A Practitioners Guide

For ODF Certification in Kenya
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ODF CERTIFICATION PROCESS

- Receive schedule of villages claiming ODF, which should include clear location address and contacts of people aware of the ODF process in that village
- Finalize Certification tools (simple quick to fill in preferably using observation. Keep interviews for FDG)
- Establish a Certification team comprising persons knowledgeable in CLTS but independent for each village
- Training the team and develop team spirit, while agreeing to the benchmarks
- Constitute each team ensuring that its has members of both gender and a reasonable mix of community and CLTS skills
- Develop a daily work plan ensuring that the workload is reasonable
- Develop the quality control and data entry protocol
- Receive Certification data assess, analyze
- Determine ODF

ODF CERTIFICATION STEPS

- Ensure daily Certification plan is developed & logistics in place
- On arrival at the village engage in the “normal” village entry social processes
- In a context sensitive manner carryout household visit, FDG, transect walk to defecation sites
- Should the village right from the onset show signs of OD, then implement exits strategy which encourages the village to fully “trigger”
- Do not be the bloodhound but rather a watchdog
- Encourage and celebrate the household innovations
# 1.0 INTRODUCTION & BACKGROUND

## 1.1 Introduction

Over the last several decades, sanitation and in particular latrine access has remained a serious challenge, contributing towards an inordinately high proportion of the national disease burden.

Recent advances and in particular the adoption of CLTS by the Government of Kenya is generating very encouraging results with many villages claiming Open Defecation Free (ODF) status. Therefore it’s now opportune for the “post triggering” management issues to be addressed. The demand therefore for 3rd party certification that truly the community is indeed ODF has generated a demand which this practitioners guide attempts to fill, by providing a flexible yet structure Certification process.

## 1.2 Key Certification Principles

The key pillars in the Certification process borrow heavily from the CLTS philosophy;

- Certification is a step which celebrates and encourages communities to remain ODF

- Certification is independent and uses CLTS practitioners not directly involved in triggering the village to determine if the village has attained ODF threshold.

- Certification applies non aggressive processes of independent checks and uses surprise visits on villages that have claimed ODF for at least 3 months

- Where the village claims ODF and the Certification process establishes that the village has not yet attained the threshold then the Certification team and process must reignite
1.3 A Primer on CLTS

CLTS\(^1\) refers to Community Led Total Sanitation. This is an integrated approach to achieving and sustaining ODF status. CLTS entails the facilitation of sanitation profile appraisal and analysis by communities of their practices of defecation and the consequences, leading to collective action to become ODF.

CLTS processes can precede and lead on to, or occur simultaneously with, improvement of latrine/toilet design, the adoption/improvement of hygienic practices, solid waste management, waste water disposal, care, protection and maintenance of drinking water sources and other environmental measures. In many cases CLTS initiates a series of new collective local development actions by the ODF communities.

Community Led Total Sanitation (CLTS) focuses on igniting a change in sanitation behavior rather than constructing toilets. It does this through a process of social awakening that is stimulated by facilitators from within or outside the community.

1.4 CLTS Steps

CLTS practice is context specific and though the principles are clear, the step may vary in chronology or emphasis, however the following are the main steps.

**Pre-triggering**

1. Selecting a community
2. Introduction and building rapport

**Triggering**

3. Participatory sanitation profile analysis
4. Ignition moment

**Post-triggering**

5. Action planning by the community
6. Follow up

**Certification & Certification**

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\(^1\) Dr. Kamal Kar, *Handbook for implementing CLTS*, 2007
2.0  KEY CERTIFICATION ISSUES

Given that CLTS has distinct features, they are what the Certification process applies to establish the residual effect of the CLTS intervention;

- CLTS is total, meaning that it covers all in the households in the community therefore the threshold is as high and all households must possess a latrine that is determined to be in use.
- CLTS is not prescriptive, therefore the latrine shall not be assessed so as to fit within some blueprint but rather, the latrine shall be an innovation of the household.
- CLTS creates natural leaders and they are a critical cog in the wheel of action, implementation of CLTS and sustaining communities as ODF.
- Defecation sites must of necessity not be active, and the Certification team must inspect them and also household compound especially for children feaces.

