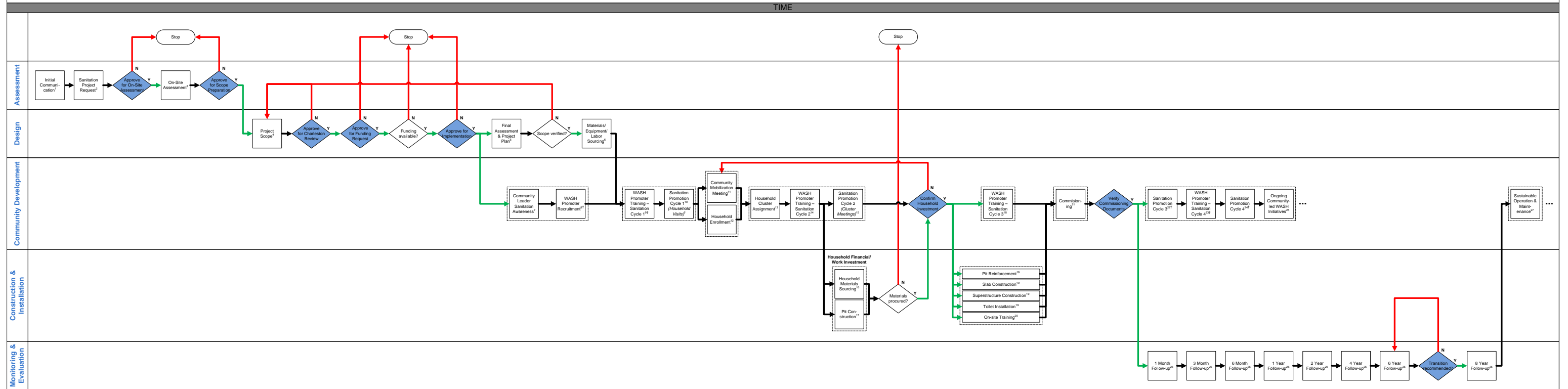


Water Missions International Project Flow: Household Sanitation



[†] Process/activity/report may not be necessary in service areas where a Water Missions International community-managed water supply project has been implemented prior to the household sanitation project
[^] Existing WASH promoters can be utilized to help perform the household survey in service areas where a Water Missions International community-managed water supply project has been implemented prior to the household sanitation project

Process	Goal	Objectives/Activities	Requirements for Successful Process Completion	People Involved	Process	Goal	Objectives/Activities	Requirements for Successful Process Completion	People Involved
1. Initial Communication	Identify communities for potential partnerships	1. Communicate with contact via phone, email or letter	• Record of initial communication from the contact filed • Appendix 201. Sanitation Project Request Form forwarded to contact	Country Director, Community Contact, Senior Community Dev. Officer	14. WASH Promoter Training - Sanitation Cycle 2	Equip WASH promoters with knowledge and educational skills	1. Review experience with Sanitation Cycle 1 2. Administer pre-test 3. Conduct detailed training in "caring for your latrine" 4. Review (and revise if necessary) household cluster assignments with WASH promoters 5. Review community WASH promotion plan (sector assignments and weekly schedule) 6. Review WASH promoter reporting responsibilities 7. Discuss communication techniques and observe WASH promoters in action 8. Administer post-test 9. Schedule date for Sanitation Promotion Cycle 2	• Appendix 205. WASH Promoter Training Report submitted to the PUMP • All WASH promoters pass post-test • Updated Appendix 208 Enrollment and Assignment Sheet submitted to the PUMP (if applicable)	Community Dev. Officer, WASH promoters
2. Sanitation Project Request	Obtain sufficient information to determine if assessment should be conducted	1. Have contact complete Appendix 51. Sanitation Project Request Form 2. Develop a scope and budget for on-site assessment	• Appendix 201. Sanitation Project Request Form forwarded to Country Director • Appendix 201. Sanitation Project Request Form submitted to the PUMP • Project created in the PUMP	Community Contact, Senior Community Dev. Officer		15. Sanitation Promotion Cycle 2 (Cluster Meetings)	Promote the proper use of latrines and healthy WASH behaviors in the community	1. Accompany promoters on visits to household clusters 2. Discuss technical and financial aspects of project 3. Review responsibilities of households that participate in latrine program 4. Observe promoters carry-out WASH promotion plan (Cycle 2: Caring For Your Latrine) 5. Mark-out sites for pits and slabs at each household including 1-2 future pit sites 6. Commission heads of households to collect materials and construct pits 7. Fill out and have all households sign their individual MOU's (Appendix 210) 8. Have households collect construction materials as outlined in the MOU	• Appendix 206. Form 2. WASH Promotion Monthly Summary Report submitted to the PUMP • Activities verified in subsequent Appendix 55. WASH Promoter Training Report • Appendix 209. Household Cluster Meetings Report submitted to the PUMP
Approve for On-Site Assessment	Determine if on-site assessment is feasible and cost-effective			Country Director, Senior Community Dev. Officer, Senior Engineer or Technical Coordinator	16. Household Materials Sourcing	Facilitate community investment		• Verification of existence of materials at each household cluster	Community Dev. Officer, Technical Coordinator, community members
