CLTS MONITORING AND EVALUATION TOOLKIT & MANUAL

March 2016
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# ANNEXURE: THE TOOLKIT
CLTS Monitoring and Evaluation Toolkit and Manual

1. INTRODUCTION
The CLTS process has reached a point in its implementation through SAREP that we are now able to introduce monitoring, evaluation (M&E) and ODF verification and Certification processes into the training. This toolkit and manual contains all forms and materials that are need for a CLTS monitoring team to be established in communities. It is aimed at CLTS facilitators and natural leaders who wish to take the next step in ensuring their community becomes Open Defecation Free (ODF).

We have added a training agenda and training materials to the toolkit, so that M&E team members in communities are able to train other people to become part of the team.

2. THE CLTS MONITORING AND EVALUATION (M&E) TEAM
The CLTS Monitoring team should be made up of trained CLTS facilitators, or experienced natural leaders, who have championed CLTS in their communities. The team should be between 3-5 people, made up as follows:

- Representative of the Traditional Leadership (Chief)
- DHMT
- Local government (Environmental Health)
- Representative of the relevant Community structure (E.g. VDC, Health worker or Administration)
- 1 to 3 community members (depending on the size of the village)

The M&E team works in a different way from the Sanitation Action Group (SAG). The SAG may be the VHC or VDC (i.e. a formal committee) or it may be a group of natural leaders who work together to champion the progress of CLTS in their village and help people to build latrines, raise funds for latrine materials and assist with latrine and ODF maintenance.

The M&E team are responsible for monitoring progress and reporting back to the SAG when things need to be done differently or when good progress is being made in one part of the village but not in others.

The community and the SAG are the “players” and the M&E Team is the “Referee” – just like in a soccer game!

2.1. Managing CLTS data
The M&E Team is responsible for managing all of the data that comes from implementing CLTS and keeps that data to be able to inform the village of their progress toward ODF, or how they have maintained ODF after certification. The team can use the information collected by them and stored in these tools to track the progress of sanitation in the village and report back to the community on issues of concern and also on positive changes.
3. TOOLS IN THE TOOLKIT

3.1. Community CLTS overview form
A critical tool in the toolkit is the CLTS overview or summary form. This form allows the community to see a summary of the implementation of CLTS in their village right from the baseline survey. The form can be divided by Ward (in large villages) or compounds, or even households. A sample form is provided in the toolkit, and its use is fairly straightforward. Simply complete the relevant columns shown on the form once each of the relevant surveys have been done. Detailed instructions for the use of the form are included in the toolkit that goes with this manual.

3.2. The CLTS baseline survey
The baseline survey form is the first tool that is used in CLTS implementation. The baseline survey is conducted before triggering to enable the M&E team to understand the sanitation situation in the village. Progress toward ODF is measured against the baseline survey numbers. Questions in the baseline should always be similar to questions in the Verification Survey and should provide information about the sanitation situation in the village as related to the ODF definition.

The baseline survey tool can also be used by the SAG for monitoring the implementation of CLTS in the village, and there is a box on the tool to say whether it is being used as the baseline survey, or whether it is being used for implementation monitoring.

3.3. ODF definition for SAREP CLTS sites
CLTS is aimed at ODF villages. Being Open Defecation Free is doesn’t only mean having latrines at every household, but is a way to say that a community is healthy and the members of the community have hygienic practises. The ODF definition is incorporated as a poster in this toolkit, and this can be translated in local languages.

The definition of ODF is as follows:
- Every household has a latrine and every member (including children) of the household uses it
- All latrines are well-maintained and clean
- Every latrine / household has a handwashing facility (with soap/ash) available
- Sanitary products and children’s faeces are disposed of safely
- Every household stores water safely and treats it using home-based methods if necessary
- All latrines are correctly located and sited
- There is an annual reduction in the incidence of sanitation-related diseases in the village

3.4. ODF Verification process
Once a community has finished implementing their ODF action plan, they would approach the SAG who completes a request form and submits it to the M&E team. The M&E team then conduct the verification survey and make a recommendation to the Chief. If CLTS is a formal national strategy and there is a Local Government Agency that is responsible for verifying ODF status, the request form would be submitted to them as well as the M&E Team, and the M&E Team will assist the Local Government Agency to conduct the verification survey. For this toolkit, we are assuming that there is no Local Government Agency and the Verification survey will be conducted by the M&E Team only and submitted to the Chief.
3.4.1. The ODF verification request form

The ODF Verification request form is completed by the SAG where initial surveys have been done to suggest that the community is ODF. The SAG then approaches the M&E Team with a completed Verification Request form. The M&E Team are responsible to help the SAG understand how to use the request form and must ensure that it is completed correctly before proceeding with the Verification Survey. The Verification Request Form is included at the end of this document.

3.4.2. What to look for when doing a Verification Survey

The ODF definition is used as the basis for the Verification Survey, and the M&E Team will need to observe certain things in order to be able to answer the Verification Survey questions correctly. There are a number of issues that relate to each of the ODF Definition components, as shown in the table below.

<table>
<thead>
<tr>
<th>ODF component</th>
<th>Verification indicators</th>
</tr>
</thead>
</table>
| Every household has a latrine and every member (including children) of the household uses it | All households in the ward or village have a latrine, or most houses have a latrine and those that don’t share latrines with other households  
No faeces is visible in the open or around the village  
All latrines have a superstructure that allows privacy to the person using it |
| All latrines are well-maintained and clean                                     | The floor, walls and seat are all clean  
The pit is not full and there is no smell in the latrine  
The seat/hole has a cover and there are no flies in the latrine |
| Every latrine / household has a handwashing facility (with soap / ash) available | All households have a handwashing facility  
There is soap or ash available at all the handwashing facilities  
The M&E Team should look closely at the handwashing facility to ensure that they are used, for example the soap is used and not old and dry or there is water below the water container |
| Sanitary products and children’s faeces are disposed of safely                 | No sanitary products or children’s diapers are visible around the household or in the bush. The M&E Team could even ask the householder to show them where these are deposited – it should be in a waste pit  
No children’s faeces are visible in the open or around the village |
| Every household stores water safely and treats it using home-based methods if necessary | All stored water is covered in all of households  
All households are able to talk about what method of home-based water treatment they use  
Solid waste and household wastewater are disposed of safely and there is no litter or standing water visible around the household. There should be a covered waste pit near the household that is used for litter and also disposal of sanitary products and children’s diapers  
There is no solid waste in the latrine pit |
| All latrines are correctly located and sited                                  | All latrines are located more than 30m away from a water point (boreholes, wells etc.). You can estimate this distance, but should have measured it before the survey so it is clear in your mind |
| There is an annual reduction in the incidence of sanitation-related diseases in the village | The last part of ODF looks at the whole village and not individual households. It is not part of the verification survey, only the consolidated survey, when all household surveys are put together by the M&E Team. There should be a reduction in the number of diarrhoea cases from the previous year. (The M&E Team should get the numbers from local clinic). |
3.4.3. Verification checklist / survey

The Verification indicators are included in the Verification Checklist, which the M&E Team use to conduct the survey. An example is as follows:

For the indicator (see table above) “100% latrine coverage”, the Verification Checklist will ask the following questions:

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many households are there in the village?</td>
<td>200</td>
</tr>
<tr>
<td>How many households have a latrine?</td>
<td>198</td>
</tr>
<tr>
<td>If there is no latrine, where do people defecate?</td>
<td>Bush</td>
</tr>
</tbody>
</table>

The percentage household coverage of latrines is as follows:

\[
198 \div 200 \times 100 = 99\% 
\]

The answer to the question where people defecate if there is no latrine is shown as “Bush” and so the community cannot be ODF and the recommendation would therefore be not to certify the community as ODF.

For the indicator (see table above) “100% latrine coverage”, the Verification Checklist will ask the following questions:

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many households are there in the village?</td>
<td>200</td>
</tr>
<tr>
<td>How many households have a latrine?</td>
<td>198</td>
</tr>
<tr>
<td>If there is no latrine, where do people defecate?</td>
<td>Share toilets with others</td>
</tr>
</tbody>
</table>

The answer to the question where people defecate if there is no latrine is shown as “Share toilets with others” and so the community could be ODF if no faeces is observed around the village or in the open, and the recommendation could be to declare the community ODF, depending on what the M&E Team decides.

The best situation would be as follows:

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many households are there in the village?</td>
<td>200</td>
</tr>
<tr>
<td>How many households have a latrine?</td>
<td>200</td>
</tr>
<tr>
<td>If there is no latrine, where do people defecate?</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

The full Verification Checklist with instructions is included in this toolkit. The Verification Checklist includes the Verification Recommendation Form.

3.5. ODF Certification

Once a recommendation has been made by the M&E Team, the Chief (or Local Government Agency and Chief) will make a decision on whether the Certification can be done. The Certificate should be presented to the SAG as representatives of the community at a ceremony. An ODF Certificate is included in this toolkit, but the final toolkit will contain more than one Certificate in case they are damaged or if ODF Certification is revoked and then ODF status reinstated.
3.6. Post ODF Monitoring
It is not only important for communities implementing CLTS to GET to ODF status, but to STAY there!

