter that is visible to the eye and can be accessed by houseflies. This includes faeces in unimproved toilet facilities, chamber pots, exposed anal cleansing material, surrounding bushes/shrubs, refuse dumps, school environment, etc.
- All community members including children dispose their faecal matter in an acceptable manner that does not perpetuate faeco-oral transmission. This does not necessarily mean that everybody should have a latrine.

Acceptable manner in this context means faeces:

- ✓ Should be covered,
 - ✓ Should not be accessible to flies,
 - ✓ Should not be stored in a polythene bag,
 - ✓ Should be put in a latrine,
 - ✓ Should be buried deep enough to prevent animals from exposing it.
- The community has developed and is implementing a strategy or procedure that ensures the sustainability of their ODF–basic status. This includes local regulations to discourage Open Defaecation, promote the construction and use of latrines, especially household latrines.
 - A clear Action Plan exists towards improving sanitation coverage and general environmental sanitation and hygiene in the community. This includes hand washing with soap and other hygiene practices.

Certification Process

The ODF–Basic Certification process involves a number of steps including:

- Community Self Assessment
- District Level Verification and Declaration
- District Certification

Community Self Assessment Process

The first step in the ODF-Basic Certification process is the Community Self Assessment. Here a community that has been triggered and has arrived at its self determined ODF-Basic date does a Self Assessment of its status and offers itself for external verification. The Self Assessment process involves the community electing representatives who will conduct the Self Assessment test using the developed Community Self Assessment Tool. The community as a whole should agree on a day (this should be after their self declared ODF-Basic date) when it will conduct the exercise. The elected representatives should critically assess each item in the tool and rate its attainment as fairly as possible. The Environmental Health Assistant working in the area should support the community in the self assessment exercise. This should be a rigorous exercise so that the community can be confident that it can go through an external verification exercise. If it is desired the community can assess itself over a number of times to be certain before requesting for the external verification.

After the Self Assessment exercise, the group that conducted the exercise should brief the whole community on the outcome of the exercise and their result discussed by the whole community. The decision to open itself for the external verification should be taken by the whole community after the briefing. If the community feels it is not prepared for the external verification, it can still set itself a new date and conduct the self assessment again. Once the community is satisfied that it is ready for the external verification, they should send a verification request to the District Inter-Agency Coordinating Committee on Sanitation (DICCS) through the Environmental Health Assistant assigned to the area. Refer to annex 6 for steps in community self assessment.

District Level Verification Process

A community that meets the above criteria qualifies to be appraised towards ODF-Basic Certification. The first step in the appraisal process is the Community Verification. At this level, a community that has declared itself as ODF-Basic and submitted a request for verification is verified by the District Verification Team to check the status of the community. The verification team consist of three (3) members from the DICCS and an observer member from an NGO working in the area, if any. It is recommended that the District constituted Verification Team should be drawn from:

- The District Environmental Health Officer
- Representative of the District Water and Sanitation Team / Works Department
- Representative of the Department of Community Development
- District SHEP Coordinator
- District Health Unit

The ODF-Basic verification tool in annex 1 is to be used in appraising a community towards the attainment of the ODF-Basic status (Level 1). Prior to the use of this Verification tool, the following pre-conditions should have been met:

- The community on its own should have done a Self Assessment test to prepare themselves for this external verification.
- The Assessment Team should have access to the baseline information on the community collected prior to the community's triggering exercise.
- The Assessment Team should also review monitoring reports on the community.

As much as possible, this exercise should be done with no information to the community about the exact date of the verification exercise. This would prevent communities from purposely cleaning up their community just for the exercise.

On the day of verification, when the team arrives at the community, they should observe all protocols related to that particular community. After the protocols, the team should visit all former OD places, inspect any communal latrines that exist in the community, visit a cross section of household latrines in the community, visit the school latrine, (if one exists) and observe the general community environment using the spot check approach. The activity should be undertaken with the collaboration of the Natural Leaders or other existing community group with interest in sanitation improvements in the community.

After the Team has finished conducting the verification exercise, a community meeting should be called in which the Team will discuss its findings with community members. If a community is successful and is declared ODF-Basic by the Team, information on how to attain the next level of certification, which is the ODF, should be passed on to the community. To gain certification, it is expected that a community should score a minimum mark of 85% and a maximum score for indicators under '01' of ODF-Basic Verification tool in annex 1. Annex 7 summarises the steps for district verification process.

Communities that do not pass the Verification Exercise

Where a community does not pass the district verification process, it has to go back and improve itself and conduct its Self Assessment Test again before the District Team takes it through another verification process.