1. On-Site Assessment	Obtain site-specific technical and socio-demographic information required to develop project scope	1. Verify data provided in Appendix 201. Sanitation Project Request Form 2. Complete Appendix 202. Assessment Form [†] 3. Complete Appendix 202. Annex 4 and Annex 5 4. Inform community contact person that the assessment does not guarantee project approval	• Completed Appendix 202. Assessment Form [†] submitted to the PUMP • Completed Appendix 202. Annex 4. Infiltration Report submitted to the PUMP • Completed Appendix 202. Annex 5. Household Survey submitted to the PUMP [^]	Senior Community Dev. Officer, Senior Engineer or Technical Coordinator	17. Pit Construction	Facilitate community investment	1. Have households construct pits as outlined in the MOU	• Verification of pits constructed according to WM recommendations	Community Dev. Officer, Technical Coordinator, community members
Approve for Scope Preparation	Determine if project scope preparation is feasible and cost-effective			Country Director, Senior Community Dev. Officer, Senior Engineer or Technical Coordinator	Materials procured?	Confirm that household clusters have collected materials as outlined in the MOU		• Appendix 211. Materials Request Report submitted to the PUMP	Country Director, Community Dev. Officer, Technical Coordinator
4. Project Scope	Develop the scope of the proposed sanitation	1. Evaluate technical design alternatives 2. Develop preliminary schedule 3. Prepare project budget using Appendix 203. Project Budget and Estimator	• Appendix 203. Project Budget and Estimator submitted to the PUMP • Non-standard design documents and files submitted to the PUMP	Senior Engineer or Technical Coordinator, Senior Community Dev.	Confirm Household Investment	Verify that the community has invested time, labor and finances.			Country Director, Community Dev. Officer, Senior Engineer or Technical Coordinator
Approve for Charter Review	Determine if project scope files have been developed and are ready for review			Country Director	18. WASH Promoter Training - Sanitation Cycle 3	Equip WASH promoters with knowledge and educational skills	1. Review experience with Sanitation Cycle 2 2. Administer pre-test 3. Conduct detailed training in "healthy hygiene behaviors" 4. Review community WASH promotion plan (sector assignments and weekly schedule) 5. Review WASH promoter reporting responsibilities 6. Discuss communication techniques and observe WASH promoters in action 7. Administer post-test 8. Schedule date for Sanitation Promotion Cycle 3	• Appendix 205. WASH Promoter Training Report submitted to the PUMP • All WASH promoters pass post-test	Community Dev. Officer, WASH promoters
Approve for Funding Request	Determine if project is viable based on proposed scope			Country Director	19. Latrine Installation	Construct and install latrines	1. Coordinate with household clusters to reinforce pits, construct slabs and superstructures, and install toilets 2. Demolish all old sanitation solutions		Senior Engineer or Technical Coordinator, Community Dev. Officer,
Funding available?	Determine if funding is available for proposed project			Country Director	20. On-Site Training	Develop capacity of all household members to use and maintain their latrine	1. Overview latrine operation 2. Overview latrine maintenance 3. Overview healthy hygiene behaviors 4. Schedule date for Commissioning	• Appendix 209. Cluster Meetings, 211. Materials Requestion, 212. Installation submitted to the PUMP	Senior Engineer or Technical Coordinator, Safe Water Committee
Approve for Implementation	Determine if project is ready to be implemented			Country Director	21. Commissioning	Recognize community investment	1. Organize and hold a ceremony to formally acknowledge the sanitation project	• Appendix 213. Sanitation Project Commissioning Report submitted to the PUMP	Community Dev. Officer, Country Director, WASH promoters, community members
