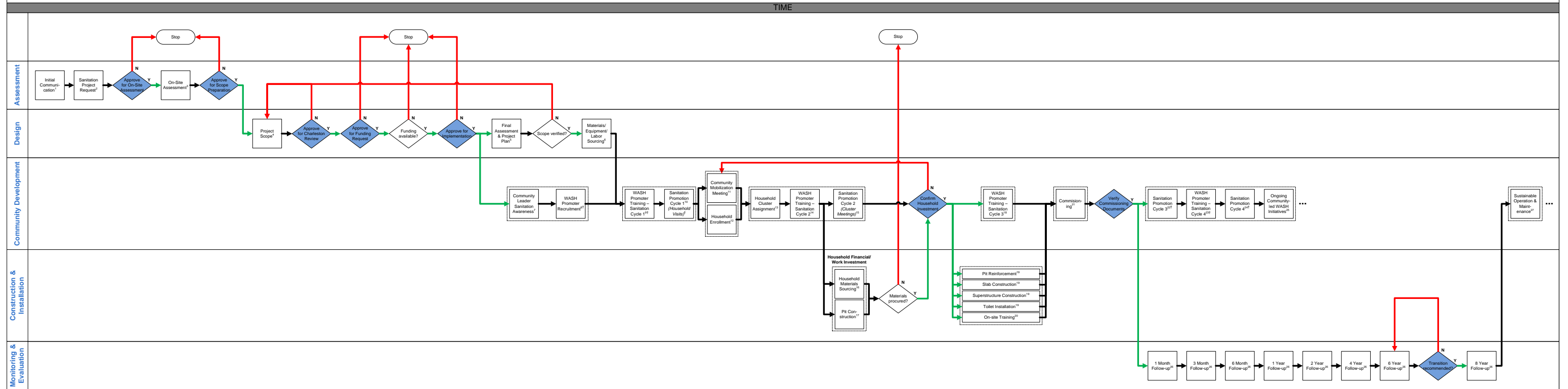


# Water Missions International Project Flow: Household Sanitation



<sup>†</sup> 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  
<sup>^</sup> 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
<b>1. Initial Communication</b>	Identify communities for potential partnerships	1. Communicate with contact via phone, email or letter	• Record of initial communication from the contact filed • <i>Appendix 201. Sanitation Project Request Form</i> forwarded to contact	Country Director, Community Contact, Senior Community Dev. Officer
<b>2. Sanitation Project Request</b>	Obtain sufficient information to determine if assessment should be conducted	1. Have contact complete <i>Appendix S1. Sanitation Project Request Form</i> 2. Develop a scope and budget for on-site assessment	• <i>Appendix 201. Sanitation Project Request Form</i> forwarded to Country Director • <i>Appendix 201. Sanitation Project Request Form</i> submitted to the PUMP • Project created in the PUMP	Community Contact, Senior Community Dev. Officer
<b>Approve for On-Site Assessment</b>	Determine if on-site assessment is feasible and cost-effective			Country Director, Senior Community Dev. Officer, Senior Engineer or Technical Coordinator
<b>3. On-Site Assessment</b>	Obtain site-specific, technical and socio-demographic information required to develop project scope	1. Verify data provided in <i>Appendix 201. Sanitation Project Request Form</i> 2. Complete <i>Appendix 202. Assessment Form</i> <sup>†</sup> 3. Complete <i>Appendix 202. Annex 1. Infiltration Report</i> submitted to the PUMP 4. Inform community contact person that the assessment does not guarantee project approval	• Completed <i>Appendix 202. Assessment Form</i> <sup>†</sup> submitted to the PUMP • Completed <i>Appendix 202. Annex 1. Infiltration Report</i> submitted to the PUMP • Completed <i>Appendix 202. Annex 2. Household Survey</i> submitted to the PUMP <sup>†</sup>	Senior Community Dev. Officer, Senior Engineer or Technical Coordinator
<b>Approve for Scope Preparation</b>	Determine if project scope preparation is feasible and cost-effective			Country Director, Senior Community Dev. Officer, Senior Engineer or Technical Coordinator
<b>4. Project Scope</b>	Develop the scope of the proposed sanitation project	1. Evaluate technical design alternatives 2. Develop preliminary schedule 3. Prepare project budget using <i>Appendix 203. Project Budget and Estimator</i>	• <i>Appendix 203. Project Budget and Estimator</i> submitted to the PUMP • Senior Engineer or Technical Coordinator, Senior Community Dev. Officer, Country Director • Non-standard design documents and files submitted to the PUMP	Senior Engineer or Technical Coordinator, Senior Community Dev. Officer, Country Director
<b>Approve for Charter Review</b>	Determine if project scope files have been developed and are ready for review			Country Director
<b>Approve for Funding Request</b>	Determine if project is viable based on proposed scope			Country Director
<b>Funding available?</b>	Determine if funding is available for proposed project			Country Director
<b>Approve for Implementation</b>	Determine if project is ready to be implemented			Country Director
<b>5. Final Assessment &amp; Project Plan</b>	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
<b>Scope verified?</b>	Confirm that the project can be implemented as proposed			Country Director, Senior Engineer or Technical Coordinator
<b>6. Materials/Equipment/Labor Sourcing</b>	Locate supplies and labor required to implement the project	1. Identify sources for materials and equipment 2. Identify sources for labor 3. Ensure sustainable supply chain for recurring materials 4. 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