Therefore the M&E Team is also responsible for monitoring the continued ODF status of the community though conducting regular Verification Surveys after ODF Certification.

The Post ODF Certification survey should be conducted at least every 6 months, and the form is the same as the Verification Survey Form, although an additional check box is included on the Post-Certification Recommendation Form. The Post Certification Recommendation Form is included in the Toolkit at the end of this document.

4. TRAINING WORKSHOP AGENDA AND TRAINING MATERIALS LIST
The full training course for this toolkit includes the Baseline Survey training and the Verification and Certification training and is a two-day course. The course can be done in separate modules, with the baseline survey training done at the beginning of the process, and the Verification and Certification training done when the community is seen to be approaching ODF.

The training agendas for the two days are presented below, and the materials for each day’s training are included in the toolkit at the end of this document.

4.1. Baseline survey training
The training agenda including explanations for each session is presented in the table below. The only tools needed for this training course are an Attendance Register and the Baseline Survey Form.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Detailed description of the activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 – 08:30</td>
<td>Registration and Welcome</td>
<td></td>
</tr>
<tr>
<td>08:30 – 10:00</td>
<td>Briefing on CLTS BASELINE SURVEY</td>
<td>Explain the purpose of conducting the baseline and how the survey form works and how it should be completed. It is ALWAYS important to leave no questions unanswered on the baseline survey as the M&amp;E Team will not be able to complete the CLTS overview form</td>
</tr>
<tr>
<td>10:00 – 10:30</td>
<td>Tea</td>
<td></td>
</tr>
<tr>
<td>10:30 – 12:45</td>
<td>Demonstration of the Baseline Survey Form</td>
<td>This session involves going through all the questions on the form and ensuring that participants understand how questions should be answered and what observations should be made.</td>
</tr>
<tr>
<td>12:45</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>14:00 – 16:00</td>
<td>Debriefing and evaluation of people trained</td>
<td>Participants interview each other to ask all questions on the baseline survey form – each plays the role of the interviewer and the community member being interviewed</td>
</tr>
<tr>
<td>16:00 – 16:15</td>
<td>Data entry of baseline summary</td>
<td>Entering the summary into the CLTS Status Overview Form</td>
</tr>
<tr>
<td>16:15 – 16:30</td>
<td>Wrap-up and planning for the Survey</td>
<td>The details of the actual baseline survey are discussed in this session and plans made to communicate with the community as to when the survey will take place.</td>
</tr>
<tr>
<td>16:30</td>
<td>Closing</td>
<td></td>
</tr>
</tbody>
</table>
4.2. Verification and Certification training agenda

The training agenda for the Verification, Certification and Post ODF Monitoring process is presented in the table below. The materials that are required for this training workshop are as follows:

- The ODF definition exercise table
- The ODF Definition poster
- The Verification Survey and Recommendation Forms
- A completed set of Verification Forms and uncompleted Recommendation Forms for the ODF Decision exercise
- Rules for the Role Play
- An ODF Certificate
- The Post ODF Monitoring Form and Post ODF Recommendation Form

**VERIFICATION AND CERTIFICATION TRAINING AGENDA**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Detailed description of the activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 – 08:30</td>
<td>Registration and Welcome</td>
<td></td>
</tr>
<tr>
<td>08:30 – 09:00</td>
<td>Briefing on the steps of the Process</td>
<td>Explain the various steps of the process and who implements them</td>
</tr>
<tr>
<td>09:00 – 09:30</td>
<td>Exercise: The ODF definition</td>
<td>The group is given 3 topics: Water; Sanitation; Hygiene They will use these topics to define ODF and then the ODF definition will be discussed and the ODF poster tool presented</td>
</tr>
<tr>
<td>09:30 – 10:30</td>
<td>Briefing on the ODF Definition and the Certification Survey and Indicators</td>
<td>Explain the purpose of the ODF definition and how it is linked to the Verification Survey. Explain how the baseline survey relates to the Verification survey and the ODF Definition Explain the Verification process including the decision to recommend or not recommend ODF Certification Explain the Certification process</td>
</tr>
<tr>
<td>10:30 – 11:00</td>
<td>Tea</td>
<td></td>
</tr>
<tr>
<td>11:00 – 12:15</td>
<td>Demonstration of the Verification survey</td>
<td>This session involves going through all the questions on the form and ensuring that participants understand how questions should be answered and what observations should be made. In addition, the process to decide whether ODF should be recommended or not is discussed.</td>
</tr>
<tr>
<td>12:15 – 13:00</td>
<td>Exercise: Deciding on ODF</td>
<td>Examples of completed Verification Surveys are provided and the group will make decisions on whether to recommend ODF Certification</td>
</tr>
<tr>
<td>13:00</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>14:00 – 16:00</td>
<td>Role Play</td>
<td>The training group will split into 4 “roles”, as follows: Community members; SAG; M&amp;E Team; Chief The role play will include all aspects of the Verification process and the group will play out an actual Verification Process as it would be done in a village – including the Post ODF Monitoring</td>
</tr>
<tr>
<td>16:00 – 16:15</td>
<td>Data entry of verification &amp; ODF summary</td>
<td>Entering the summary into the CLTS Status Overview Form</td>
</tr>
<tr>
<td>16:00 – 16:30</td>
<td>Wrap-up and planning for the Survey</td>
<td>The details of the actual baseline survey are discussed in this session and plans made to communicate with the community as to when the survey will take place.</td>
</tr>
<tr>
<td>16:30</td>
<td>Closing</td>
<td></td>
</tr>
</tbody>
</table>
THE SAREP CLTS M&E TOOLKIT
MONITORING TOOLS AND INSTRUCTIONS
FOR USE
The Toolkit

The SAREP CLTS M&E Toolkit comprises the following tools:

1. The Community CLTS overview form
2. The CLTS Baseline survey form
3. The ODF Definition poster (A3)
4. The ODF Verification Request Form
5. The Verification Indicator List
6. The Verification Checklist or Survey Form
7. The Verification Recommendation Form – attached to the Verification Checklist
8. The ODF Information letter
9. The ODF Certificate
10. The Post-ODF Monitoring Survey Form (same as Verification Survey but with Post-ODF Recommendation Form attached
11. The Post-ODF Recommendation Form
12. CLTS M&E Training kit
   a. The Baseline Survey training agenda and materials (as below)
      o Baseline Survey Form
      o Rules of the game (interview rules for exercise)
      o CLTS overview status form
   b. The Verification & Certification Process Training Agenda and materials (as below)
      o The ODF definition exercise table
      o The ODF Definition poster
      o The Verification Survey and Recommendation Forms
      o A completed set of Verification Forms and uncompleted Recommendation Forms for the ODF Decision exercise
      o Rules for the Role Play
      o An ODF Certificate
      o The CLTS Overview Status Form
13. The Baseline training certificate
14. The Verification training certificate
The Community Overview Form

INSTRUCTIONS FOR USE

The form includes the details of the various teams that are implementing and monitoring CLTS which are entered in the spaces at the top of the form.

Information about each of the processes of CLTS is entered into the spaces in the top part of the form entitled: “CLTS IMPLEMENTATION”.

In each section, a column is included for “Number of latrines”, as this is the easiest way to monitor progress.

In the lower part of the form entitled: “POST ODF MONITORING”, all information on Post ODF Monitoring events is entered.

If the decision at any one of these events is that the community is no longer ODF, the process starts again on a new form.

The baseline survey would be done again, since the village is likely to have changed.

Five copies of the form are included in the toolkit so that the monitoring process can be continued for at least 10 years, in the case of consistent ODF decisions, and at least five years if the decision at any time is that the community is NOT ODF.

EXPECTED OUTCOMES OF USE OF THIS TOOL

The community overview form allows the M&E team to keep track of the progress of CLTS implementation in the village. It is the situation at a glance of all CLTS activities carried out in the village.

If the village is large, the form can be completed by ward and therefore wards that are performing very well can be identified, as can those that are not responding.

If the village is a small village, family compounds or even households can be tracked throughout all processes of CLTS implementation and non-responsive households identified.

REMEMBER: IF ONE PERSON IS PRACTISING OPEN DEFECATION, THE WHOLE VILLAGE IS AT RISK

The form also shows the history of the implementation of CLTS in a village, and enables the M&E Team to ensure that ODF status is maintained.
<table>
<thead>
<tr>
<th>CLTS IMPLEMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ward, Compound or Household names</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>POST-ODF MONITORING</td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td>Ward, Compound or Household names</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>POST-ODF MONITORING</td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td>Ward, Compound or Household names</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
The CLTS baseline survey

INSTRUCTIONS FOR USE

The CLTS baseline survey is a set of 31 questions which identifies the baseline sanitation status of a village (or a ward of a larger village).