Self Triggered Communities

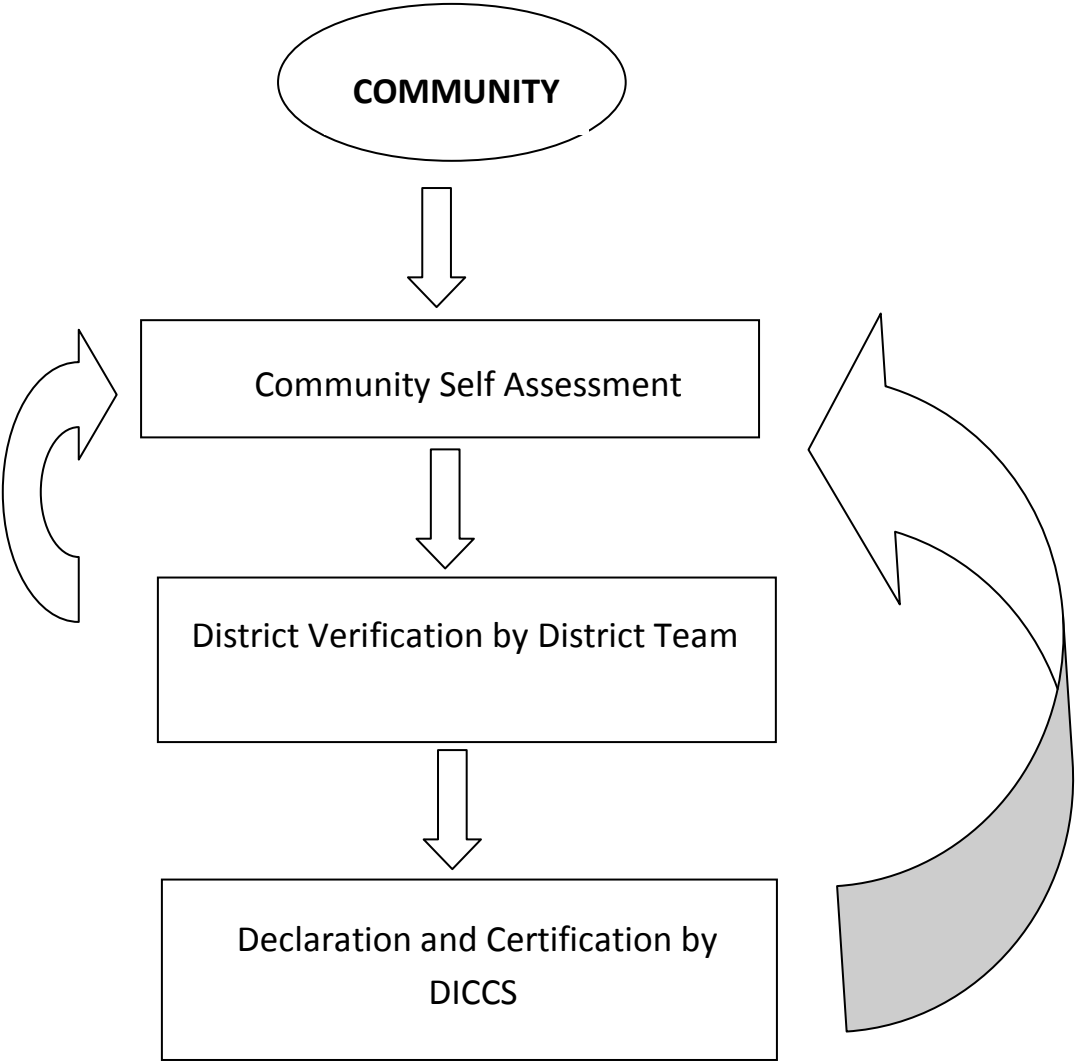
In the case where a community is self-triggered, that is the triggering process did not happen due to an extension worker (EHA, NGO staff etc.) working there, the community has to send information to the EHA who works in the area about their commitment to attaining the ODF-

Basic status. The EHA then has to brief the community leadership on the requirements (see ODF-Basic Definition) for attaining the ODF-Basic status and the procedure the community will have to go through. If the community is willing to go through the external assessments, then the EHA should facilitate a process to ensure that the commitment to attain the ODF-Basic status is total (i.e. the whole community) and not just the leadership imposing it on the community.

Whenever the community is confident that it is ready to be assessed, the EHA should work with them through the Community Self Assessment to be sure that they are really ready for the external assessments. After the community Self Assessment is done successfully, the community fill and submits an ODF-Basic verification request to the DICCS through the EHA.

Monitoring

Once a community is verified and certified as ODF-Basic, the DICCS should develop a work plan that provides for twice a week visits to the community by the EHA until it attain ODF. During these monitoring visits, the team should provide the community with guidelines on how to progress towards the higher levels. The community's attention should be drawn to the elements of the ODF and Sanitised Community Assessments in which they are weak and need to work harder at achieving.



Open Defaecation Free ODF (LEVEL 2)

After attaining the ODF–Basic status, a community has a period of four months to sustain their status, and increase household latrine coverage to qualify them to the ODF status. The following characteristics should exist in the community at the time of the assessment towards ODF declaration:-

- All households have access to and use latrine
- At least 80% of all households in the community should own an improved latrine
- Evidence of initial rudimentary latrines moving up the sanitation ladder
- An increase in hand washing practice (evidenced by hand washing facilities with soap or other agent) close to existing toilet facilities, in homes, institutions such as schools and health posts

Certification Process for ODF

The steps involved in ODF Certification process include:

- Community Self Assessment
- District Level Verification
- Regional Level Verification and Declaration
- ODF Celebration

Community Self Assessment Process

The Self Assessment process follows the same procedure as the ODF–Basic status. The community representatives conduct the Self Assessment test using the Community Self Assessment tool for ODF. The Environmental Health Assistant working in the area should support the community in the self assessment exercise.

After the Self Assessment exercise, the group should brief the whole community on the outcome of the exercise and their result discussed by the whole community. The decision to open itself for the external verification should be taken by the whole community after the briefing. If the community feels it is not prepared for the external verification, it can still set itself a new date and conduct the self assessment again. Once the community is satisfied that it is ready for the external verification, they should send an ODF verification request to the DICCS through the Environmental Health Assistant assigned to the area.

District Level Verification Process

At this level, a community that has declared itself ODF and submitted a request for verification is verified by the District Verification Team to check the status of the community.

The ODF Checklist in annex 2 is to be used in appraising a community towards the attainment of the ODF status (Level 2). Prior to the district verification, the community on its own should have done a Self Assessment test to prepare itself for this external verification.

The process is the same as that of the ODF verification described above. However, after the Verification Team has finished conducting the verification exercise, and discussed the findings with the community, they (the community) must be informed about the next level of verification to be done by the Regional Team.

The district then submits a request to the region with the list of communities to be verified for ODF.

Regional Level Verification and Declaration Process

ODF Community Declaration will be done by a Regional Team set up for that purpose by the RICCS. In order to satisfy itself with the validity of the community's status, the RICCS needs to carry out its own verification. This verification is done by a three (3) member team constituted by the RICCS whose membership shall include:

- a) An Independent Verifier and two member Peer Verifiers from sister districts; or
- b) An Independent Verifier, one Peer Verifier and one member from the RICCS.

After the conduct of the verification exercise, the Team should give the community feedback on its findings. If a community is successful and is declared ODF by the Team, information on how to attain the next level of certification, which is the Sanitised Community, should be passed on to the community.