<b>7. Community Leader Sanitation Awareness</b>	Establish relationship with local authorities and encourage them to support the project	1. Overview Water Missions International 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	• <i>Appendix 204. Community Leader Sanitation Awareness Report</i> submitted to the PUMP	Community Dev. Officer, community leaders
<b>8. WASH Promoter Recruitment</b>	Empower community residents to conduct WASH promotion activities	1. Have community leaders recruit candidate WASH promoters	• WASH Promoter nomination list filed	Community leaders
<b>9. WASH Promoter Training - Sanitation Cycle 1</b>	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	• <i>Appendix 205. WASH Promoter Training Report</i> submitted to the PUMP • All WASH promoters pass post-test	Community Dev. Officer, WASH promoters
<b>10. Sanitation Promotion Cycle 1 (Household Visits)</b>	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	• <i>Appendix 206. Form 2. WASH Promotion Monthly Summary Report</i> submitted to the PUMP • Activities verified in subsequent <i>Appendix SS. WASH Promoter Training Report</i>	Community Dev. Officer, WASH promoters, community members
<b>11. Community Mobilization Meeting</b>	Organize and engage the community to support the proposed project	1. Overview mission and vision of Water Missions International 2. Overview WASH promotion key messages 3. Discuss technical and financial aspects of proposed project 4. Discuss proposed responsibilities of Water Missions International 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	• <i>Appendix 207. Community Mobilization Report</i> submitted to the PUMP	Community Dev. Officer, community leaders, WASH promoters, community members
<b>12. Household Enrollment</b>	Finalize the list of participating households and formalize their agreement with Water Missions	1. Complete <i>Appendix 208. Form 1. Household Enrollment Sheet</i> 2. Obtain signatures indicating agreement with <i>Appendix 209. Memorandum of Understanding</i>	• <i>Appendix 208. Form 1. Household Enrollment Sheet</i> submitted to the PUMP	Community Dev. Officer, community members
<b>13. Household Cluster Assignment</b>	Organize households in order to facilitate further training and latrine construction	1. Group households into clusters considering geographic location and social norms	• <i>Appendix 208. Form 2. Cluster Assignment Sheet</i> submitted to the PUMP	Community Dev. Officer

Process	Goal	Objectives/Activities	Requirements for Successful Process Completion	People Involved
<b>14. WASH Promoter Training - Sanitation Cycle 2</b>	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	• <i>Appendix 205. WASH Promoter Training Report</i> submitted to the PUMP • All WASH promoters pass post-test • Updated <i>Appendix 208. Form 2. Cluster Assignment Sheet</i> submitted to the PUMP (if applicable)	Community Dev. Officer, WASH promoters
<b>15. Sanitation Promotion Cycle 2 (Cluster Meetings)</b>	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 6. Convene body of households to collect materials and construct pits	• <i>Appendix 206. Form 2. WASH Promotion Monthly Summary Report</i> submitted to the PUMP • Activities verified in subsequent <i>Appendix SS. WASH Promoter Training Report</i> • <i>Appendix 210. Household Cluster Meetings Report</i> submitted to the PUMP	Community Dev. Officer, Technical Coordinator, WASH promoters, community members
<b>16. Household Materials Sourcing</b>	Facilitate community investment	1. Have households collect construction materials as outlined in the MOU	• Verification of existence of materials at each household cluster	Community Dev. Officer, Technical Coordinator, community members
<b>17. Pit Construction</b>	Facilitate community investment	1. Have households construct pits as outlined in the MOU	• Verification of pits constructed according to WMI recommendations	Community Dev. Officer, Technical Coordinator, community members