These questions have either multiple choice answers or spaces to enter information gathered from the person being interviewed.

The survey is in the form of an interview that the M&E Team would use to interview members of households in the community. The interview should be done either with all households in a village or ward, or in at least 50% of households. If the village is very large, then one ward at a time should be surveyed.

If a village is divided into main village and cattle posts where people live for more than 50% of the time, then the village and the cattle post should be surveyed as separate “villages”. In villages of less than 70 households, all households should be interviewed.

The SAG can also use this tool to assess the progress of CLTS on the ground, but the SAG would use the tool to record their observations, rather than interview the household. Note that ALL households should be observed if the survey is used to monitor progress toward ODF.

The survey has four main components:
1. The Survey details form (Page 1)
2. The 31 questions and a section for the interviewer or observer’s comment (Page 2 – 5)
3. The Answer tables – up to 15 households can be interviewed and answers recorded in these tables. The reason for this is to save the need to print out a four page baseline survey for every household interviewed. Instead, each interviewer can interview 15 people with one set of questions and the answer tables.
4. The Community baseline profile survey form, where results of the survey are entered for the whole village or ward once the team has discussed the individual interviews

Baseline survey:
• The Enumerator completes the Survey Details form on the first page.
• The Enumerator interviews the householder and answers ALL questions in the answer tables – for up to 15 Households.
• All the Enumerators meet to discuss the results of the baseline.
• A baseline profile is decided on for the whole village or ward and entered onto a clean questionnaire.
• The baseline profile is reported back to the community.

Monitoring survey:
The same process as above, except the Enumerator does not ask questions, but instead makes observations at each household while doing the survey.

EXPECTED OUTCOMES OF USE OF THIS TOOL

The outcome of the implementation of this tool should be that the M&E Team should be able to complete the CLTS overview form with baseline figures for the whole community.
**SURVEY DETAILS**

<table>
<thead>
<tr>
<th>Country:</th>
<th>Date of Survey:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Village:</th>
<th>Date of Survey:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Ward (if applicable):</th>
<th>Date of Survey:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of enumerator:</th>
<th>Date of Survey:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of team (M&amp;E/SAG):</th>
<th>Date of Survey:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data entered into Community Overview form (Y/N):</th>
<th>Date of Survey:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Enumerator:</th>
<th>Date:</th>
<th>Contact details of Enumerator:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CLTS Baseline and Monitoring Survey - Household Latrine Coverage and Status

Q1. Gender of HH head: Male / Female

Q2. Number of people within age group:
>3__________  >5________  18<___________

Q3. Number of houses on compound?

Q4. Number of people on the compound?

Q5. Is there a latrine on the compound?
   A- Yes, indoor toilet
   B- Yes, outside toilet
   C- Yes, both indoor toilet and outdoor toilet (Longdrop)
   D- No
   E- Yes, but not in working order (Specify in notes)
   F- In building process (Specify date building started in notes section)
   G- Not sure (Specify in notes)
   H- No answer

If there is no latrine proceed to Q22!

Q6. If so, how many latrines on the compound?

The following questions pertain to the latrine which is used most often by the individual if there is more than one on the compound.

Q7. What are the walls of the latrine made of?
   A- Cement
   B- Cement Brick
   C- Mud Bricks
   D- Shade Net
   E- Corrugate Iron
   F- A combination (Specify in notes section)
   G- Other (Specify in notes)
   H- No answer

Q8. Is there a flushing system?
   A- Yes
   B- No
   C- Not sure (Specify in notes)
   D- No answer

Q9. Is there a ventilation system in the latrine?
   A- None
   B- Vent pipe
   C- Open roof
   D- Window
   E- Opening in bricks
   F- Other (Specify in notes)
   G- No answer

Q10. Is there a cover over the hole? (toilet cover)
    A- Yes
    B- No
    C- Not sure (Specify in notes)
    D- No answer

Q11. Is there a toilet seat?
    A- Yes
    B- No
    C- Not sure (Specify in notes)
    D- No answer

Q12. What is the floor made of?
    A- Tile
    B- Sand
    C- Cement
    D- Polished cement
    E- Wood
    F- Metal
    G- Concrete
    H- Other (Specify in notes)
    I- No answer

Q13. Is there a roof on the latrine?
    A- Yes
    B- No
    C- Not sure (Specify in notes)
    D- No answer

Q14. Does the latrine structure provide adequate privacy?
    A- Yes
    B- No
    C- Not sure (Specify in notes)
    D- No answer
Q15. How close is the latrine to a water source?

- A- Of the riverside  < 10metres = 1
- B- Of the standpipe  < 20metres = 2
- C- Of a bore-hole  <50metres = 3
- D- Of a well point
- E- Unknown
- F- No answer

Ex: A1 = less than ten meters from the riverside

Q16. Is there a bad smell coming from the latrine?

- A- Yes
- B- No
- C- Not sure (Specify in notes)
- D- No answer

Q17. Are there flies/cockroaches or other insects?

- A- Yes
- B- No
- C- Not sure (Specify in notes)
- D- No answer

Q18. Are there any cleansing facilities in the latrine?

- A- Yes, toilet paper
- B- Other
- C- No
- D- Not sure (Specify in notes)
- E- No answer

Q19. Is there a hand washing facility?

- A- Yes, water
- B- Yes, water and soap
- C- Yes, hand sanitizer
- D- No
- E- Not sure (Specify in notes)
- F- No answer

Q20. Who is using the latrine?

- A- Children and adults
- B- Only adults
- C- Only Children
- D- Not sure (Specify)
- E- No answer

Q21. Is there a rubbish bin inside the latrine?

- A- Yes
- B- No
- C- Not sure (Specify in notes)
- D- No answer

Q22. For you how important is having a latrine?

- A- Very important
- B- Important
- C- It makes no difference
- D- Not important
- E- Not important at all
- F- No answer

Q23. What are the advantages of having a latrine?

- A- None
- B- Less smell
- C- Privacy
- D- Fewer flies
- E- Better health
- F- Convenience
- G- Other (Specify in notes)
- H- No answer
Q24. What impact does CLTS has (on your desire to build a latrine)?

A- Big 
B- Moderate 
C- Little 
D- None 
E- Not sure (Specify in notes) 
F- No answer 
G- 

Q25. Total number of children under the age of 3 years in the House Hold? Specify___________

Q26. Do you use any of these below?
A- nappies 
B- potties 
C- Fecal collection devices 
D- Cleaning products (remove feces) 
E- child friendly squatting slabs/latrines 
F- none of the above 

Q27. How is children’s stools disposed of?

A- Child used toilet/latrine 
B- Put/ rinsed into loilet or latrine 
C- Put/ rinsed into drain or ditch 
D- Thrown into garbage 
E- Left in to the open/ground 
F- Other 
(specify)___________________
G- N/A

Q28. For you how important is the practice of improved/safe disposal of child faeces?

A- Very important 
B- Important 
C- Not important

Q29. Are you aware of the risk factors of unsanitary disposal of children feces (A), inadequate hand washing (B) and the absence of a latrine(C) in your livelihood with in your HH?

A- Yes, all the factors 
B- Yes, few one or more 
C- Not aware

Q30. If YES, A or B...Specify

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Q24. What impact does CLTS has (on your desire to build a latrine)?

A- Big 
B- Moderate 
C- Little 
D- None 
E- Not sure (Specify in notes) 
F- No answer 
G- 

Q25. Total number of children under the age of 3 years in the House Hold? Specify___________

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(specify)___________________
G- N/A

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C- Not aware

Q30. If YES, A or B...Specify

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31. **Fieldworker notes and comments:**

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Q1. Gender of HH head:
Male / Female

Q2. Number of people within age group:
>3 ________ >5 ________ 18< __________

Q3. Number of houses on compound?
Average ________

Q4. Number of people on the compound?
Average ________

Q5. Is there a latrine on the compound?
I- Yes, indoor toilet
J- Yes, outside toilet
K- Yes, both indoor toilet and outdoor toilet (Longdrop)
L- No
M- Yes, but not in working order (Specify in notes)
N- In building process (Specify date building started in notes section)
O- Not sure (Specify in notes)
P- No answer

If there is no latrine proceed to Q22!

Q6. If so, how many latrines on the compound?
Average ________

The following questions pertain to the latrine which is used most often by the individual if there is more than one on the compound.