2.1  Certification Steps

- Receive a schedule of villages claiming ODF, which should include clear location address and contacts people aware of the ODF process
- Establish a Certification team comprising persons knowledgeable in CLTS but independent for each village
- Training the team and develop team spirit, while agreeing to the benchmarks
- Constitute each team ensuring that its has members of both gender and a reasonable mix of community and CLTS skills
- Develop a daily work plan ensuring that the workload is reasonable
- Develop the quality control and data entry protocol
- Receive Certification data assess, analyze
- Determine ODF
3.0 METHODOLOGY & APPROACH TO OD CERTIFICATION (A Primer for Program Managers)

The approach to the Certification process should apply valid, reliable and inexpensive methods for checking, collection and analysis of information. The overall approach is participatory, and includes aspects qualitative as well as quantitative. The main steps in the process are:

3.1 Desk study, literature review & planning the Certification process;

- Project Proposal, project Log Frame, and process indicators
- Recent progress reports
- Schedule and maps of OD claiming villages
- Review of Certification tools
- Determining the element of surprise and independence of Certification team
- Agree to criteria and size for Certification team selection
- Agree on sample or 100% Certification depending on location size, time
- Development of Certification plan which includes a day to day work plan
- Ensure you have a camera, GPS, transport for each team

3.2 Field visit Activities will include:

- Hold first level of discussions with natural leaders, agency officials, local government officials
- Review of tools and make necessary adjustment
- Undertake data collection training and also Pretest all tools
- Finalize tools and finalize data entry protocol
- Carry out household visits and data collection (in build quality controls)
- Finalize data entry in SPSS (or similar) or in excel

3.3 Data collection activities will include:

- Focus group discussion with community groups (women groups...)
- Key informant interview natural leaders, agency staff, local administrators
- Household Data collection

3.4 Reporting & Declaration

- Analysis of findings
- Elaboration of findings into OD Certification report
- Expedient sharing of Certification report

3.5 ODF Celebrations
4.0 HOUSEHOLD DATA COLLECTION TRAINING

The Certification team and especially the household data collectors should at a minimum have a range of skills, understanding of community work, appreciation of local cultures and language and a basic understanding of hygiene & sanitation.

4.1 The Training Blocks

I. About CLTS and its intended outcome, and Hygiene promotion
   - Primer on CLTS, intended outcome (latrine use, hand washing...)

II. About ODF Certification & benchmarks
   - 100% latrines in all house holds, inactive defecation sites...

III. Certification process
   - Role of verifier, do and don'ts, determining ODF

It will be necessary to equip the enumerators with the key basics of hygiene promotion. This is important as it help remind them what to look out for while in the field. The areas will include excreta disposal, hand washing, safe water chain, food hygiene, household environment hygiene and sanitation.

4.2 ODF Celebrations

ODF celebrations should be held say at least three months after a village is certified to be ODF. The rationale for this is to ensure that there is a genuine change of behaviour before celebration can take place. It is therefore necessary that another visit is carried out shortly before the celebration takes place.
5.0 THE CERTIFICATION TRAINING

5.1 About CLTS, Outputs & ODF

OD means open defecation, defecating in the open and leaving the faecal matter exposed. ODF means open defecation free which means that no faeces are openly exposed to the air. A direct pit latrine with no lid is a form of open defecation, but with a fly-proof lid qualifies as ODF. Defecating into a trench and covering the faeces can be part of the transition from OD to ODF.

5.2 About ODF Certification

The main aim is to ensure that;

- All homesteads have functional latrines. There has been emphasis that the latrine coverage must be 100%.
- There are footpaths leading to the latrine to confirm use.
- The evaluators physically visit the latrines to establish usage.
- The evaluators visit previous open defecation places like bushes, open fields, maize plantations, behind the houses etc to verify that they are defecation free.
- Hold discussions with children to verify information provided by adults. During the Certification exercise you can randomly stop children you meet on the way and ask them where they defecate. Children tend to be more honest than grown ups on such matters. Their information usually corroborates what is actually taking place in the village.
- Let your nose also guide you to places where there is bad smell. Follow through and establish what is happening.
- Water points tend to be common places for open defecation. Be sure to visit the community’s sources of water within the village such as springs, streams, rivers, boreholes etc and certify that they are defecation free.

5.3 Roles & responsibilities of Enumerators

- Prepare and understand the nature of the assignment
- Ensure that they conform to the socially acceptable norms of engaging the local population
- Dressing, language, Culture, respect...
- Understand the use of the Certification protocols
- Respectfully visit households, interview and listen to respondents
- Correctly enter the date into the questionnaire Report issues arising to the supervisor and verify correctness of data at the end of each day and Deliver the Certification tools to the office / collection center
### 5.4 Key Hygiene Promotion Issues