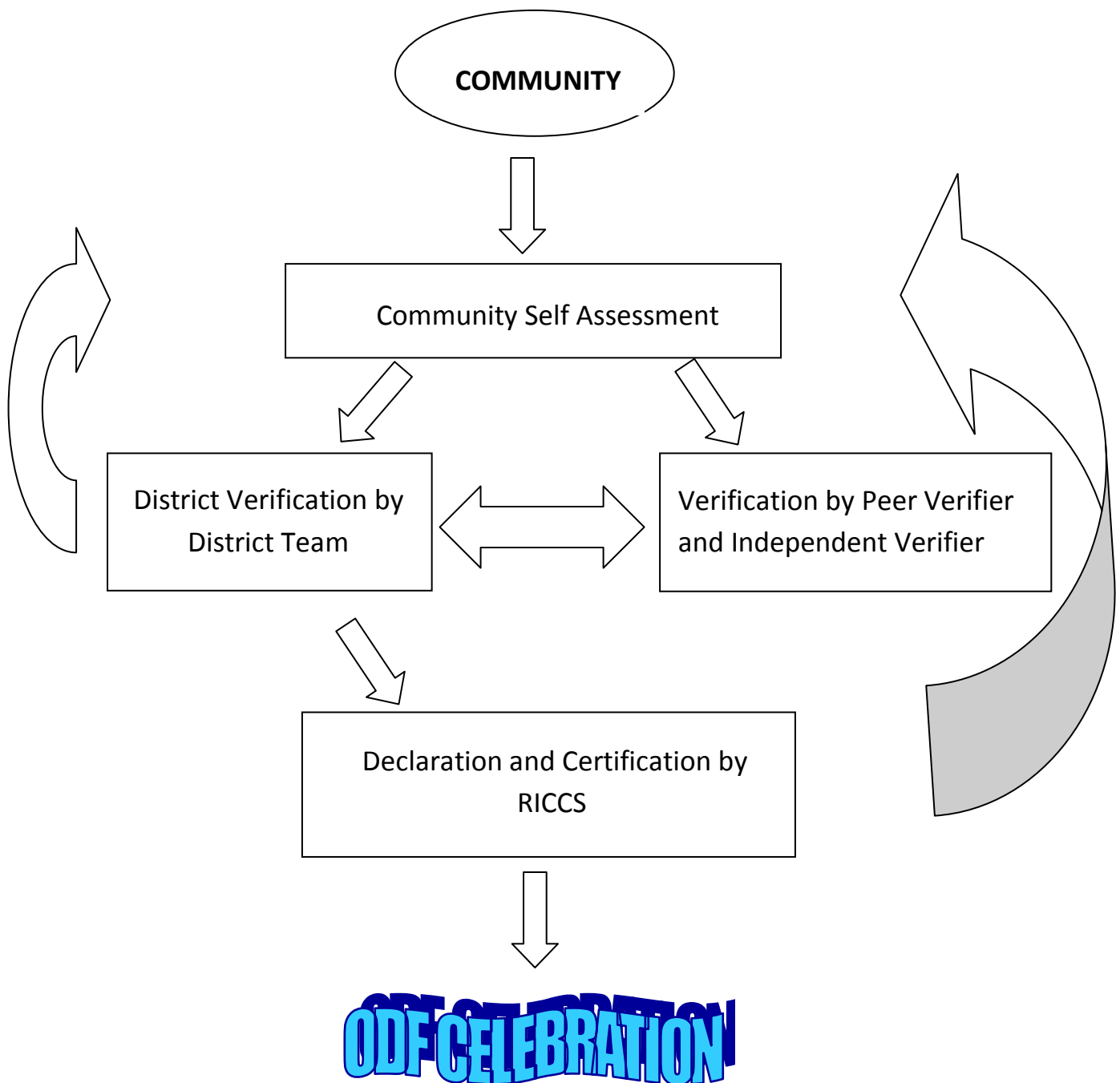
The District should plan for once a week monitoring visit to the community to provide them with guidelines on how to progress towards the next higher level. The community's attention should be drawn to the elements of Sanitised Community Assessment in which they are weak and need to work harder to achieve.

Where a community does not pass the verification process, it has to go back and improve itself and conduct a Self Assessment Test again before it is taken through another verification process. Where more than twenty percent (20%) of communities presented by a district for verification failed that district should be penalised to serve as a deterrent. Likewise, where all communities presented for verification by a district passed, the district should be rewarded for this achievement.

Independent Verifier

In order to ensure that the process of verification and subsequent certification of a community is credible and devoid of all biases, the country has appointed an organisation to act as an independent verifier. The independent verifier should be represented on all verification teams that conduct assessment of ODF, Sanitised and Sustainable Sanitised communities.

ODF DECLARATION



Sanitised Community (Level 3)

A community that has been certified ODF and has improved on that status to meet the requirements for the Sanitised Community status can apply to be assessed for this status. At this level, the assessment goes beyond ODF to look critically at how the community has progressed in terms of household latrine coverage, environmental sanitation (including wastewater disposal and refuse disposal), hygiene behaviour (including hand washing practice, safe storage of water and food hygiene) and the level of community leadership's involvement in the process. The following characteristics should exist in the community at the time of the assessment towards ODF declaration:-

- All structures (houses, schools, market places, churches, mosque, health post etc) in the community should have **improved** latrine as required by law.
- An increase in hand washing practice (evidenced by hand washing facilities with soap or other agent) close to toilet facilities.
- An improvement in general environmental sanitation and hygiene (evidenced by maintenance of refuse dump sites, waste water management, clearing of bushes, absence of animal droppings and clean lanes and alleys) in the community

Sanitised Community Declaration will be done by a Regional Team set up for the purpose by the RICCS. It is highly recommended that the following members of RICCS be made part of the team.

