

National WASH Reporting Form Validation Workshop Report 28 August, Ministry of Public Works

I. Background

The Liberia WASH Sector Strategic Plan (SSP) 2012-2017 prioritizes the establishment of information management systems under Strategic Objective 3; including Priority Activity 3.1.2: *Develop one set of agreed indicators and guidance for use in national surveys (LHDS, Census, other) in alignment with WASH sector definition/ JMP as appropriate.* The WASH sector requires various reporting forms though the current focus is on the following three topics - Water Points Constructed & Rehabilitated; Latrines Constructed & Rehabilitated; and Community-Led Total Sanitation (CLTS). In order to make progress on this Priority Activity, technical working groups revised/ developed the reporting forms in July/ August 2013; the NWSHPC then hosted a validation workshop (discussed in this report) to review and finalize them for use by all stakeholders in Liberia's WASH sector.

II. Details

The workshop was held Wednesday, August 2013 at the Ministry of Public Works (MPW), Large Conference Room. The day was divided into three sessions (9:30-11:30AM; 11:45AM-1:45PM; 2-4PM), one for each proposed survey. Each session lasted two hours and participants varied by topic.

III. Proceedings

The National Coordinator of the National WASH Promotion Committee (NWSHPC) chaired the meeting and introduced the workshop through a presentation, which includes the link to the larger M&E system and AKVO FLOW. The survey development leads then held participatory discussions around the reporting forms, going through each question. At the end of each session, all changes were compiled. Attendance averaged about 20 among sessions. Notable points from each discussion and finalized reporting forms can be found in Attachments.

IV. Next Steps

Following the workshop, this report should be shared, along with the powerpoint presentation mentioned above, with WASH sector stakeholders via the WASH Liberia website and email. The NWSHPC will lead on setting a plan to upload soft copies onto the AKVO dashboard and pilot through use of FLOW software.

Attachment 1. Notable Points from Discussion¹

a. Water Point (WP) Reporting Form

- Added "completion" to title to clarify when the form should be filled out
- Removed assessment option – this should be in another form
- Added "geo-location" to GPS coordinates
- Noted that unique code is mandatory and that application will do it automatically
- Added menu for county field
- Clarified district with "administrative"
- Noted that clan is mandatory but free-text
- Rejected proposal to change "Town/village/community" to "settlement"
- Agreed that P-code is non-mandatory and free text – it is useful for cross-listing with other ministries and agencies like LISGIS but it is not realistic to expect surveyors to have the information, plus new communities are not on the list
- Kept population and stratified by male/ female (but understand it is not always accurate)
- Add "number of houses" and "households" as these are important for the cash box system and usually obtainable
- Added description of location but free text and kept non-mandatory; useful, especially in urban areas - e.g.: water kiosk in Monrovia to describe location ("opposite," "corner of")
- "Ownership" moved up so details of institution are grouped with other background information – a set of dependent questions follows
- Added "school code" but kept free text and non-mandatory
- Changed "rehabilitation" to "upgrading" because there are typically improvements made during work
- Took out "pump" on hand pump mechanic training question, due to different ownership options; changed "WATSAN" to "WASH" and changed question to yes/no
- Took out name of caretaker for simplicity and because the caretaker should be on the WASH committee
- Took out unimproved options since sector only wants to measure improved options; unprotected sources could be included in assessment form
- Added "pipe connection" and "rain water harvesting" as options
- Made next questions dependent on type of WP

¹ Notable points that came up in multiple sessions are only listed once.

- Clarified that static water level should be measured from ground level
- Clarified diameter with "internal"
- Added "sustainable" to yield to reflect national technical guidelines
- Standardized imperial measurements throughout (vs. metric)
- Defined bedrock by adding "impenetrable" based on common understanding
- Removed telescoping by drilling question because of irrelevance
- Added questions regarding water quality test (agency, date, result)
- Took out non-technical water quality questions since MOHSW has its own forms and process for testing, plus the questions are more relevant for assessments
- Added questions about inscription and fence (took out "type" since not important for analysis)
- Added contact for someone in the community, but took out "verify" because that person might not understand the technical piece
- Added notes section

