
GUIDANCE NOTE: LIBERIA WASH SECTOR REPORTING

1 QUARTERLY WASH REPORTING TEMPLATE

1.1 REVISED TEMPLATE

The National WASH Promotion Committee (NWSHPC) has revised the Quarterly WASH Reporting Template to better reflect the comprehensive framework of the Sector Strategic Plan (SSP) Sector Operations Matrix (SOM). The revised template retains those indicators from the original version that are relevant to the SSP SOM and adds others for which accurate data is currently unavailable. In addition, the corresponding SSP SOM Priority Activity and Expected Output have been included to clearly show the link between the two documents.

1.2 INSTRUCTIONS

The NWSHPC will send the Quarterly WASH Reporting Template to all partners by the end of each quarter of the calendar year through email. Partners will have two weeks to fill in the spreadsheet by organization and send it back to the NWSHPC. The NWSHPC will compile all data, store it and send it to the SSP Thematic Groups for analysis.

1.3 SSP THEMATIC WORKING GROUPS

A recommendation from the first annual Joint Sector Review (JSR) was for the sector to form standing Strategic Objective (SO)-specific working groups to track each priority activity in the SSP throughout the year. These working groups will be formed by the NWSHPC and led by relevant ministries and agencies – proposed groups chairs are as follows: SO1 – Ministry of Lands, Mines & Energy (MLME) & Water Supply and Sanitation Commission (WSSC); SO2 – Ministry of Health & Social Welfare (MOHSW) & Liberia Water & Sewer Company (LWSC); SO3 – Ministry of Public Works (MPW) and NWSHPC; and SO4 – Ministry of Finance (MOF) and Ministry of Planning & Economic Affairs (MPEA). The groups will be open for participation to all partners, but will be limited in size.

Each group will meet quarterly and correspond as needed throughout the year in order to provide status updates for each priority activity in the form of an Excel spreadsheet to the NWSHPC. Each group should highlight areas of stalled progress in these reports.

2 FIT WITH DEVELOPMENT OF LARGER M&E FRAMEWORK

There are wider ambitions within the sector for systematic reporting in line with the decentralization policy, in which forms are completed at the subnational level with information feeding to the national level for compilation and analysis. This will rely on ownership of county and district officials and reduce the reporting responsibilities of NGOs and other WASH actors. There are currently at least two initiatives working towards this ambition – activities through UNICEF/ AKVO and the IRC.

2.1.1 UNICEF/ AKVO

The Government of Liberia (GOL) and UNICEF have engaged AKVO, a Dutch-based NGO specializing in building open source internet and mobile software, to develop technical capacity around monitoring; AKVO previously delivered similar services to GOL during the 2011 water point (WP) mapping exercise. In February 2013, UNICEF and GOL hosted AKVO for a weeklong training workshop in Monrovia, which included participants from MPW, UNICEF and WASH implementing partners. AKVO introduced its signature products Really Simple Reporting (RSR) and Field-Level Operations Watch (FLOW) which offers reporting for development and data collection services. It is envisaged that national surveys on water points, latrines and Community-Led Total Sanitation (CLTS), using FLOW technology, will be filled out in the field using smart phones.

The NWSHPC foresees these surveys replacing the hand-written forms in the future; however, piloting must be completed first and significant challenges in equipping county- and district-level officials with mobile phone technology will need to be overcome to fully implement this initiative. Therefore, it is not likely that FLOW will be scaled-up nationally soon.

2.1.2 IRC

GOL and IRC have jointly developed a concept note on the provision of support for continuous monitoring of WASH service levels in Liberia. Though in draft stage, the concept note outlines the commitment of IRC, SNV and AKVO to contribute to a strengthened WASH sector; this group anticipates engagement with the sector by building capacity in implementation and monitoring at scale and providing support to the NWSHPC in the design of a system for monitoring service delivery.

The approach would include analysis of current monitoring practices; design of a monitoring system, which includes agreement on objectives and scope, mapping stakeholders' roles and responsibilities, defining the process, and developing the information system; and piloting. A working group will provide key strategic direction to the effort, led by the NWSHPC Secretariat. It is anticipated that the assignment will begin in 2013 and last 24 months; however, the assignment is not yet funded.