- Regional Environmental Health Officer (leader)
- Representative from the RWST (CWSA)
- Representative from the Department of Community Development
- Regional SHEP Coordinator
- Representative from the Works Department

Before a community puts itself up for an assessment towards level three, the District Environmental Health Office should work with the community to get itself ready for the assessment. Once the community is confident that it is ready to be verified, they send a verification request to the Regional Environmental Health Officer who in turn informs the Regional Team. The Regional Team then plans a visit to the community to do its own assessment of the community's status. The Regional Team's assessment will be done based on the Team's own assessment of the general environment of the community and latrines that have been constructed in the community. The general characteristics of a sanitised community should be observed in the community. The Regional Team's visit should be done with minimum information to the community about the exact date and time.

Representatives of the District Team and the Natural Leaders in the community should participate actively in the Regional Team's assessment. Once the Regional Team's assessment is completed, a community meeting is called and the verdict announced to them.

All communities that attain the Sanitised Community status successfully will be listed on a National League of Sanitised Communities where the community as a whole can win various prizes and gain national recognition on a national awards celebration.

Monitoring

Communities that qualify for Sanitised Community status will be monitored at the district level. Each district is expected to monitor the progress of all communities within their jurisdiction as they strive to sustain their status. The EHAs should play an active part in supporting the communities to sustain their status. Each year, each district will be expected to present a number of communities for the national League of Communities. Those communities that sustained their sanitised community status for three consecutive years qualify to be assessed towards Sustainable Sanitised Community status.

Sustainable Sanitised Community (Level 4)

This is the fourth and highest level of attainment. A community gets to this level by sustaining its Sanitised Community level for three successive years. The process of sustainable sanitised community certification is as follows:

1. Year 1
 - a. Community self assessment
 - b. District verification
2. Year 2
 - a. Community self assessment
 - b. District verification
3. Year 3
 - a. Community self assessment
 - b. District verification
 - c. Regional verification
 - d. Regional declaration and certification
 - e. National celebration

Celebration

There would be three levels of celebration for successful CLTS communities. These include; district, regional and national levels. It would be a three level celebrations starting from the district, to the regional and climaxed at the national level on the World Toilet Day.

District Celebration

District and Municipal Assemblies are to work closely with the DICCS to plan and hold durbars in honour of deserving communities and area councils as well as their schools. It is highly recommended that the durbar is held in one of the outstanding communities to serve as a motivation and trigger for nearby communities. The celebration should be given as much publicity as possible to draw attention to it. Certificates are awarded to communities that attain the various categories during the celebration. In addition, those communities that attain ODF and higher are awarded other incentive packages as the district may deem fit. This is to motivate the others to climb higher the CLTS ladder. A community that attains Sanitised Community status should be supported by the DA to erect a sign stating their status and their commitment to remain so. This sign should be boldly placed at the entry into the community or at a conspicuous location in the community where all and sundry will see it.

All districts are to hold their celebration at least once a year. Districts may choose to combine this celebration with other observed celebrations in the district, such as Independence Day and Farmers' Day celebration.

Regional Celebration

At the regional level the celebration should award all ODF and Sanitised Communities and districts as well as their schools. CLTS facilitators and artisans that excel should also be awarded as well as distinguished organisations. It is highly recommended that the durbar is held in one of the outstanding districts to serve as a motivation to others.

All regions are to hold their celebration within the week preceding the World Toilet Day.

National Celebration

This will be held on the World Toilet Day each year. During the national WTD celebration, deserving regions and districts will be awarded as well as distinguished individuals and organisations. In addition, all Sustainable Sanitised communities will be given the National Gold Award.

Annexes

Annex 1: Verification Towards ODF-Basic Declaration(LEVEL 1)

Background Information on the Community

Name of Community

Population of community

Number of Households

Number of Houses

District/Municipal/Metropolitan Assembly

Area / Urban / Zonal Council

Date Community was Triggered

Date of Verification

Did the Community as a whole meet to confirm their commitment to stop OD?

YES

NO

When was this meeting?

During
triggering

After
triggering

How many people were at that meeting?
(refer to minutes of the meeting or other records for details)

--

How many women and children were present?

W

Chn

--	--

What date did the community set for itself to attain ODF status?

--

What immediate actions did the community members decide to undertake to stop OD? (*attach details from Action Plan if one exists*)

--

Name the Active Natural Leaders (NL) who championed the CLTS process?	1.
	2.
	3.
	4.
	5.
	6.

Is the Community Map developed at 'Triggering' available? *(Please request to see it)* YES
 Review at least one updated Community / Defaecation Map

☐

NO

☐

ODF-BASIC VERIFICATION

The following items must be verified using Spot Observations, formal and informal conversations in the community. The team should undertake a community walk through the community to get first-hand information on the required items.

Each indicator has a maximum Mark as shown against it whilst the minimum is zero (0). If the indicator is fully met, score full mark, otherwise score 0. Where the indicator is not applicable, score full mark. Put marks in the appropriate box. Refer to the specific scoring guide for each indicator for more details.

To gain certification, it is expected that a community should score a total mark of 85% and above and **the maximum score (30 marks)** in item 01.

01. Absence of Open Defaecation in the community (Total Marks =30)	Max Marks	Marks	Scoring Guide
There are no faeces seen:			
a) at former key OD places (as indicated on defaecation map)	5		No faeces seen 5 marks ; Faeces seen 0
b) in the near-by bushes	5		No faeces seen 5 marks ; Faeces seen 0
c) on the refuse dumps	5		No faeces seen 5 marks ; Faeces seen 0
d) in-between houses (alleys and pathways)	5		No faeces seen 5 marks ; Faeces seen 0
e) in existing toilets (communal, household and school toilets) -on slabs -in uncovered pits whereby flies could have access -in open chamber pots	5		No faeces seen 5 marks Faeces seen 0
f) Anal cleansing materials are properly disposed	5		Dropped in the hole or kept in a covered receptacle with evidence of regular burning 5 marks Left on the floor or seen in bushes around 0
Marks Obtained			