b. Institutional Latrine Reporting Form

- Clarified type of relevant latrines in title
- Made options for location prescriptive so people do not use form for household latrines
- Left out "no. household" because it will be hard to tell
- Population by male/female is optional since it might not be available
- Added "emergency" and "prison" as options for locations
- Added "institution" as possible owner
- Took out "open pit" option since it is not improved
- Added latrine type options and clarified that "emergency latrine" should not be an option it should classify as one of the other (improved) options
- Added question on distance to WP but took out "downslope" as national technical guidelines need updating
- Separated "number of cubicles" by male/ female
- Changed options for "latrine superstructure" and "roof"
- Agreed that whether soap or ash is available is more of an assessment question and that infrastructure is more important
- Agreed that urinals and garbage pits for girls shouldn't be included since not backed by any policies or guidelines yet
- Added multi-choice question for measuring whether disability-friendly
- Added section on "Disposal of Waste" since this should be clear at point of completion; ability to clean added further up

c. CLTS Reporting Form

- Discussed unique aspect of CLTS form (vs. WP and Latrine) in that it requires continuous monitoring which would provide valuable information (especially in terms of capturing which communities failed to achieve ODF status) to the NTCU but may be too complicated for now; agreed to defer to the technical capabilities of software on whether it will be done both at triggering and ODF or just at one point
- Merged "pre-triggering" and "triggering" since similar questions asked at each; more accurate information is recorded at triggering
- Included question on population of children under 5
- Included question on whether community has been selected according to criteria of the national *Guidelines*
- Included question on number of people under 18 at triggering since children are effective change agents
- Used descriptive words so users know how to tell whether latrine is being used
- Specified that washing hands must be done with pouring water, per MOHSW
- Clarified garbage pit with "community"
- Clarified animals kept in fence with "pigs and cattle" only
- Included specifics to triggering event – i.e. attendance; tools used; stage at which community was triggered; and result
- Included questions around County and District Steering Committee establishment but left out functionality since it is too hard to measure
- Agreed that safety would be addressed through proxy question on training
- Clarified that latrines must be covered for ODF
- Agreed to exclude specification questions since CLTS does not prescribe designs
- Discussed issue of who actually uses the latrine but agreed it would be too subjective

Attachment 2. Finalized Reporting Forms

WATER POINT CONSTRUCTION/ REHABILITATION/ UPGRADING COMPLETION FORM

1 BASIC INFORMATION

- 1.1 User name [FT]
- 1.2 User organization [*O]: *a. Government b. NGO c. Private Company d. Public Corporation/ Parastatel*
- 1.3 Date of this report [*C]
- 1.4 Record GPS Location [*GL]
- 1.5 Record photo [P]
- 1.6 County [*O]
- 1.7 Administrative District [*O]
- 1.8 Clan [*FT]
- 1.9 Town/village/community [*FT]
- 1.10 Place code [FT]
- 1.11 Unique facility code [*A]

2 DETAILED INFORMATION

- 2.1 Total population of community [*N]
- 2.2 Female population of community [N]
- 2.3 Male population of community [N]
- 2.4 Number of houses [*N]
- 2.5 Number of households [*N]
- 2.6 Description of location [FT]
- 2.7 Other location identification code (if required) [FT]
- 2.8 Name of contact person in community [*FT]
- 2.9 Ownership of the water point [*O]: *a. Community b. Private c. School d. Health Facility*
 - If a. Community or b. Private [D]
 - 2.9.1 Total population estimated to use water point [*N]
 - 2.9.2 Female population estimated to use water point [N]
 - 2.9.3 Male population estimated to use water point [N]
 - If c. School [D]
 - 2.9.4 Name of school [*FT]
 - 2.9.5 School code [FT]
 - 2.9.6 Total school population [*N]
 - 2.9.7 Girl population of school [N]
 - 2.9.8 Boy population of school [N]
 - 2.9.9 Number of children with physical disabilities at school [N]

- 2.9.10 Total number of teachers [*N]
- 2.9.11 Number of female teachers [N]
- 2.9.12 Number of male teachers [N]
 - If d. Health Facility [D]
- 2.9.13 Health facility name [*FT]
- 2.9.14 Health facility code [FT]
- 2.9.15 Total population estimated to use the facility [*N]