Q7. What are the walls of the latrine made of?
I- Cement
J- Cement Brick
K- Mud Bricks
L- Shade Net
M- Corrugate Iron
N- A combination (Specify in notes section)
O- Other (Specify in notes)
P- No answer

Q8. Is there a flushing system?
E- Yes
F- No
G- Not sure (Specify in notes)
H- No answer

Q9. Is there a ventilation system in the latrine?
H- None
I- Vent pipe
J- Open roof
K- Window
L- Opening in bricks
M- Other (Specify in notes)
N- No answer

Q10. Is there a cover over the hole? (toilet cover)
E- Yes
F- No
G- Not sure (Specify in notes)
H- No answer

Q11. Is there a toilet seat?
E- Yes
F- No
G- Not sure (Specify in notes)
H- No answer

Q12. What is the floor made of?
J- Tile
K- Sand
L- Cement
M- Polished cement
N- Wood
O- Metal
P- Concrete
Q- Other (Specify in notes)
R- No answer

Q13. Is there a roof on the latrine?
E- Yes
F- No
G- Not sure (Specify in notes)
H- No answer

Q14. Does the latrine structure provide adequate privacy?
E- Yes
F- No
G- Not sure (Specify in notes)
H- No answer
Q15. How close is the latrine to a water source?

A- Of the riverside  
B- Of the standpipe  
C- Of a bore-hole  
D- Of a well point  
E- Unknown  
F- No answer  

E.g.: A1 = less than ten meters from the riverside

Q16. Is there a bad smell coming from the latrine?

A- Yes  
B- No  
C- Not sure (Specify in notes)  
D- No answer  

Q17. Are there flies/cockroaches or other insects?

A- Yes  
B- No  
C- Not sure (Specify in notes)  
D- No answer  

Q18. Are there any cleansing facilities in the latrine?

A- Yes, toilet paper  
B- Other  
C- No  
D- Not sure (Specify in notes)  
E- No answer  

Q19. Is there a hand washing facility?

A- Yes, water  
B- Yes, water and soap  
C- Yes, hand sanitizer  
D- No  
E- Not sure (Specify in notes)  
F- No answer  

Q20. Who is using the latrine?

A- Children and adults  
B- Only adults  
C- Only Children  
D- Not sure (Specify)  
E- No answer 

Q21. Is there a rubbish bin inside the latrine?

A- Yes  
B- No  
C- Not sure (Specify in notes)  
D- No answer  

Q22. For you how important is having a latrine?

A- Very important  
B- Important  
C- It makes no difference  
D- Not important  
E- Not important at all  
F- No answer  

Q23. What are the advantages of having a latrine?

A- None  
B- Less smell  
C- Privacy  
D- Fewer flies  
E- Better health  
F- Convenience  
G- Other (Specify in notes)  
H- No answer
Q24. What impact does CLTS has (on your desire to build a latrine)?

H- Big
I- Moderate
J- Little
K- None
L- Not sure (Specify in notes)
M- No answer
N- 

Q27. How is children’s stools disposed of?

H- Child used toilet/latrine
I- Put/ rinsed into toilet or latrine
J- Put/ rinsed into drain or ditch
K- Thrown into garbage
L- Left in to the open/ground
M- Other (specify)_________________
N- N/A

Q25. Total number of children under the age of 3 years in the Household? Specify___________

Q26. Do you use any of these below?
A- nappies
B- potties
C- Fecal collection devices
D- Cleaning products (remove feces)
E- Child friendly squatting slabs/latrines
F- none of the above

Q28. For you how important is the practice of improved/safe disposal of child faeces?

D- Very important
E- Important
F- Not important

Q29. Are you aware of the risk factors of unsanitary disposal of children feces (A), inadequate hand washing (B) and the absence of a latrine(C) in your livelihood with in your HH?

D- Yes, all the factors
E- Yes, few one or more
F- Not aware

Q30. If YES, A or B...Specify

________________________________________________________
________________________________________________________
________________________________________________________

31. Total number of households
32. Total number of latrines
33. Percentage latrine coverage
WHEN IS A VILLAGE OPEN DEFECATION FREE?

THE ODF DEFINITION

- Every household has a latrine and every member (including children) of the household uses it
- All latrines are well-maintained and clean
- Every latrine / household has a handwashing facility (with soap/ash) available
- Sanitary products and children’s faeces are disposed of safely
- Every household stores water safely and treats it using home-based methods if necessary
- All latrines are correctly located and sited
- There is an annual reduction in the incidence of sanitation-related diseases in the village
- Waste disposal facilities are well maintained
Verification process tools

The ODF Verification Request Form

**INSTRUCTIONS FOR USE**

The ODF Verification request form is used by the SAG to do a final ODF check on all households in their Ward or in the whole Village, if it is a small village.

The form is an observation form, not a questionnaire and the SAG member should make the observations in the ward for which he or she is responsible. If wards are large, two people can do the survey, but they should use different forms.

The bottom part of the form contains the ODF criteria and observations should be made accurately, so that people are not disappointed when the M&E Team comes to do the Verification Survey and finds that the Ward, or the village is not ODF.

**All questions on the bottom half of the form are Y/N questions and if there are many “NOs” then the survey should be stopped because there is no point in making the request for ODF Verification to the M&E Team.**

The SAG should be relatively certain of ODF status before making a request.

Once the form is completed, for ALL wards, the SAG should complete the request form for the whole village on one form, adding in the total population of the village into the relevant space at the top of the form.

The request form should be signed by a member of the SAG Team and then taken to the M&E Team.

The M&E Team should respond with a date for the Verification Survey. They may not respond immediately as the M&E Team would need to be mobilised for the survey of the whole village.

At least 10 copies of the ODF Verification Request Form will be included in the Toolkit, but one clean copy should always be kept by the SAG.
<table>
<thead>
<tr>
<th>Household name</th>
<th>No. of people in HH</th>
<th>Latrines - all Y/N answers</th>
<th>Handwashing (Y/N)</th>
<th>Waste, waste &amp; wastewater</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latrine present</td>
<td>Clean (ODF definition)</td>
<td>Lid for hole</td>
<td>Privacy</td>
<td>Located correctly</td>
</tr>
<tr>
<td>Village Headman:</td>
<td>Ward Headman:</td>
<td>Name of SAG member (doing the survey):</td>
<td>Total number of households (village):</td>
<td>Total number of households in Ward:</td>
</tr>
</tbody>
</table>
What to look for in a Verification Survey: The Verification Indicators

INSTRUCTIONS FOR USE

All members of the M&E Team should be very familiar with what to look for in a verification Survey, as these criteria guide the decision to judge a community ODF. These are called the Verification Indicators.

The OD conditions are listed in the manual and are included as a laminated poster called The Verification Indicators” in the Toolkit, so that they can be pasted on the wall of the relevant office or kept in the Village Gathering Place or kgotla.

All M&E Team members should ensure that they fully understand these criteria and that there is always agreement in the team on what they mean and how to assess them.
## HOW DO WE KNOW WHEN A VILLAGE IS OPEN DEFECATION FREE?

### THE VERIFICATION INDICATORS

<table>
<thead>
<tr>
<th>ODF component</th>
<th>Verification indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every household has a latrine and every member (including children) of the household uses it</td>
<td>All households in the ward or village have a latrine, or most houses have a latrine and those that don’t share latrines with other households</td>
</tr>
<tr>
<td></td>
<td>No faeces is visible in the open or around the village</td>
</tr>
<tr>
<td></td>
<td>All latrines have a superstructure that allows privacy to the person using it</td>
</tr>
<tr>
<td>All latrines are well-maintained and clean</td>
<td>The floor, walls and seat are all clean</td>
</tr>
<tr>
<td></td>
<td>The pit is not full and there is no smell in the latrine</td>
</tr>
<tr>
<td></td>
<td>The seat/hole has a cover and there are no flies in the latrine</td>
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<tr>
<td>Every latrine / household has a handwashing facility (with soap / ash) available</td>
<td>All households have a handwashing facility</td>
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<td></td>
<td>There is soap or ash available at all the handwashing facilities</td>
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<tr>
<td></td>
<td>The M&amp;E Team should look closely at the handwashing facility to ensure that they are used, for example the soap is used and not old and dry or there is water below the water container</td>
</tr>
<tr>
<td>Sanitary products and children’s faeces are disposed of safely</td>
<td>No sanitary products or children’s diapers are visible around the household or in the bush. The M&amp;E Team could even ask the householder to show them where these are deposited – it should be in a waste pit</td>
</tr>
<tr>
<td></td>
<td>No children’s faeces are visible in the open or around the village</td>
</tr>
<tr>
<td>Every household stores water safely and treats it using home-based methods if necessary</td>
<td>All stored water is covered in all of households</td>
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<tr>
<td></td>
<td>All households are able to talk about what method of home-based water treatment they use</td>
</tr>
<tr>
<td></td>
<td>Solid waste and household wastewater are disposed of safely and there is no litter or standing water visible around the household. There should be a covered waste pit near the household that is used for litter and also disposal of sanitary products and children’s diapers</td>
</tr>
<tr>
<td></td>
<td>There is no solid waste in the latrine pit</td>
</tr>
<tr>
<td>All latrines are correctly located and sited</td>
<td>All latrines are located more than 30m away from a water point (boreholes, wells etc.). You can estimate this distance, but should have measured it before the survey so it is clear in your mind</td>
</tr>
<tr>
<td>There is an annual reduction in the incidence of sanitation-related diseases in the village</td>
<td>The last part of ODF looks at the whole village and not individual households. It is not part of the verification survey, only the consolidated survey, when all household surveys are put together by the M&amp;E Team. There should be a reduction in the number of diarrhoea cases from the previous year. (The M&amp;E Team should get the numbers from local clinic).</td>
</tr>
</tbody>
</table>
The Verification Checklist or Survey Form

INSTRUCTIONS FOR USE

The Verification Survey should be undertaken across a whole ward or village by the M&E Team. Although all households should be visited, observations for individual households are not recorded.