A community must score full mark in the above section to gain certification

02. The Community has implemented actions towards achieving ODF**(Total Marks = 35)**

a) The community has an action plan towards proper disposal of faeces (both children and adults) and there is evidence of the action plan being followed.	5		Plan exists and there is evidence of it being followed with at least one community meeting held to review progress and 50% of action implemented 5 marks Plan exists but no evidence of being followed 3 Plan does not exist 0
b) Community defaecation area map available. (initial and updated map)	5		Map exists 5 marks Does not exist 0
c) There are local regulations or measures to discourage OD in the community.	5		Regulation exist 5 Does not exist 0
d) There is evidence of local regulations or measures being applied.	5		Evidence of action on previous violators 5marks No previous violator, 5 marks No evidence of action taken on previous violators 0
e) Individual community members (adults) are aware of the general effort towards stopping OD in the community	5		Out of 5% of the community adult population (or at least 5 adults) selected at random to testify; All (100%) are aware 5 marks 80% is aware - 4 marks 60% is aware - 3 marks 40% is aware - 2 marks 20% is aware - 1 marks Less than 20% is aware 0
f) Children are aware of the general effort towards stopping OD in the community	5		Out of 5% of the community children population selected at random to testify; All are aware – 5 marks 80% is aware - 4 marks 60% is aware - 3 marks

			40% is aware - 2 marks 20% is aware - 1 marks Less than 20% is aware 0
g) Community leaders are actively involved in the CLTS process	5		Chief and elders testify with evidence of decisions they have taken to support the CLTS implementation AND confirmed by respondents in 'e' and 'f' above, 5 marks No one testify 0
Marks Obtained			
03. Community Self Monitoring and Assessment (Total Marks = 20)			
a) The Community Map is being used to monitor progress	5		Evidence provided by community members and at least one update made 5 marks No evidence available 0
b) The Community conducted a Self Assessment test	5		Assessment done 5 marks Note done 0
c) The Community has records of its Self Assessment Test	5		Records exist 5 marks No records 0
d) Natural leaders actively monitored progress of the community	5		*NL Monitoring report available 5 marks Informal records of community progress available 5marks None available 0
Marks Obtained			
04. Hand Washing With Soap or ash (Total Marks = 15)			
a) Existing latrines with Hand washing facilities	5		100% of latrines with Hand Washing Facility 5 99 – 90% 4 marks ; 89 – 80% 3 marks 79- 70% 2 marks 69 – 50% 1 mark Less than 50% 0

b) Availability of soap/ash and water in the hand washing facility	5		100% of latrines with soap or ash 5 marks 99 – 90% 4 marks ; 89 – 80% 3 marks 79- 70% 2marks 69 – 50% 1 mark Less than 50% 0
c) Evidence of household members practising hand washing with soap	5		Out of 10% of the total households randomly selected (minimum 5 households) for observation; All selected households (100%) have Hand Washing Facilities with soap and water and individuals in the household testify to washing hands - 5 marks 80% - 4 marks 60%- 3 marks 40%- 2 marks 20% - 1 mark Less than 20% – 0
Marks Obtained			
TOTAL MARKS OBTAINED			

*Where the natural leaders monitoring tool has not been introduced, informal records of community progress can be accepted

Is the entire Community debriefed on the outcome of the verification? **(It is a must to do so!)**

YES

☐

NO

☐

Signed by:

.....

(Verification Team Leader)

Date...../...../.....

.....

(Community Leader)

Date...../...../.....

Remarks:.....

.....

.....

.....

Annex 2:

Verification towards ODF Declaration (LEVEL 2)

Background Information on the Community

Name of Community	
Area/Urban/Zonal Council	
District/Municipal/Metropolitan Assembly	
Population of Community	
Number of Households	
Number of Houses	
Date Community was Triggered	
Date Community was Declared ODF-Basic	
Date of ODF Verification	

Name the active Natural Leaders (NL) who championed the CLTS process?	1.
	2.
	3.
	4.
	5.
	6.

ODF VERIFICATION

The following items must be verified using Spot Observations, formal and informal conversations in the community. The team should undertake a community walk through the community to get first hand information on the required items. A representative sample of the households should also be visited.

Each indicator has a maximum Mark as shown against it whilst the minimum is zero (0). If the indicator is fully met score full mark, otherwise score 0. Where the indicator is not applicable, score full mark. Put marks in the appropriate box. Refer to the specific scoring guide for each indicator for more details. To gain certification, it is expected that a community should score a total mark of 85% and above and a maximum score in item 01, 02 and 05 (20, 40 and 15 marks respectively).

01. Community has sustained its ODF-Basic status (Total Marks =20)	Max Marks	Marks	Scoring Guide
There are no faeces seen:			
a) At former key OD places	4		No faeces seen 4 marks Faeces seen 0
b) in the near-by bushes	4		No faeces seen 4 marks Faeces seen 0
c) on the refuse dumps	4		No faeces seen 4 marks Faeces seen 0
d) in-between houses (alleys and pathways)	4		No faeces seen 4 marks Faeces seen 0
e) in existing toilets -on slabs -in uncovered pits whereby flies could have access	4		No faeces seen 4 marks Faeces seen 0
Marks Obtained			
ⁱⁱ A community must score full mark in the above section to gain certification			

02. Household Latrine Construction (Total Marks = 40)			
a) All households use latrine (No open defaecation or dig and bury as primary option)	10		If all households use latrine 10 marks (Refer to Natural Leader's monitoring report for evidence and confirm by interviewing randomly selected representative sample of households.) Not all households use latrine 0
b) 80% of households own and use improved latrine.	20		80% of households own and use latrine 20 marks Less than 80% own and use latrine 0
c) Construction of Household latrines by all Natural Leaders	5		All Natural Leaders have latrine 5 marks Not all or none 0
d) Evidence of replacement / reconstruction of all collapsed latrines	5		Evidence exists 5 marks No collapsed latrine 5 marks No evidence 0
Marks Obtained ⁱⁱⁱ A community must score full mark in the above section to gain certification			
03. Community Self Monitoring and Assessment (Total Marks = 10)			
a) The Community DefaecationMap is being used to monitor progress	5		Evidence provided by community members and at least one update made 5marks No evidence available 0
b) The Community conducted a Self Assessment test and records are available	5		Assessment done with records available 5 marks Not done 0
Marks Obtained			