3 WORK DONE

- 3.1 Type of Work [*O]: *a. Construction b. Rehabilitation/Upgrading*
- 3.2 Start date of work [*C]
- 3.3 End date of work [*C]
- 3.4 Type of agency that did the work [*O]: *a. Government b. NGO c. Private Company d. Public Corporation/ Parastatel*
- 3.5 Name of agency that did the work [*FT]
- 3.6 Name of agency that funded the work [*FT]
- 3.7 Total number of mechanics trained [*N]
- 3.8 Number of female mechanics trained [N]
- 3.9 Number of male mechanics trained [N]
- 3.10 Is there a WASH committee organized? [*O]: *a. Yes b. No*

4 WATER POINT SPECIFICATIONS

- 4.1 Type of water point [*O]: *a. Borehole b. Hand Dug Well c. Piped Connection d. Rainwater Harvesting e. Protected Spring Catchments*
 - If a. Borehole or b. Hand Dug Well [D]
 - 4.1.1 Static water level (from ground level) [*N in feet]
 - 4.1.2 Total depth [*N in feet]
 - 4.1.3 Internal diameter [*N in inches/feet]
 - 4.1.4 Lining or casing [*O]: *a. Concrete Rings b. PVC Pipes c. Metal Pipes*
 - 4.1.5 Sustainable yield of water point [*N in gallons/ hour]
 - 4.1.6 Has impenetrable rock been reached? [*O]: *a. Yes b. No*
 - If a. Yes [D]
 - 4.1.6.1 Depth at which impenetrable rock reached [*N in feet]
 - 4.1.7 Is the well telescoped? [*O]: *a. Yes b. No*
 - If a. Yes [D]
 - 4.1.7.1 Depth of telescoping [*N in feet]
 - 4.1.7.2 Internal diameter of the telescoping [*N in feet]
- 4.1.8 Installation depth of the pump inlet/ footvalve (from ground level) [*N in feet]
- 4.1.9 Type of pump [*O]: *a. Manual/ foot b. Electrical (surface) c. Electrical Submersible*
- 4.1.10 Pump trade mark [*O]: *a. Kardia b. Afridev c. Consallen d. Vergnet e. Other*

- 4.1.11 Pump ID [FT]
- 4.1.12 Apron Diameter [*N in feet]
- 4.1.13 Is there a soakaway pit? [*O]: *a. Yes b. No*
 - If a. Yes [D]
 - 4.1.13.1 Length of soakaway pit drainage channel [*N in feet]
 - If Piped Connection [D]
- 4.1.14 Is there a water meter? [*O]: *a. Yes b. No*
 - If a. Yes [D]
 - 4.1.14.1 Meter ID [FT]
 - If Rainwater Harvesting
- 4.1.15 Catchment area size [*N in cubic meters]
- 4.1.16 Type of filtration used [*FT]
 - If Protected Spring Catchment [D]
- 4.1.17 Sustainable yield of spring [*N in gallons/ hour]
- 4.2 Does the water point have a storage tank? [*O]: *a. Yes b. No*
 - If a. Yes [D]
 - 4.2.1 Tank type [*O]: *a. Metal b. Plastic*
 - 4.2.2 Tank volume [*N in gallons]
 - 4.2.3 Is the tank elevated? [*O]: *a. Yes b. No*
- 4.3 Does the water point have faucets? [*O]: *a. Yes b. No*
 - If a. Yes [D]
 - 4.3.1 Number of faucets [*N]
- 4.4 Is there an inscription on facility? [*O]: *a. Yes b. No*
- 4.5 Is there a fence around facility? [*O]: *a. Yes b. No*

5 REMARKS CONCERNING WATER QUALITY

- 5.1 Was a water quality test conducted? [*O]: *a. Yes b. No*
 - If a. Yes [D]
 - 5.1.1 Date test conducted [*C]
- 5.2 Agency that conducted the water quality test [*O]: *a. NGO b. Government c. Private*
- 5.3 Was the source approved for drinking purposes? [O]: *a. Yes b. No*