5. Final Assessment & Project Plan	Confirm project plan	1. Place courtesy call to local authorities (phone or in-person) 2. Verify assumptions used to develop project scope 3. Develop detailed list of materials 4. Develop detailed list of labor activities	• Detailed list of materials and labor activities filed	Senior Engineer or Technical Coordinator, Country Director	Verify Commissioning Documents	Verify that the community has invested time, labor and finances.			Country Director, Community Dev. Officer, Senior Engineer or Technical Coordinator
Scope verified?	Confirm that the project can be implemented as proposed			Country Director, Senior Engineer or Technical Coordinator	22. Sanitation Promotion Cycle 3[†]	Promote the proper use of latrines and healthy WASH behaviors in the community	1. Have WASH promoters carry-out WASH promotion plan (Cycle 3: Healthy Hygiene Behaviors) 2. Administer pre-test 3. Conduct detailed training in "water treatment and safe storage" 4. Review community WASH promotion plan (sector assignments and weekly schedule) 5. Review WASH promoter reporting responsibilities 6. Discuss communication techniques and observe WASH promoters in action 7. Administer post-test 8. Schedule date for Sanitation Promotion Cycle 4	• Appendix 206. Form 2. WASH Promotion Monthly Summary Report submitted to the PUMP • Activities verified in subsequent Appendix 205. WASH Promoter Training Report	WASH promoters, community members
6. Materials/ Equipment/ Labor Sourcing	Locate supplies and labor required to implement the project	1. Identify sources for materials and equipment 2. Ensure sustainable supply chain for recurring materials 3. Assign as much responsibility to community as possible	• Sources confirmed for all identified materials, equipment and labor activities	Senior Engineer or Technical Coordinator, Country Director	23. WASH Promoter Training - Sanitation Cycle 4[†]	Equip WASH promoters with knowledge and educational skills	1. Review experience with Sanitation Cycle 3 2. Administer pre-test 3. Conduct detailed training in "water treatment and safe storage" 4. Review community WASH promotion plan (sector assignments and weekly schedule) 5. Review WASH promoter reporting responsibilities 6. Discuss communication techniques and observe WASH promoters in action 7. Administer post-test 8. Schedule date for Sanitation Promotion Cycle 4	• Appendix 205. WASH Promoter Training Report submitted to the PUMP • All WASH promoters pass post-test	Community Dev. Officer, WASH promoters
7. Community Leader Sanitation Awareness	Establish relationship with local authorities and encourage them to support the project	1. Overview Water Mission 2. Overview sanitation project scope 3. Overview WASH promotion basics 4. Solicit support from community leaders to mobilize WASH promoters 5. Schedule date for WASH Promoter Training - Sanitation Cycle 1	• Appendix 204. Community Leader Sanitation Awareness Report submitted to the PUMP	Community Dev. Officer, community leaders	24. Sanitation Cycle 4[†]	Promote the proper use of latrines and healthy WASH behaviors in the community	1. Encourage WASH promoters to develop and carry-out a WASH promotion plan in accordance with the specific needs of the community	• Appendix 206. Form 2. WASH Promotion Monthly Summary Report submitted to the PUMP • Activities verified in subsequent Appendix 205. WASH Promoter Training Report (completed during subsequent follow-up visit)	WASH promoters, community members