04. Hand Washing With Soap or ash (Total Marks = 15)			
a) Household latrines with Hand washing facilities	5		100% of latrines with HWF 5 marks 99 – 90% 4 marks ; 89 – 80% 3 marks ; 79- 70% 2 marks ; 69 – 50% 1 mark ; Less than 50% 0
b) Availability of soap/ash and water in the hand washing facility	5		100% of latrines with soap or ash 5 marks ; 99 – 90% 4 marks ; 89 – 80% 3 marks ; 79- 70% 2 marks 69 – 50% 1 mark Less than 50% 0
c) Evidence of household members practising hand washing with soap	5		Out of 10% of the total households randomly selected (minimum 5 households) for interview; All selected households (100%) have Hand Washing Facility with soap and water and individuals in the household testify to washing hands - 5 marks 80% - 4 marks 60%- 3 marks 40%- 2 marks 20% - 1 mark Less than 20% – 0
Marks Obtained			
05. Community regulations and Leadership involvement (Total Marks = 15)			
a) Local regulations to discourage OD in the community are being applied	5		No previous violators, 5 Evidence of Action on previous violators 5 No evidence of action taken on previous violators 0
b) Natural leaders are active and continuously monitoring progress of the community	5		*NL Monitoring report available 5 Not available 0

c) Community leaders are actively supporting the process and show leadership by example	5		The chief, queen mother and elders in the community own and use improved latrines with hand washing facilities 2 Community members testifying to initiatives taken by leadership to support the process 3
Marks Obtained			
TOTAL MARKS OBTAINED ^{iv} A community must score full mark in the above section (05) to gain certification			

*where the natural leaders monitoring tool has not been introduced, informal records of community progress can be accepted

Is the entire Community debriefed on the outcome of the verification? **(This is a must do!)**

YES ☐ NO ☐

Signed by:

.....

(Verification Team Leader)

Date...../...../.....

.....

(Community Leader)

Date...../...../.....

Annex 3 Verification Towards Sanitised Community Declaration (LEVEL 3)

Background Information on the Community

Name of Community	
Area / Urban / Zonal Council	
District/Municipal/Metropolitan Assembly	
Population of Community	
Number of Households	
Number of Houses	
Date Community was Triggered	
Date Community was Declared ODF-Basic	
Date Community was Declared ODF	
Date of Sanitised Community Verification	

Name the active Natural Leaders (NL) who championed the CLTS process?

1.

2.

3.

4.

5.

6.

SANITISED COMMUNITY VERIFICATION

The following items must be verified using Spot check, Observations, formal and informal conversations in the community. The team should undertake a community walk through the community to get first hand information on the required items.

It is assumed that a community which has reached this stage has fully abandoned open defaecation at the ODF stage, and all its members have now adopted positive sanitation and hygiene behaviours. The assessment, therefore, focuses on those sanitation and hygiene behaviours rather than open defaecation. However if signs of open defaecation are observed during the assessment, the whole exercise should be abandoned and the community disqualified.

Each indicator has a maximum Mark as shown against it whilst the minimum is 0. If the indicator is fully met score the full mark, otherwise score zero (0). Where the indicator is not applicable e.g., the community has no school, score full mark. Put marks in the appropriate box. Refer to the specific scoring guide for each indicator for more details. The pass mark is from 95% to 100%.

01. Latrine Construction and maintenance (Total Marks =40)	Max Marks	Marks	Scoring Guide
a) All households have improved latrines that are well maintained	15		If all score 15 otherwise score 0
b) All schools have adequate improved latrines for both sexes	8		Separate toilet for male and female with user ratio of 50 pupil per cubicle score 8 One shared by both and or a ratio of more than 50 pupil per cubicle 4 No latrine 0
c) There are latrines in public gathering places such as markets, health post, churches and mosques	4		Available in all places 4 One or more do not have 0
d) There is a functional operation and maintenance (O&M) system for school latrines and the latrines are well maintained, including doors, roof and walls.	3		O&M system exists 3 Does not exist or exist as punishment for pupil 0

01. Latrine Construction and maintenance (Total Marks =40)	Max Marks	Marks	Scoring Guide
e) There is a system for public latrine operation and management	2		O&M system exists 2 Does not exist 0
f) There are mechanisms available for emptying or decommissioning full latrine pits and septic tanks	4		Pit emptying service available or pits safely decommissioned and new one dug 4 Not available 0
g) Evidence of replacement of all collapsed latrines	4		Collapsed latrines are rebuilt or no latrine has collapsed 4 One or more collapsed latrine has not been rebuilt 0
Marks Obtained			
02. General Hygiene (Total Marks = 25)			
a) All latrines, including institutional latrines, are with Hand washing facilities	5		100% of latrines with HWF 5 99 – 90% 4 ; 89 – 80% 3 79 – 70% 2 69 – 50% 1 Less than 50% 0
b) Availability of soap/ash and water in the hand washing facility	5		100% of latrines with soap or ash 5 99 – 90% 4 ; 89 – 80% 3 79- 70% 2 69 – 50% 1 Less than 50% 0
c) Evidence of community members including school children practising hand washing with soap or ash	5		Out of 10% of the total households randomly selected (minimum 5 households) for observation; All selected households (100%) have Hand Washing Facility with soap and water and individuals in the household testify to washing hands - 5 marks 80% - 4 marks 60%- 3 marks 40%- 2 marks 20% - 1 mark Less than 20% – 0