6 NOTES

- 6.1 Name of verifier [*FT]
- 6.2 Title of Verifier – must be one of the following [*P]: *a. School Principal/Vice Principal b. Clinic OIC c. Camp Manager/Leader d. Community Leader/Chairman e. EHT f. WASH Coordinator*
- 6.3 Date verified [*C]
- 6.4 Comments [FT]

LATRINE FACILITY (INSTITUTIONAL, PUBLIC & EMERGENCY) CONSTRUCTION/ REHABILITATION/ UPGRADING COMPLETION FORM

1 BASIC INFORMATION

- 1.1 User name [FT]
- 1.2 User Organisation [*O]: a. *Government* b. *NGO* c. *Private Company* d. *Public Corporation/Parastatel*
- 1.3 Date of this report [*C]
- 1.4 Record GPS Location [*GL]
- 1.5 Record photo [P]
- 1.6 County [*O]
- 1.7 Administrative District [*O]
- 1.8 Clan [*FT]
- 1.9 Town/village/community [*FT]
- 1.10 Place code [FT]
- 1.11 Unique Facility code [*A]

2 DETAILED INFORMATION

- 2.1 Type of owner [*O] a. *Community* b. *WASH Committee* c. *Private Individual* d. *Private Enterprise/Business* e. *City or Local Authorities* f. *Institution* g. *Other*
- 2.2 Location of facility [*O] a. *Urban Community* b. *Peri-Urban Community* c. *School* d. *Health Facility* e. *Market* f. *Bus/transport station* g. *Emergency* h. *Prison* i. *Other*
 - If d. Health Facility, e. Market, f. Bus/transport station, h. Prison or i. Other [D]
 - 2.2.1 Name of health facility/market/transport station/prison/other [*FT]
 - 2.2.2 Total population estimated to use the facility [*N]
 - 2.2.3 Female population estimated to use the facility [N]
 - 2.2.4 Male population estimated to use the facility [N]
 - If c. School [D]
 - 2.2.5 Name of school [*FT]
 - 2.2.6 School Code [FT]
 - 2.2.7 Total school population [*N]
 - 2.2.8 Girl population of school [N]
 - 2.2.9 Boy population of school [N]
 - 2.2.10 Number of children with physical disabilities estimated to use the facility [N]
 - 2.2.11 Total number of teachers [*N]
 - 2.2.12 Number of female teachers [N]
 - 2.2.13 Number of male teachers [N]
 - 2.2.14 Is there a WASH or Hygiene Club organised in the school [*O] a. *Yes* b. *No*
 - If a. Yes [D]
 - 2.2.14.1 Total number of children in the club [*N]

- 2.2.14.2 Number of boys in the club [N]
- 2.2.14.3 Number of girls in the club [N]
- If g. Emergency [D]
- 2.2.15 Total population estimated to use the facility [N*]
- 2.2.16 Female population estimated to use the facility [N]
- 2.2.17 Male population estimated to use the facility [N]
- 2.2.18 Number of children estimated to use the facility [N]
- 2.2.19 Total number of people living with disabilities estimated to use the facility [N]

3 WORK DONE

- 3.1 Type of Work [*O] *a. Construction b. Rehabilitation/Upgrading*
- 3.2 Start date of work [*C]
- 3.3 End date of work [*C]
- 3.4 Type of agency that did the work [*O]: *a. Government b. NGO c. Private Company d. Public Corporation/ Parastatel*
- 3.5 Name of agency that did the work [*FT]
- 3.6 Name of agency that funded the work [*FT]
- 3.7 Total number of animators/CHVs trained in sanitation and hygiene [*N]
- 3.8 Number of female animators/CHVs trained in sanitation and hygiene [N]
- 3.9 Number of male animators/CHVs trained in sanitation and hygiene [N]
- 3.10 Is there a WASH committee managing the latrine? [*O]: *a. Yes b. No*