3 BACKGROUND

3.1 SECTOR GOVERNMENT REPORTING

The Liberia WASH sector is guided by a set of national policies and guidelines including the:

- National Water and Sanitation Policy – 2009
- National WASH Technical Guidelines - 2010
- National WASH Sector Strategic Plan (SSP), 2012-2017 – 2011
- Poverty Reduction Strategy II – WASH Chapter – 2011

These policies and guidelines set responsibilities of the WASH sector among several key ministries and agencies in Liberia; the NWSHPC is the lead on WASH sector reporting, for both national and international purposes. On a national level, it is responsible for creating the following reports: JSR; Sector Analysis; and Agenda for Transformation Progress. In order to create these reports, it relies on the following data collection tools: Quarterly WASH Reporting Template; Water Point, Latrine and CLTS forms; the Health Management Information System of the Ministry of Health & Social Welfare (MOHSW) and the WP Map Forms of the Ministry of Public Works (MPW); and general policy tracking of various WASH initiatives across ministries and agencies. International data is being collected in Liberia, but currently the NWSHPC involvement is limited. For a visual representation of the reporting process of Liberia's WASH sector, see Page 5.

3.2 SECTOR REPORTING FRAMEWORK

The comprehensive WASH sector reporting framework is set forth in the SSP SOM, which includes 132 priority activities under 4 SOs. The NWSHPC hosts an annual JSR to track progress against these activities.

In addition to tracking progress of the activities in the SSP SOM, the NWSHPC is responsible for coordinating reporting for the 90-Day Scorecards, a tool used by the Administration to gauge quarterly progress on prioritized projects by sector. It links to the Agenda for Transformation (AFT) – previously, it linked to the Poverty Reduction Strategy I – which uses the SSP SOM as its Results Framework. The indicators for this exercise change quarterly, though they are all derived from the AFT Results Framework. Results are sent to the President through the Liberia Development Alliance.

On an international level, the NWSHPC is responsible for reporting to the African Ministers' Council on Water (AMCOW). The AMCOW report includes various themes like water supply and sanitation, energy and agriculture; this report has not been submitted in recent years as data has not been readily available. In 2013, the NWSHPC is responsible for coordinating Liberia's response to the Global Analysis and Assessment of Sanitation & Drinking Water, but is not involved data collection for the Joint Monitoring Program.

3.3 REPORTING TASK FORCE

In November 2011, GOL and partners collaborated in creating “5 key WASH golden indicators” – access to water; access to sanitation; access/ use of hygiene practice; community capacity development; and investment cost. These indicators were then expanded upon to create the “Quarterly WASH Reporting Format,” an Excel document with 26 indicators that all sector actors would be required to fill in on a quarterly basis as a way for the sector to monitor its performance against the Poverty Reduction Strategy (PRS) II plans; this would then form the basis of the Annual WASH Sector Performance Report envisaged in the Liberia WASH Compact.

The Quarterly WASH Reporting Format has been shared with partners since January 2012. The NWSHPC visited individual offices to collect data for the first half of 2012 while the Sector Investment Plan team collected the data in the second half of 2012.

Since then, the NWSHPC has faced challenges in enforcing reporting from partners while partners lack clarity on the process and how it fits with other reporting templates as no formal orientation has been provided. During the process for data collection for Quarter 1 of 2013, stakeholders realized a need for additional information on the reporting requirements and process as well as a possible revision of the Quarterly WASH Reporting Format. Thus, the WASH Sector Reporting Task Force was set up to provide reporting guidance for partners within Liberia’s WASH sector while the larger, sector-wide M&E system is formalized.

The WASH Reporting Task Force agreed on the following:

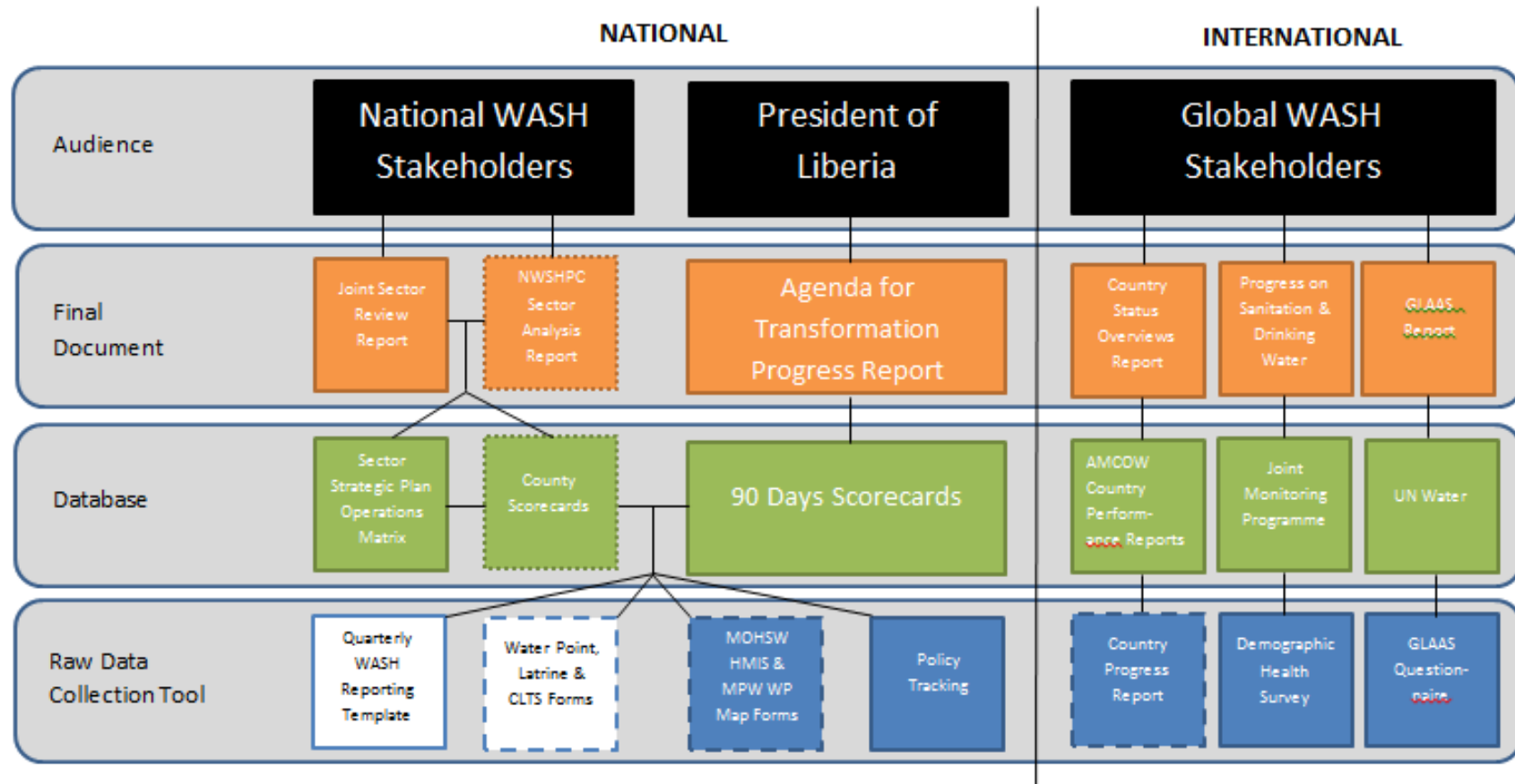
Goal: to contribute towards an improved Liberia WASH sector monitoring & evaluation (M&E) framework

Objective: to develop a well-communicated, consolidated reporting strategy for the Liberia WASH sector (Excel, AKVO, etc.)

Output: a user-friendly and comprehensive document for reporting purposes of the Liberia WASH sector

The Reporting Task Force offered updates at the national WASH Coordination meetings since its creation in April 2013. The group presented its final pieces of work – this Guidance Note with Reporting Process map below and revised Quarterly WASH Reporting Template - at the meeting in September and has posted them on the Liberia WASH website. The Task Force has handed over its work to the NWSHPC and will assist in orientating the SSP Thematic Groups to build on its work.

Reporting Process for Liberia Water, Sanitation & Hygiene (WASH) Sector – September 2013



White boxes indicate partner responsibility; blue boxes indicate government responsibility. Dotted lines indicate resources not yet created. Dashed lines indicate existing resources not yet serving intended purpose.

AMCOW = African Ministers' Council on Water; CLTS = Community-Led Total Sanitation; GLAAS = Global Analysis and Assessment of Sanitation & Drinking Water; HMIS = Health Management Information System; MOHSW = Ministry of Health & Social Welfare; MPW = Ministry of Public Works; NWSHPC = National WASH Promotion Committee