If the village is a large one, the survey can be done for all households in a Ward. Even in a small village, the M&E Team should divide up the village so that each team member surveys a number of households.

It is important to answer ALL questions on the form.

The Verification Survey form is in 3 parts:
1. The Village Profile: Where names and dates and contact details of the various people involved in the sanitation process; and the various activities in the sanitation process are recorded
2. General information and numbers: Recording ODF history, numbers of households surveyed, numbers of latrines and handwashing facilities and diarrhoea figures for the village – this only needs to be completed on the Consolidated form
3. ODF Observations: These observations should be guided by the Verification indicators as set out in the previous tool

Once the forms are completed, the M&E Team should meet to discuss the survey. At this point, the diarrhoea statistics can be filled in.

The team should ALL BE IN AGREEMENT on the ODF decision which is recorded on the ODF Recommendation form (next section).

EXPECTED OUTCOMES OF USE OF THIS TOOL

The M&E Team should come to a consensus of the status of sanitation in the village or ward and be able to make a recommendation to the Chief or to a Local Government agency if Government is engaged with the process of implementing a CLTS strategy.
## ODF Verification Checklist

### Village profile

<table>
<thead>
<tr>
<th>Village name:</th>
<th>Total Population:</th>
<th>Date of ODF claim:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of M&amp;E Team leader:</th>
<th>Contact details for M&amp;E Team (contact person):</th>
<th>Does the community have a SAG team:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of verification survey:</th>
<th>Date village was triggered (if known):</th>
<th>Name &amp; contact details of SAG team contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### General Information & numbers

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Has the community ever been certified ODF before? If Yes, when?</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>If Yes, when was the community Certified ODF?</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Who previously certified the community ODF?</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Total number of households in the community?</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Number of households visited in the verification survey?</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Number of households in the community with latrines</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>If not all households have latrines, where do people from those households without a latrine defecate?</td>
<td></td>
</tr>
</tbody>
</table>

**THE QUESTIONS BELOW ARE FOR CONSOLIDATED VERIFICATION FORM ONLY**

<table>
<thead>
<tr>
<th>#</th>
<th>Observation question</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are all household latrines being used?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Are all households and the village surroundings free of faeces</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Are all latrines built with superstructures and a door allowing privacy to the user?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Are all latrines well maintained and clean? (Walls, floor and seat / hole)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Do all the pits have covers?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Do all latrines have a handwashing facility nearby with soap or ash; and water?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Are all handwashing facilities being used?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Are children's faeces properly disposed of?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Are all sanitary products, children's diapers and anal cleansing materials properly disposed of?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Do all households cover their stored water?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Are all households using a form of treatment for their drinking water?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Is all solid waste disposed of properly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Is all liquid waste disposed of properly (household waste water, waste disposal facilities etc.)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Are all latrines at least 30m away from water points (boreholes or wells)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Are there latrines and handwashing facilities in schools (if there is a school)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Are there latrines and handwashing facilities in Clinics / Health Centres (if there is a clinic)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Are there latrines and handwashing facilities in markets or community gathering areas ?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other comments:
The ODF (and Post-ODF) Recommendation Form

INSTRUCTIONS FOR USE

The ODF Recommendation Form is a simple form where the M&E Team can record their observations of the sanitation status of the village (or ward in a large village), and make a recommendation to the Chief.

If a Government Agency is responsible for the Certification, then the Recommendation can also be made to that agency, but this is only in the case of an accepted government CLTS strategy.

This form can be used for the FIRST ODF Recommendation in a village (or ward) or for Recommendations from Post-ODF Monitoring Surveys.

EXPECTED OUTCOMES OF USE OF THIS TOOL

The use of this tool should result in a signed ODF recommendation (one of four choices) to the Chief of Local Government Agency (if present).

The M&E Team should also be able to complete the CLTS Overview Form with the Verification statistics.
# ODF Verification Recommendation Form

## Village profile

<table>
<thead>
<tr>
<th>Village name</th>
<th>Chief or LGA (if present)</th>
<th>Date of Recommendation</th>
</tr>
</thead>
</table>

## Recommendations

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ODF status should be granted to the community</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ODF status should NOT be granted to the community</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The previous status of ODF should be CONTINUED</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The previous status of ODF should be REVOKED</td>
<td></td>
</tr>
</tbody>
</table>

## Signatures of M&E Team

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>2</td>
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<td>6</td>
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</tbody>
</table>
ODF Certificate and Letter

INSTRUCTIONS FOR USE

The ODF Certificate should be presented at a community event, in the main community gathering place.

The toolkit includes a formatted letter into which the village name etc. can be entered.

Note that the ODF Certificate can only be presented when ALL wards (in a large village) and ALL households or compounds in a smaller village are VERIFIED ODF by the M&E Team.

The letter is presented either by the Chief to the M&E Team, or if a Local Government Agency is present, by that Agency to the Chief and the M&E Team in a village.

Once the Certification event has been arranged by the M&E Team and the SAG, the Certification event can be held and the Certificate presented to the community.

EXPECTED OUTCOMES OF USE OF THIS TOOL

An open defecation free community!

The M&E Team should also complete the CLTS Overview Form with ODF Certification information.
Name of Chief: ________________________

Date: ______________________________

Subject: Open Defecation Free (ODF) verification visit’s result

To the community of ________________________________

Following the ODF verification visit of your village conducted on the XXX month year, I am happy to inform you that the verification team has recognized the achievement of the ODF status of our village. This is no mean achievement and I and the M&E Team would like to congratulate you for your efforts.

I urge you to continue your effort to ensure that all households use and maintain their latrines appropriately and practice hand-washing with soap/ash. As you know Hand-washing with soap/ash before eating and after using the latrine is key to reduce diarrheal disease and keep you community healthy.

I will transmit the record of your achievement to the District authorities.

Attached please find a copy of the verification report for your records as well as your village Open Defecation Free certificate.

Signature: ______________________________
Certificate of Achievement

awarded to

_________________________________________Village

after being verified Open Defecation Free (ODF)

on ________________________________

Name: ___________________________

Sign: ___________________________

Chief
Post ODF Monitoring

INSTRUCTIONS FOR USE

The Post-ODF Monitoring Form is the same as the Verification Checklist, and should be completed at least twice a year.

The reason that Post-ODF Monitoring should be done is because the community changes, people move out and others – who may not have been triggered move in.

The recommendation is made on the same form as the original ODF Recommendation Form. A number of blank copies of the form will be included in the toolkit.

EXPECTED OUTCOMES OF USE OF THIS TOOL

The expected outcomes of the use of this tool are to make recommendations to the Chief (or LGA if present) on the CONTINUING ODF status of the community.

If ODF status is revoked, the process begins again from the BASELINE tool.

If ODF status is maintained, the CLTS overview Form is completed by the M&E Team with Post-ODF Monitoring information.
## Community CLTS Overview Form

<table>
<thead>
<tr>
<th>Ward, Compound or Household names</th>
<th>Number of households</th>
<th>Baseline (baseline survey)</th>
<th>Triggering (Action plans)</th>
<th>Follow up by SAG</th>
<th>Verification</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Completed (Y/N) Date</td>
<td>Triggered (Y/N) Date</td>
<td>Action Plan (Y/N) Date</td>
<td>Progress identified (Y/N) Date</td>
<td>Number of latrines counted Date of ODF Request</td>
</tr>
<tr>
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</tbody>
</table>

## POST-ODF MONITORING

<table>
<thead>
<tr>
<th>Ward, Compound or Household names</th>
<th>Number of households</th>
<th>Post ODF-Survey</th>
<th>Post ODF-Survey</th>
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<th>Post ODF-Survey</th>
<th>Post ODF-Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Completed (Y/N) Date</td>
<td>ODF (Y/N) Date</td>
<td>Total number of latrines Village ODF (Y/N)</td>
<td>Completed (Y/N) Date</td>
<td>ODF (Y/N) Date</td>
<td>Total number of latrines Village ODF (Y/N)</td>
<td>Completed (Y/N) Date</td>
<td>ODF (Y/N) Date</td>
<td>Total number of latrines Village ODF (Y/N)</td>
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## POST-ODF MONITORING

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Baseline training materials

The Baseline training agenda is included in the Manual (Section 4.1) and the training workshop is a one-day workshop. The materials required for that training are as follows:

1. The Baseline Survey Form (included in the Toolkit) – there should be a copy of the form for each of the participants in the training workshop.
2. The Rules of the Game for the interview
3. Baseline Training Certificate
4. The CLTS Status Overview Form (included in the Toolkit)

The Rules of the Game for the Baseline Survey interview are as follows:
- Split the group into pairs
- Instruct one person in each pair to play the role of the M&E Team surveyor and interview the other member of the team as the Community Member.
- Give the interviewers about 20 minutes to conduct the interview according to the Baseline Survey Form
- At the end of 20 minutes, ask each interviewer to join the person from the pair to their left
- The interviewer then plays the community member, and the person who was previously interviewed as a member of the community, plays the role of the M&E Team surveyor.