4 LATRINE SPECIFICATIONS

- 4.1 Type of latrine [*O] *a. Direct (dry) pit latrine with slab b. Ventilated Improved Pit (VIP) Latrine c. Water flushed latrine to pit or tank d. Water flushed to sewerage system e. Composting (ecosan) latrine f. Other*
 - If a. Direct (dry) pit latrine with slab [D]
 - 4.1.1 Type of latrine slab used [*O-AM]: *a. Plastic b. Wood c. Concrete or Mud Bricks d. Steel sheet metal e. Other*
- 4.2 Is the latrine at least 96 feet (30 m) away from a water point or at least 96feet (30m) from the edge of the flood plain of a surface water body? [*O]: *a. Yes b. No*
- 4.3 Total number of cubicles [*N]
- 4.4 Number of female cubicles [N]
- 4.5 Number of male cubicles [N]
- 4.6 Depth of the pit(s) or tank [*N in feet]
- 4.7 Width of the pit(s) or tank [*N in feet]
- 4.8 Length of the pit(s) or tank [*N in feet]
- 4.9 Is the pit lined? [*O]: *a. Yes b. No*
 - If a. Yes [D]
 - 4.9.1 Depth of the lining [*N in feet]

- 4.10 Material used for the latrine superstructure [*O-AM]: *a. Concrete b. Mud Block c. Metal d. Wood/leaves e. Other*
- If c. Concrete or Mud Bricks [D]
- 4.10.1 Is the latrine plastered and painted? [*O]: *a. Yes b. No*
- 4.11 Material used for the latrine roof [*O-AM]: *a. Zinc/metal b. Thatch c. Concrete d. Tarpauline e. Other*
- 4.12 Does the latrine have a lockable door for privacy? [*O]: *a. Yes b. No*
- 4.13 Is there a handwashing station? [*O]: *a. Yes b. No*
- If a. Yes [D]
- 4.13.1 Type of handwashing station available [*O]: *a. Sink and piped water b. Concrete c. Jerry can d. Tippy tap e. Other*
- 4.14 Accessibility features [*O-AM]: *a. Ramp b. Handrails c. Elevated squat hole or commode d. Cubicle with extra space*

5 DISPOSAL OF WASTE AND CLEANLINESS

- 5.1 System used to empty the latrine [*O-AM]: *a. Sewered system b. Motorised emptying c. Manual emptying d. No system in place*
- 5.2 Waste disposal [*O-AM]: *a. Offsite treatment/disposal b. Onsite treatment and/or disposal c. Re-use of products or pit d. No system in place e. Not known*

6 NOTES

- 6.1 Name of verifier [*FT]
- 6.2 Title of Verifier – must be one of the following [*P]: *a. School Principal/Vice Principal b. Clinic OIC c. Camp Manager/Leader d. Community Leader/Chairman e. EHT f. WASH Coordinator*
- 6.3 Date verified [*C]
- 6.4 Comments [FT]

COMMUNITY-LED TOTAL SANITATION TRIGGERING & OPEN DEFECATION FREE VERIFICATION FORM

1 BASIC INFORMATION

- 1.1 User name [FT]
- 1.2 User organization [*O]: *a. Government b. NGO c. Private Company d. Public Corporation/ Parastatel*
- 1.3 Date of this report [*C]
- 1.4 Record GPS Location [*GL]
- 1.5 Record photo [P]
- 1.6 County [*O]
- 1.7 Administrative District [*O]
- 1.8 Clan [*FT]
- 1.9 Town/village/community [*FT]
- 1.10 Place code [FT]²
- 1.11 Unique Community code [*A]³

2 DETAILED INFORMATION

- 2.1 Total population of community [*N]
- 2.2 Female population of community [N]
- 2.3 Male population of community [N]
- 2.4 Number of children 5 years and under [N]
- 2.5 Number of houses [*N]
- 2.6 Number of households [*N]

3 TRIGGERING

- 3.1 Was the community selected according to the criteria in the national *CLTS Guidelines*? [*O]: *a. Yes b. No*
- 3.2 Are the facilitators trained in CLTS? [*O]: *a. Yes b. No*
- 3.3 Date of Triggering [*C]
- 3.4 Total number of people at triggering [*N]
- 3.5 Number of females at triggering [N]
- 3.6 Number of males at triggering [N]
- 3.7 Number of persons under 18 at triggering [N]
- 3.8 Number of family latrines [*N]
- 3.9 Number of family latrines with signs of use (smell, clear path) [*N]

² Need to check with L-MEP whether p-codes were superseded by new system.