02. General Hygiene (Total Marks = 25)	Max Marks	Marks	Scoring Guide
d) Households use safe practices for handling and storing drinking water. (These include: storing water in securely covered vessel; using designated vessel within household for collection of water for general storage; storing water in vessel out of reach of animals and infants)	5		50% or more households do 5 Less than 50% 0
e) Households use safe practices for handling and storing food (this include covering cook food, washing hands before handling cooked food fruits and vegetables)	5		50% or more households do 5 Less than 50% 0
Marks Obtained			
03. General Environmental Sanitation (Total Marks = 30)	Max Marks	Marks	Scoring Guide
a) There is a solid waste management system in place (This include: composting, recycling, reuse, burying, temporarily kept in bins with cover and collection and transferred to designated site)	5		Refuse well managed 5 Not well managed 0
b) Lanes and alleys between houses and path to the refuse dump are clean or regularly swept	5		Lanes and path clean 5 Not clean 0
c) Overgrowth of weeds controlled to a minimum	5		No bushy areas between houses 5 Bushy areas exist 0
d) Animal droppings controlled to a minimum	5		Droppings confined to pens 5 Not confined 0
e) waste water from bath houses, kitchen and laundry disposed properly	5		Soak aways exist 5 Does not exist 0
f) The community's water source is well protected and site clean- (no access for animals, good drainage).	5		Water site clean and protected 5 Not clean and protected 0
Marks Obtained			

04. Community Empowerment (Total Marks = 5)	Max Marks	Marks	Scoring Guide
a) Community has strong and committed leadership that is actively driving their development process	2		One or more active leader(s) exist 2 None exist 0
b) Natural Leaders promoting CLTS process in other communities	2		At least one Natural Leader from the community has influence a neighbouring community to attain ODF 2 No such effort was made by any of the Natural Leaders 0
c) The Community action plan is updated to reflect their new development agenda	1		Updated plan available 1 Not available 0
d) Evidence of community actively engaging with duty bearers in their district	Bonus mark of 2		At least one citizen engagement session held 2 None 0
e) Score additional bonus mark of 2 for any unique innovation in the community and provide details on the innovation under the remarks below.			
Marks Obtained			
TOTAL MARKS OBTAINED			

*where the natural leaders monitoring tool has not been introduced, informal records of community progress can be accepted

Is the entire Community debriefed on the outcome of the verification? **(This is a must do!)**

YES ☐ NO ☐

Signed by:

.....

(Verification Team Leader)

Date...../...../.....

.....

(Community Leader)

Date...../...../.....

Remarks:.....

.....

.....

.....

Annex 4: Verification Request Form

Date:.....

To The DICCS / MICCS

Cc EHA

Request for Verification

We the members of Community in

.....Area/Town/Zonal Council of

.....District / Municipal/ Metro,

Hereby invite the DICCS / MICCS to visit our community to verify our

☐ ODF-Basic status

☐ ODF Status

☐ Sanitised Community Status

☐ Sustainable Sanitised Community Status

We have totally and wholly stopped the practice of open defaecation. We have done our self assessment and collectively agreed to request for verification.

We look forward to your verification of our status.

Name:.....

Name:.....

Signature:.....

Signature:.....

Title / Position:.....

Title/Position.....

Annex 5: Reply to Verification Request

Date:.....

To The Community

Cc EHA

Re-Verification Request

We the members of DICCS/MICCS

Hereby confirm the receipt of your verification request. We will be visiting your community within the next two month to verify your

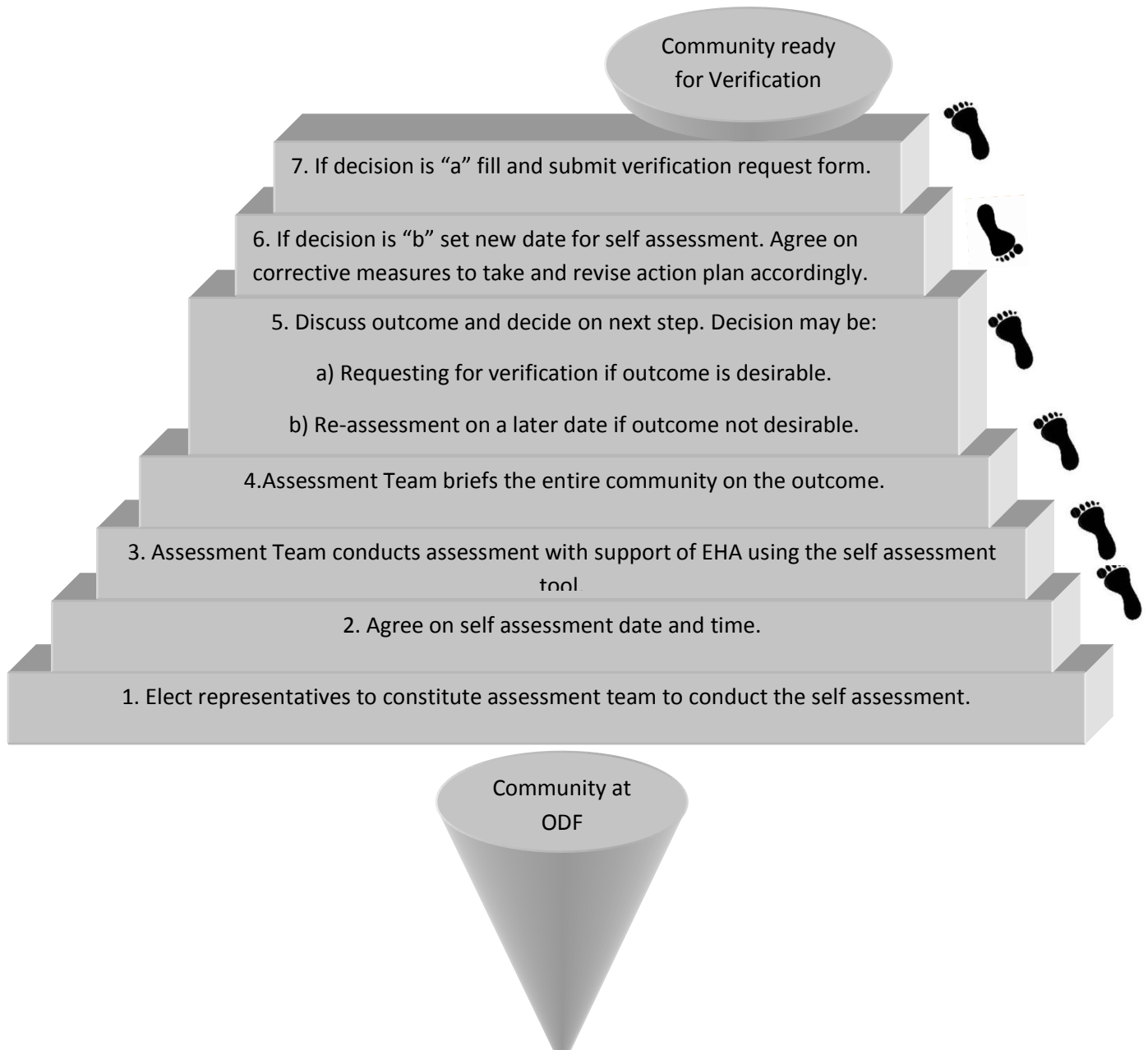
- ☐ ODF-Basic status
- ☐ ODF Status
- ☐ Sanitised Community Status
- ☐ Sustainable Sanitised Community Status