In this way, interviewers learn that responses from community members may be different from what is on the form, and also that people have different styles.

At the completion of the training workshop, a Certificate of completion of the Baseline Training should be handed to the participants
### CLTS Baseline and Monitoring Survey - Household Latrine Coverage and Status

#### SURVEY DETAILS

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<th>Date of Survey:</th>
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**Tick appropriate:**

- Baseline survey: [ ]
- Implementation monitoring observation: [ ]

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<th>Signature of Enumerator:</th>
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</table>
Q1. Gender of HH head: Male / Female

Q2. Number of people within age group:
>3__________ >5________ 18<__________

Q3. Number of houses on compound?

Q4. Number of people on the compound?

Q5. Is there a latrine on the compound?
   A- Yes, indoor toilet
   B- Yes, outside toilet
   C- Yes, both indoor toilet and outdoor toilet (Longdrop)
   D- No
   E- Yes, but not in working order (Specify in notes)
   F- In building process (Specify date building started in notes section)
   G- Not sure (Specify in notes)
   H- No answer

Q6. If so, how many latrines on the compound?

Q7. What are the walls of the latrine made of?
   A- Cement
   B- Cement Brick
   C- Mud Bricks
   D- Shade Net
   E- Corrugate Iron
   F- A combination (Specify in notes section)
   G- Other (Specify in notes)
   H- No answer

Q8. Is there a flushing system?
   A- Yes
   B- No
   C- Not sure (Specify in notes)
   D- No answer

Q9. Is there a ventilation system in the latrine?
   A- None
   B- Vent pipe
   C- Open roof
   D- Window
   E- Opening in bricks
   F- Other (Specify in notes)
   G- No answer

Q10. Is there a cover over the hole? (toilet cover)
    A- Yes
    B- No
    C- Not sure (Specify in notes)
    D- No answer

Q11. Is there a toilet seat?
    A- Yes
    B- No
    C- Not sure (Specify in notes)
    D- No answer

Q12. What is the floor made of?
    A- Tile
    B- Sand
    C- Cement
    D- Polished cement
    E- Wood
    F- Metal
    G- Concrete
    H- Other (Specify in notes)
    I- No answer

Q13. Is there a roof on the latrine?
    A- Yes
    B- No
    C- Not sure (Specify in notes)
    D- No answer

Q14. Does the latrine structure provide adequate privacy?
    A- Yes
    B- No
    C- Not sure (Specify in notes)
    D- No answer
Q15. How close is the latrine to a water source?
A- Of the riverside < 10 metres = 1
B- Of the standpipe < 20 metres = 2
C- Of a bore-hole < 50 metres = 3
D- Of a well point
E- Unknown Ex: A1 = less than ten meters from the riverside
F- No answer

Q16. Is there a bad smell coming from the latrine?
A- Yes
B- No
C- Not sure (Specify in notes)
D- No answer

Q17. Are there flies/cockroaches or other insects?
A- Yes
B- No
C- Not sure (Specify in notes)
D- No answer

Q18. Are there any cleansing facilities in the latrine?
A- Yes, toilet paper
B- Other
C- No
D- Not sure (Specify in notes)
E- No answer

Q19. Is there a hand washing facility?
A- Yes, water
B- Yes, water and soap
C- Yes, hand sanitizer
D- No
E- Not sure (Specify in notes)
F- No answer

Q20. Who is using the latrine?
A- Children and adults
B- Only adults
C- Only Children
D- Not sure (Specify)
E- No answer

Q21. Is there a rubbish bin inside the latrine?
A- Yes
B- No
C- Not sure (Specify in notes)
D- No answer

Q22. For you how important is having a latrine?
A- Very important
B- Important
C- It makes no difference
D- Not important
E- Not important at all
F- No answer

Q23. What are the advantages of having a latrine?
A- None
B- Less smell
C- Privacy
D- Fewer flies
E- Better health
F- Convenience
G- Other (Specify in notes)
H- No answer
Q24. What impact does CLTS have (on your desire to build a latrine)?

- A- Big
- B- Moderate
- C- Little
- D- None
- E- Not sure (Specify in notes)
- F- No answer
- G- 

Q25. Total number of children under the age of 3 years in the Household? Specify__________

Q26. Do you use any of these below?

- A- nappies
- B- potties
- C- Fecal collection devices
- D- Cleaning products (remove feces)
- E- Child friendly squatting slabs/latrines
- F- None of the above

Q27. How is children’s stools disposed of?

- A- Child used toilet/latrine
- B- Put/rinsed into toilet or latrine
- C- Put/rinsed into drain or ditch
- D- Thrown into garbage
- E- Left in to the open/ground
- F- Other (specify)_________________
- G- N/A

Q28. For you how important is the practice of improved/safe disposal of child faeces?

- A- Very important
- B- Important
- C- Not important

Q29. Are you aware of the risk factors of unsanitary disposal of children feces (A), inadequate hand washing (B) and the absence of a latrine(C) in your livelihood within your HH?

- A- Yes, all the factors
- B- Yes, few one or more
- C- Not aware

Q30. If YES, A or B...Specify

_____________________________________________________________________________________________________________________________________________________________________________
31. Fieldworker notes and comments:

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### CLTS Baseline and Monitoring Survey - Household Latrine Coverage and Status

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Q1. Gender of HH head:
Male / Female

Q2. Number of people within age group:
>3 _______ >5 _______ 18< ___________

Q3. Number of houses on compound?
Average ___________

Q4. Number of people on the compound?
Average ___________

Q5. Is there a latrine on the compound?
I- Yes, indoor toilet
J- Yes, outside toilet
K- Yes, both indoor toilet and outdoor toilet (Longdrop)
L- No
M- Yes, but not in working order (Specify in notes)
N- In building process (Specify date building started in notes section)
O- Not sure (Specify in notes)
P- No answer
If there is no latrine proceed to Q22!

Q6. If so, how many latrines on the compound?
Average ___________

Q7. What are the walls of the latrine made of?
I- Cement
J- Cement Brick
K- Mud Bricks
L- Shade Net
M- Corrugate Iron
N- A combination (Specify in notes section)
O- Other (Specify in notes)
P- No answer

Q8. Is there a flushing system?
E- Yes
F- No
G- Not sure (Specify in notes)
H- No answer

Q9. Is there a ventilation system in the latrine?
H- None
I- Vent pipe
J- Open roof
K- Window
L- Opening in bricks
M- Other (Specify in notes)
N- No answer

Q10. Is there a cover over the hole? (toilet cover)
E- Yes
F- No
G- Not sure (Specify in notes)
H- No answer

Q11. Is there a toilet seat?
E- Yes
F- No
G- Not sure (Specify in notes)
H- No answer

Q12. What is the floor made of?
J- Tile
K- Sand
L- Cement
M- Polished cement
N- Wood
O- Metal
P- Concrete
Q- Other (Specify in notes)
R- No answer

Q13. Is there a roof on the latrine?
E- Yes
F- No
G- Not sure (Specify in notes)
H- No answer

Q14. Does the latrine structure provide adequate privacy?
E- Yes
F- No
G- Not sure (Specify in notes)
H- No answer
### CLTS Baseline and Monitoring Survey - Household Latrine Coverage and Status