<b>Materials procured?</b>	Confirm that household clusters have collected materials as outlined in the MOU			Country Director
<b>Confirm Household Investment</b>	Verify that the community has invested time, labor and finances.			Country Director, Community Dev. Officer, Senior Engineer or Technical Coordinator
<b>18. WASH Promoter Training - Sanitation Cycle 3</b>	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. Complete <i>Appendix 213. WASH Promoter Certification Sheet</i> 9. Schedule date for Sanitation Promotion Cycle 3	• <i>Appendix 205. WASH Promoter Training Report</i> submitted to the PUMP • All WASH promoters pass post-test • <i>Appendix 213. WASH Promoter Certification Sheet</i> submitted to the PUMP	Community Dev. Officer, WASH promoters
<b>19. Latrine Installation</b>	Construct and install latrines	1. Coordinate with household clusters to reinforce pits, construct slabs and superstructures, and install toilets	• <i>Appendix 211. Equipment Release Form</i> submitted to the PUMP	Senior Engineer or Technical Coordinator, Community Dev. Officer, community members
<b>20. On-Site Training</b>	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	• <i>Appendix 212. On-Site Installation and Training Checklist</i> submitted to the PUMP	Senior Engineer or Technical Coordinator, Safe Water Committee
<b>21. Commissioning</b>	Recognize community investment	1. Organize and hold a ceremony to formally acknowledge the sanitation project	• <i>Appendix 214. Sanitation Project Commissioning Report</i> submitted to the PUMP	Community Dev. Officer, Country Director, WASH promoters, community members
<b>Verify Commissioning Documents</b>				
<b>22. Sanitation Promotion Cycle 3</b>	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)	• <i>Appendix 206. Form 2. WASH Promotion Monthly Summary Report</i> submitted to the PUMP • Activities verified in subsequent <i>Appendix SS. WASH Promoter Training Report</i>	WASH promoters, community members
<b>23. WASH Promoter Training - Sanitation Cycle 4</b>	Equip WASH promoters with knowledge and educational skills	1. Review experience with Sanitation Cycle 2 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 3	• <i>Appendix 205. WASH Promoter Training Report</i> submitted to the PUMP • All WASH promoters pass post-test	Community Dev. Officer, WASH promoters
<b>24. Sanitation Promotion Cycle 4</b>	Promote the proper use of latrines and healthy WASH behaviors in the community	1. Have WASH promoters carry-out WASH promotion plan (Cycle 4: Water Treatment and Safe Storage)	• <i>Appendix 206. Form 2. WASH Promotion Monthly Summary Report</i> submitted to the PUMP • Activities verified in subsequent <i>Appendix SS. WASH Promoter Training Report</i> (completed during subsequent follow-up visit)	WASH promoters, community members
<b>25. Ongoing Community-led WASH Initiatives</b>	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	• <i>Appendix 206. Form 2. WASH Promotion Monthly Summary Report</i> submitted to the PUMP	WASH promoters, Community Dev. Officer
<b>26. Follow-up Visits</b>	Verify satisfactory operation, maintenance and promotion of the sanitation project	1. Conduct scheduled on-site visits 2. Take necessary corrective measures to address any unsatisfactory conditions	• <i>Appendix 215. Sanitation Project Follow-up Report</i> submitted to the PUMP	Community Dev. Officer, Senior Engineer or Technical Coordinator, WMI WASH Coordinator
<b>Transition recommended?</b>	Confirm that households are capable of operating and maintaining latrines indefinitely			Country Director, Community Dev. Officer
<b>27. Sustainable Management &amp; Operation</b>	Households continue to operate latrines with support from WMI on request	1. Performance standards met	• <i>Appendix 216. Sanitation Project Transition Report</i> submitted to the PUMP	Community members