8. WASH Promoter Recruitment[†]	Empower community residents to conduct WASH promotion activities	1. Have community leaders recruit candidate WASH promoters	• WASH Promoter nomination list filed	Community leaders	25. Ongoing Community-led WASH Initiatives	Promote the proper use of latrines and healthy WASH behaviors in the community		• Appendix 206. Form 2. WASH Promotion Monthly Summary Report submitted to the PUMP	WASH promoters, Community Dev. Officer
9. WASH Promoter Training - Sanitation Cycle 1[†]	Equip WASH promoters with knowledge and educational skills	1. Overview sanitation program 2. Administer pre-test 3. Conduct detailed training in "sanitation basics" 4. Have promoters identify a WASH coordinator from among themselves 5. Develop community WASH promotion plan (sector assignments and weekly schedule) 6. Review WASH promoter reporting responsibilities 7. Discuss communication techniques and observe WASH promoters in action 8. Administer post-test 9. Schedule date for Sanitation Promotion Cycle 1 and Community Mobilization Meeting	• Appendix 205. WASH Promoter Training Report submitted to the PUMP • All WASH promoters pass post-test	Community Dev. Officer, WASH promoters	26. Follow-up Visits	Verify satisfactory operation, maintenance and promotion of the sanitation project	1. Encourage WASH promoters to develop and carry-out a WASH promotion plan in accordance with the specific needs of the community	• Appendix 214. Sanitation Project Follow-Up Report submitted to the PUMP	Community Dev. Officer, Senior Engineer or Technical Coordinator, WHI WASH Coordinator
10. Sanitation Promotion Cycle 1 (Household Visits)[†]	Promote the proper use of latrines and healthy WASH behaviors in the community	1. Accompany promoters on visits to each household in the defined service area 2. Confirm household's level of interest in participating in latrine program 3. Verify water availability for each household 4. Observe promoters carry-out WASH promotion plan (Cycle 1: Sanitation Basics) 5. Invite community members to mobilization meeting	• Appendix 206. Form 2. WASH Promotion Monthly Summary Report submitted to the PUMP • Activities verified in subsequent Appendix 55. WASH Promoter Training Report	Community Dev. Officer, WASH promoters, community members	Transition recommended?	Confirms that households are capable of operating and maintaining latrines indefinitely			Country Director, Community Dev. Officer
11. Community Mobilization Meeting	Organize and engage the community to support the proposed project	1. Overview mission and vision of Water Mission 2. Overview WASH promotion key messages 3. Discuss technical and financial aspects of proposed project 4. Discuss proposed responsibilities of Water Mission 5. Discuss proposed responsibilities of households that participate in latrine program 6. Discuss roles and responsibilities of WASH promoters 7. Schedule date for WASH Promoter Training - Sanitation Cycle 2	• Appendix 208. Community Mobilization Report submitted to the PUMP	Community Dev. Officer, community leaders, WASH promoters, community members	27. Sustainable Management & Operation	Households continue to operate latrines with support from WHI on request	1. Performance standards met	• Appendix 215. Sanitation Project Transition Report submitted to the PUMP	Community members
12. Household Enrollment	Finalize the list of participating households and formalize their agreement with Water Mission	1. Fill in and sort column A-B on Appendix 208. Household Enrollment Sheet 2.		Community Dev. Officer, community members					
13. Household Cluster Assignment	Organize households in order to facilitate further training and latrine construction	1. Group households into clusters considering geographic location and social norms	• Appendix 208 Household Enrollment Sheet submitted to the PUMP	Community Dev. Officer					