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q15. How close is the latrine to a water source?</td>
<td>A- Of the riverside</td>
</tr>
<tr>
<td></td>
<td>B- Of the standpipe</td>
</tr>
<tr>
<td></td>
<td>C- Of a bore-hole</td>
</tr>
<tr>
<td></td>
<td>D- Of a well point</td>
</tr>
<tr>
<td></td>
<td>E- Unknown</td>
</tr>
<tr>
<td></td>
<td>F- No answer</td>
</tr>
<tr>
<td></td>
<td>&lt;10metres = 1</td>
</tr>
<tr>
<td></td>
<td>&lt;20metres = 2</td>
</tr>
<tr>
<td></td>
<td>&lt;50metres = 3</td>
</tr>
<tr>
<td></td>
<td>E.g.: A1 = less than ten meters from the riverside</td>
</tr>
<tr>
<td>Q16. Is there a bad smell coming from the latrine?</td>
<td>A- Yes</td>
</tr>
<tr>
<td></td>
<td>B- No</td>
</tr>
<tr>
<td></td>
<td>C- Not sure (Specify in notes)</td>
</tr>
<tr>
<td></td>
<td>D- No answer</td>
</tr>
<tr>
<td>Q17. Are there flies/cockroaches or other insects?</td>
<td>A- Yes</td>
</tr>
<tr>
<td></td>
<td>B- No</td>
</tr>
<tr>
<td></td>
<td>C- Not sure (Specify in notes)</td>
</tr>
<tr>
<td></td>
<td>D- No answer</td>
</tr>
<tr>
<td>Q18. Are there any cleansing facilities in the latrine?</td>
<td>A- Yes, toilet paper</td>
</tr>
<tr>
<td></td>
<td>B- Other</td>
</tr>
<tr>
<td></td>
<td>C- No</td>
</tr>
<tr>
<td></td>
<td>D- Not sure (Specify in notes)</td>
</tr>
<tr>
<td></td>
<td>E- No answer</td>
</tr>
<tr>
<td>Q19. Is there a hand washing facility?</td>
<td>A- Yes, water</td>
</tr>
<tr>
<td></td>
<td>B- Yes, water and soap</td>
</tr>
<tr>
<td></td>
<td>C- Yes, hand sanitizer</td>
</tr>
<tr>
<td></td>
<td>D- No</td>
</tr>
<tr>
<td></td>
<td>E- Not sure (Specify in notes)</td>
</tr>
<tr>
<td></td>
<td>F- No answer</td>
</tr>
<tr>
<td>Q20. Who is using the latrine?</td>
<td>A- Children and adults</td>
</tr>
<tr>
<td></td>
<td>B- Only adults</td>
</tr>
<tr>
<td></td>
<td>C- Only Children</td>
</tr>
<tr>
<td></td>
<td>D- Not sure (Specify)</td>
</tr>
<tr>
<td></td>
<td>E- No answer</td>
</tr>
<tr>
<td>Q21. Is there a rubbish bin inside the latrine?</td>
<td>A- Yes</td>
</tr>
<tr>
<td></td>
<td>B- No</td>
</tr>
<tr>
<td></td>
<td>C- Not sure (Specify in notes)</td>
</tr>
<tr>
<td></td>
<td>D- No answer</td>
</tr>
<tr>
<td>Q22. For you how important is having a latrine?</td>
<td>A- Very important</td>
</tr>
<tr>
<td></td>
<td>B- Important</td>
</tr>
<tr>
<td></td>
<td>C- It makes no difference</td>
</tr>
<tr>
<td></td>
<td>D- Not important</td>
</tr>
<tr>
<td></td>
<td>E- Not important at all</td>
</tr>
<tr>
<td></td>
<td>F- No answer</td>
</tr>
<tr>
<td>Q23. What are the advantages of having a latrine?</td>
<td>A- None</td>
</tr>
<tr>
<td></td>
<td>B- Less smell</td>
</tr>
<tr>
<td></td>
<td>C- Privacy</td>
</tr>
<tr>
<td></td>
<td>D- Fewer flies</td>
</tr>
<tr>
<td></td>
<td>E- Better health</td>
</tr>
<tr>
<td></td>
<td>F- Convenience</td>
</tr>
<tr>
<td></td>
<td>G- Other (Specify in notes)</td>
</tr>
<tr>
<td></td>
<td>H- No answer</td>
</tr>
</tbody>
</table>
Q24. What impact does CLTS has (on your desire to build a latrine)?

- H - Big
- I - Moderate
- J - Little
- K - None
- L - Not sure (Specify in notes)
- M - No answer
- N - Not sure (Specify in notes)

Q25. Total number of children under the age of 3 years in the Household? Specify___________

Q26. Do you use any of these below?

- A - nappies
- B - potties
- C - Fecal collection devices
- D - Cleaning products (remove feces)
- E - child friendly squatting slabs/latrines
- F - none of the above

Q27. How is children’s stools disposed of?

- H - Child used toilet/latrine
- I - Put/ rinsed into loilet or latrine
- J - Put/ rinsed into drain or ditch
- K - Thrown into garbage
- L - Left in the open/ground
- M - Other
  (specify)_________________
- N - N/A

Q28. For you how important is the practice of improved/safe disposal of child faeces?

- D - Very important
- E - Important
- F - Not important

Q29. Are you aware of the risk factors of unsanitary disposal of children feces (A), inadequate hand washing (B) and the absence of a latrine(C) in your livelihood with in your HH?

- D - Yes, all the factors
- E - Yes, few one or more
- F - Not aware

Q30. If YES, A or B...Specify

________________________________________
________________________________________
________________________________________

31. Total number of households __________

32. Total number of latrines __________

33. Percentage latrine coverage __________
Certificate of Training in CLTS Baseline Surveys

*Topics covered:*
- Briefing on the purpose of CLTS baseline studies
- The CLTS Baseline Survey Form / Tool
- The Baseline survey interview
- Evaluation of the data
- Data entry of baseline summaries

Steve Johnson
SAREP Director
2016
Verification Training Materials

The Verification training agenda is included in the Manual (Section 4.2), and is a one-day workshop. The materials required for that training are as follows:

1. The ODF Definition exercise table
2. The ODF Definition Poster (included in the toolkit)
3. The Verification Request Form (included in the toolkit)
4. The Verification Indicators and Checklist Form (included in the toolkit)
5. The Verification Recommendation Form (included in the toolkit)
6. A set of completed Verification Forms and uncompleted Verification Forms for the ODF Decision exercise
7. The Rules of the Game for the Role Play
8. The CLTS Status Overview Form (included in the Toolkit)
9. M&E Toolkit files
10. M&E Training Certificates

The Rules of the Game for the Role Play are as follows:

- Split the group into four, as follows:
  - A Chief
  - An M&E Team
  - A SAG
  - Community members

- The Chief goes about his/her daily business but occasionally walks about the “community” to see what is going on
- The community act out an approach to the SAG to indicate that they believe they are ODF and would like an ODF request to be sent to the M&E Team
- The SAG conduct the Verification Request Form survey in the form of an interview with the community members using the Verification Indicators list
- The SAG completes and signs the form and takes it to the M&E Team
- The M&E Team conducts the Verification Survey – note that the SAG and the Community members do not participate in the survey and simply go about their daily business while the M&E Team make their observations
- The M&E Team discusses the Verification Survey and completes the ODF Recommendation Form
- The M&E Team hands the completed form to the Chief
- The SAG gather community at the gathering place
- The Chief makes the announcement and presents the ODF Certificate to a representative of the SAG

When the training is completed, the M&E Toolkit file and a Training Certificate should be handed to all participants.
The ODF Definition exercise

Write down, in each of the categories, the things that you think should contribute to the ODF Definition.

<table>
<thead>
<tr>
<th>Water</th>
<th>Sanitation</th>
<th>Hygiene</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Village profile

<table>
<thead>
<tr>
<th>Village name:</th>
<th>Village</th>
<th>Total Population:</th>
<th>634</th>
<th>Date of ODF claim:</th>
<th>23rd May 2016</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of M&amp;E Team leader:</th>
<th>Frank Molefi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact details for M&amp;E Team (contact person):</td>
<td>72345678</td>
</tr>
<tr>
<td>Does the community have a SAG team:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of verification survey:</th>
<th>21st May 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date village was triggered (if known):</td>
<td>5th January 2016</td>
</tr>
<tr>
<td>Name &amp; contact details of SAG team contact:</td>
<td>Pauline Nkape</td>
</tr>
</tbody>
</table>

## General Information & numbers

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Has the community ever been certifed ODF before? If Yes, when?</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>If Yes, when was the community Certified ODF?</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Who previously certified the community ODF?</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Total number of households in the community?</td>
<td>84</td>
</tr>
<tr>
<td>5</td>
<td>Number of households visited in the verification survey?</td>
<td>84</td>
</tr>
<tr>
<td>6</td>
<td>Number of households in the community with latrines</td>
<td>84</td>
</tr>
<tr>
<td>7</td>
<td>If not all households have latrines, where do people from those households without a latrine defecate?</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**THE QUESTIONS BELOW ARE FOR CONSOLIDATED VERIFICATION FORM ONLY**