³ Unique identifier is necessary because p-codes only reach to community-level, and some communities may need to be split depending on size; e.g. Gbarnga City has 1 p-code for all segments.

- 3.10 Number of hand pumps [*N]
- 3.11 Number of hand pumps functioning [*N]
- 3.12 Number hand washing facilities where you can pour water over hands [*N]
- 3.13 Number of hand washing facilities with water and soap [*N]
- 3.14 Number of dish racks [*N]
- 3.15 Number of clothes lines [*N]
- 3.16 Is there a WASH committee? [*O]: *a. Yes b. No*
- 3.17 Is there a community garbage pit? [*O]: *a. Yes b. No*
- 3.18 Is the grass cut low? [*O]: *a. Yes b. No*
- 3.19 Are there rules/ laws for keeping the community clean? [*O]: *a. Yes b. No*
- 3.20 Are pigs and cattle kept in a fence? [*O]: *a. Yes b. No c. Not Relevant*
- 3.21 Triggering tools used [*O-AM]: *a. Community shit/ pupu mapping b. Shit/ pupu calculation c. Calculation of medical expenses d. Walk of shame e. Transmission route f. reflection*
- 3.22 Stage at which community was triggered [*O-AM]: *a. Community shit/ pupu mapping b. Shit/ pupu calculation c. Calculation of medical expenses d. Walk of shame e. Transmission route f. reflection*
- 3.23 Result of triggering [*O-AM]: *a. Matchbox in gas station b. Promising flames c. Scattered sparks d. Damp match box*
- 3.24 At time of triggering, has a CLTS County Steering Committee been established? [*O]: *a. Yes b. No*
- 3.25 At time of triggering, has a CLTS District Steering Committee been established? [*O]: *a. Yes b. No*

4 OPEN DEFECATION FREE VERIFICATION

- 4.1 Date of Open Defecation Free Verification [*C]
- 4.2 Number of natural leaders trained in community [*N]
- 4.3 Number of female natural leaders trained in community [N]
- 4.4 Number of male natural leaders trained in community [N]
- 4.5 Number of family latrines [*N]
- 4.6 Number of family latrines with signs of use (smell, clear path) [*N]
- 4.7 Number of family latrines with covers [*N]
- 4.8 Type of latrine slab mostly used [*O-AM]: *a. Plastic b. Wood c. Concrete or Mud Bricks d. Steel sheet metal e. Other*
- 4.9 Are all latrines at least 96 feet (30 m) away from a water point or at least 96feet (30m) from the edge of the flood plain of a surface water body? [*O]: *a. Yes b. No*
- 4.10 Number of hand pumps [*N]
- 4.11 Number of hand pumps functioning [*N]
- 4.12 Number latrines with hand washing facilities that require pouring water on hands [*N]
- 4.13 Number of hand washing facilities with water and soap [*N]
- 4.14 Number of dish racks [*N]
- 4.15 Number of clothes lines [*N]
- 4.16 Is there a WASH committee? [*O]: *a. Yes b. No*
- 4.17 Is there a community garbage pit? [*O]: *a. Yes b. No*

- 4.18 Is the grass cut low? [*O]: *a. Yes b. No*
- 4.19 Are there rules/ laws for keeping the community clean? [*O]: *a. Yes b. No*
- 4.20 Are pigs and cattle kept in a fence? [*O]: *a. Yes b. No c. Not Relevant*
- 4.21 At time of ODF verification, has a CLTS County Steering Committee been established? [*O]: *a. Yes b. No*
- 4.22 At time of ODF verification, has a CLTS District Steering Committee been established? [*O]: *a. Yes b. No*

5 NOTES

5.1 Comments [FT]

Key:

Symbol	Flow question type
D	Dependent
*	Mandatory
FT	Free text
O	Option
O-AM	Option – allow multiple
N	Number
GL	Geo-location
A	Automatic
C	Calendar
P	Photo