Name:.....

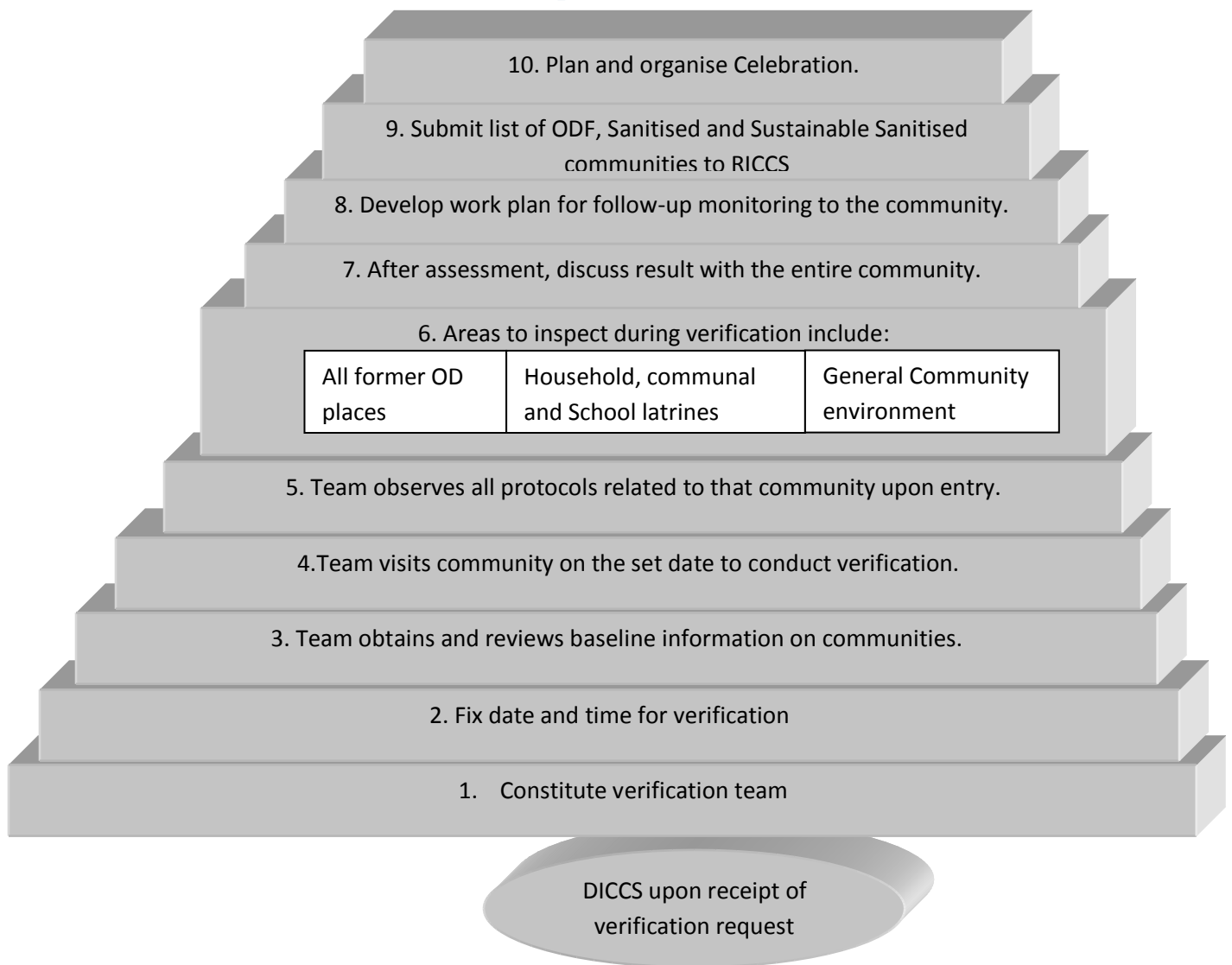
Signature:.....

Title / Position:.....

Annex 6: Community Self Assessment Steps



Annex 7: District Verification Steps



Annex 8: Role of Various Actors in the Verification Process

Actor	Roles
Natural Leaders	Champion and monitor progress of their community. Spearhead the community self assessment process.
Chief and Opinion Leader	Support Natural Leaders and provide leadership. Sign ODF request form.
EHA	Facilitate community processes.
DEHO/ MEHO	Provide leadership for DICCS. Supervise activities of EHA and NGOs.
DICCS	Coordinate the entire verification and certification process at the district level.
REHO	Provide leadership for RICCS. Supervise activities of DEHO/MEHO, Independent Verifier and NGOs.
RICCS	Coordinate the entire verification and certification process at the regional level.
Independent Verifier	Undertake an independent verification and ensure the integrity of the process.
NGOs	Facilitate the community processes (community self assessment) of their supported communities. Act as an observer to the verification team.