<table>
<thead>
<tr>
<th>#</th>
<th>Observation question</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are all household latrines being used?</td>
<td>Yes</td>
<td></td>
<td>Most latrines show use, some clean and seem to be used</td>
</tr>
<tr>
<td>2</td>
<td>Are all households and the village surroundings free of faeces</td>
<td>Yes</td>
<td>No faeces anywhere</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Are all latrines built with superstructures and a door allowing privacy to the user?</td>
<td>Yes</td>
<td>But not always a lockable door</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Are all latrines well maintained and clean? (Walls, floor and seat / hole)</td>
<td>Yes</td>
<td>Clean latrines at all households</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Do all the pits have covers?</td>
<td>Yes</td>
<td>But there were some flies</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Do all latrines have a handwashing facility nearby with soap or ash; and water?</td>
<td>Yes</td>
<td>Some with soap and others with ash</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Are all handwashing facilities being used?</td>
<td>Yes</td>
<td>Yes - most being used but SAG survey said they are used</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Are children's faeces properly disposed of?</td>
<td>Yes</td>
<td>Children use latrine</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Are all sanitary products, children's diapers and anal cleansing materials properly disposed of?</td>
<td>Yes</td>
<td>Waste pit seen</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Do all households cover their stored water?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Are all households using a form of treatment for their drinking water?</td>
<td>Yes</td>
<td>No</td>
<td>Not certain that all households use treatment</td>
</tr>
<tr>
<td>12</td>
<td>Is all solid waste disposed of properly?</td>
<td>Yes</td>
<td>Waste pit seen</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Is all liquid waste disposed of properly (household waste water etc.)?</td>
<td>Yes</td>
<td>No standing water seen</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Are all latrines at least 30m away from water points (boreholes or wells)?</td>
<td>Yes</td>
<td>All latrines well located</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Are there latrines and handwashing facilities in schools (if there is a school)?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Are there latrines and handwashing facilities in Clinics / Health Centres (if there is a clinic)?</td>
<td>No</td>
<td>Not for public, but clinic is in the village close to school</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Are there latrines and handwashing facilities in markets or community gathering areas?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other comments:
## ODF Verification Checklist

### Village profile

<table>
<thead>
<tr>
<th>Village name:</th>
<th>Village</th>
<th>Total Population:</th>
<th>Date of ODF claim:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>482</td>
<td>16th June 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of M&amp;E Team leader:</th>
<th>Contact details for M&amp;E Team (contact person):</th>
<th>Does the community have a SAG team:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Molefi</td>
<td>72345678</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of verification survey:</th>
<th>Date village was triggered (if known):</th>
<th>Name &amp; contact details of SAG team contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th June 2016</td>
<td>Not known</td>
<td>Pauline Nkape 71234567</td>
</tr>
</tbody>
</table>

### General Information & numbers

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Has the community ever been certified ODF before? If Yes, when?</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>If Yes, when was the community Certified ODF?</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>Who previously certified the community ODF?</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Total number of households in the community?</td>
<td>60</td>
</tr>
<tr>
<td>5</td>
<td>Number of households visited in the verification survey?</td>
<td>45</td>
</tr>
<tr>
<td>6</td>
<td>Number of households in the community with latrines</td>
<td>59</td>
</tr>
<tr>
<td>7</td>
<td>If not all households have latrines, where do people from those households without a latrine defecate?</td>
<td>Share with others</td>
</tr>
</tbody>
</table>

### ODF Observations

<table>
<thead>
<tr>
<th>#</th>
<th>Observation question</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are all household latrines being used?</td>
<td>Yes</td>
<td></td>
<td>Of surveyed but SAG says all</td>
</tr>
<tr>
<td>2</td>
<td>Are all households and the village surroundings free of faeces</td>
<td>Yes</td>
<td></td>
<td>No faeces seen</td>
</tr>
<tr>
<td>3</td>
<td>Are all latrines built with superstructures and a door allowing privacy to the user?</td>
<td>Yes</td>
<td></td>
<td>Not all have locks</td>
</tr>
<tr>
<td>4</td>
<td>Are all latrines well maintained and clean? (Walls, floor and seat / hole)</td>
<td>Yes</td>
<td></td>
<td>Those seen</td>
</tr>
<tr>
<td>5</td>
<td>Do all the pits have covers?</td>
<td>No</td>
<td></td>
<td>One without of those seen but SAG says others have</td>
</tr>
<tr>
<td>6</td>
<td>Do all latrines have a handwashing facility nearby with soap or ash; and water?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Are all handwashing facilities being used?</td>
<td>Yes</td>
<td></td>
<td>Some had dry soap but the day was hot</td>
</tr>
<tr>
<td>8</td>
<td>Are children’s faeces properly disposed of?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Are all sanitary products, children’s diapers and anal cleansing materials properly disposed of?</td>
<td>Yes</td>
<td></td>
<td>Waste pit</td>
</tr>
<tr>
<td>10</td>
<td>Do all households cover their stored water?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Are all households using a form of treatment for their drinking water?</td>
<td>Yes</td>
<td></td>
<td>Most people said they put water in the sun and some boil</td>
</tr>
<tr>
<td>12</td>
<td>Is all solid waste disposed of properly?</td>
<td>Yes</td>
<td></td>
<td>Waste pits with covers</td>
</tr>
<tr>
<td>13</td>
<td>Is all liquid waste disposed of properly (household waste water etc.)?</td>
<td>Yes</td>
<td></td>
<td>No standing water</td>
</tr>
<tr>
<td>14</td>
<td>Are all latrines at least 30m away from water points (boreholes or wells)?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Are there latrines and handwashing facilities in schools (if there is a school)?</td>
<td>Yes</td>
<td></td>
<td>Latrines but no handwashing</td>
</tr>
<tr>
<td>16</td>
<td>Are there latrines and handwashing facilities in Clinics / Health Centres (if there is a clinic)?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Are there latrines and handwashing facilities in markets or community gathering areas?</td>
<td>Yes</td>
<td></td>
<td>Flush toilets</td>
</tr>
</tbody>
</table>

### Other comments:

- # Responses
- 1 Yes
- 2 No
- 3 Yes
- 4 No
- 5 No
- 6 No
- 7 Share with others
- 8 How many cases of diarrhoea were recorded by the clinic last year? 976
- 9 How many cases of diarrhoea were recorded by the clinic this year? 904
## ODF Verification Checklist

### Village profile

<table>
<thead>
<tr>
<th>Village name:</th>
<th>Village</th>
<th>Total Population:</th>
<th>1233</th>
<th>Date of ODF claim:</th>
<th>16th April 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of M&amp;E Team leader:</td>
<td>Frank Molefi</td>
<td>Contact details for M&amp;E Team (contact person):</td>
<td>72345678</td>
<td>Does the community have a SAG team:</td>
<td></td>
</tr>
<tr>
<td>Date of verification survey:</td>
<td>3rd March 2016</td>
<td>Date village was triggered (if known):</td>
<td>Not known</td>
<td>Name &amp; contact details of SAG team contact:</td>
<td>Pauline Nkape</td>
</tr>
</tbody>
</table>

### General Information & numbers

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Has the community ever been certified ODF before? If Yes, when?</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>If Yes, when was the community Certified ODF?</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>Who previously certified the community ODF?</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Total number of households in the community?</td>
<td>95</td>
</tr>
<tr>
<td>5</td>
<td>Number of households visited in the verification survey?</td>
<td>94</td>
</tr>
<tr>
<td>6</td>
<td>Number of households in the community with latrines</td>
<td>90</td>
</tr>
<tr>
<td>7</td>
<td>If not all households have latrines, where do people from those households without a latrine defecate?</td>
<td>Bush</td>
</tr>
</tbody>
</table>

### ODF Observations

<table>
<thead>
<tr>
<th>#</th>
<th>Observation question</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are all household latrines being used?</td>
<td>No</td>
<td>Some seem very clean and not used</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Are all households and the village surroundings free of faeces</td>
<td>Yes</td>
<td>No faeces seen</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Are all latrines built with superstructures and a door allowing privacy to the user?</td>
<td>Yes</td>
<td>Not all have locks</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Are all latrines well maintained and clean? (Walls, floor and seat / hole)</td>
<td>Yes</td>
<td>Some were very very clean - seemed not used</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Do all the pits have covers?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Do all latrines have a handwashing facility nearby with soap or ash; and water?</td>
<td>Yes</td>
<td>Some had no water</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Are all handwashing facilities being used?</td>
<td>No - don't know</td>
<td>Some had dry soap but the day was hot</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Are children's faeces properly disposed of?</td>
<td>Yes</td>
<td>Saw some children using latrines</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Are all sanitary products, children's diapers and anal cleansing materials properly disposed of?</td>
<td>Yes</td>
<td>Waste pit</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Do all households cover their stored water?</td>
<td>No</td>
<td>Some containers without lids</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Are all households using a form of treatment for their drinking water?</td>
<td>Yes</td>
<td>Most people said they put water in the sun and some boil</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Is all solid waste disposed of properly?</td>
<td>Yes</td>
<td>Waste pits but no covers on pits</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Is all liquid waste disposed of properly (household waste water etc.)?</td>
<td>Yes</td>
<td>No standing water</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Are all latrines at least 30m away from water points (boreholes or wells)?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Are there latrines and handwashing facilities in schools (if there is a school)?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Are there latrines and handwashing facilities in Clinics / Health Centres (if there is a clinic)?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Are there latrines and handwashing facilities in markets or community gathering areas?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other comments:
Certificate of Training in the ODF Verification Process

Topics covered:
- Briefing on the ODF Verification process
- The ODF Definition
- The Verification indicators and checklist tool
- Practical application of the toolkit
- Data entry of Verification summaries

Steve Johnson
SAREP Director
2016

Supporting the sustainable management of the Okavango River Basin