<table>
<thead>
<tr>
<th>Cluster of Hygiene Practices</th>
<th>Relevant Features and Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanitation, Excreta disposal (Cluster A)</td>
<td>• Location of defecation sites  &lt;br&gt; • Latrine maintenance (structure and cleanliness)  &lt;br&gt; • Disposal of children’s faeces  &lt;br&gt; • Hand-washing at critical times (after cleaning children’s bottoms; after handling children’s faeces; after defecation)  &lt;br&gt; • Use of cleansing materials</td>
</tr>
<tr>
<td>Water, Water Sources (Cluster B)</td>
<td>• Protection of water source(s)  &lt;br&gt; • Siting of latrines in relation to water source(s)  &lt;br&gt; • Maintenance of water source(s)  &lt;br&gt; • Water use at the source(s)  &lt;br&gt; • Other activities at water source(s)  &lt;br&gt; • Water collection methods and utensils  &lt;br&gt; • Water treatment at the source  &lt;br&gt; • Methods of transporting water</td>
</tr>
<tr>
<td>Water, Water Uses (Cluster C)</td>
<td>• Water handling in the home  &lt;br&gt; • Water storage and treatment in the home  &lt;br&gt; • Water use (and reuse) in the home  &lt;br&gt; • Washing children’s faeces  &lt;br&gt; • Hand-washing at critical times (before or after certain activities, including religious rituals)  &lt;br&gt; • Bathing (children and adults)  &lt;br&gt; • Washing clothes</td>
</tr>
<tr>
<td>Food, Food Hygiene (Cluster D)</td>
<td>• Food handling/preparation  &lt;br&gt; • Utensils used for cooking, serving food, feeding young children, and storing leftover food  &lt;br&gt; • Hand-washing at critical times (before handling food, eating, feeding young children)  &lt;br&gt; • Reheating of stored food before serving  &lt;br&gt; • Washing utensils and use of a dish rack</td>
</tr>
<tr>
<td>Environment Domestic and Environmental Hygiene (Cluster E)</td>
<td>• Sweeping of floors and courtyards  &lt;br&gt; • Household refuse disposal  &lt;br&gt; • Cleanliness of footpaths, play areas and roads  &lt;br&gt; • Management of domestic animals (cattle, dogs, pigs, chicken)  &lt;br&gt; • Drainage of surrounding areas (location of stagnant water and other mosquito breeding sites)  &lt;br&gt; • Condition of housing</td>
</tr>
</tbody>
</table>
### 6.0 ODF CERTIFICATION STEPS

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Identify the key community level people on OD practices in the village. (Village Head, Natural Leaders, and possibly a CHW)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>Ask the different leaders how OD stopped, probe further for clarity. And what different measures are in place to ensure people aren't open defecating.</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Carry out house hold visit. Check Is there a pit latrine in use? Is it in the process of being constructed? For those who have no latrine, where do they really go?</td>
</tr>
<tr>
<td>Step 4:</td>
<td>Discuss the same OD issues with the children. Avoid doing so in the presence of adults from the village so that the children are honest. Compare the children's and adults' answers.</td>
</tr>
<tr>
<td>Step 5:</td>
<td>Do a transect walk in at least 2, if not 3 different bush areas that you think people likely go for defecation. (Based on where HHs without latrines are located.) Use all your senses. Smell for shit. Listen for flies.</td>
</tr>
<tr>
<td>Step 6:</td>
<td>Ask yourself: are you convinced that all latrines are in use in this village? Are you convinced that those who do not have latrines are truly sharing with neighbors?</td>
</tr>
<tr>
<td>Step 7:</td>
<td>Do you therefore declare this village to be: <strong>ODF</strong> or <strong>not-ODF</strong>?</td>
</tr>
<tr>
<td>Step 8:</td>
<td>Turn to the back of this sheet and record your key observations that helped you make your ODF or not-ODF decision.</td>
</tr>
</tbody>
</table>
### The Training Program

<table>
<thead>
<tr>
<th>DAY</th>
<th>DURATION</th>
<th>EVENTS / ACTIONS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:30 - 10:30</td>
<td>Primer on Key Aspects of CLTS, CLTS Results, Hygiene Promotion</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>11:00 – 1:00</td>
<td>Certification approach and tools, Mock Certification</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2:00 – 4:00</td>
<td>Field work</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>4:00 - 5:00</td>
<td>Discussions, Postmortem, Review of tools, Completion of Data Entry protocols</td>
<td></td>
</tr>
</tbody>
</table>
The Tools

ODF CERTIFICATION
**FDG Tool - ODF Certification**

*Please remember the climate setting protocol, and fill in a precise and concise manner*

<table>
<thead>
<tr>
<th>District</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Village Name</td>
</tr>
<tr>
<td>House Hold No</td>
<td>Water point Name</td>
</tr>
</tbody>
</table>

_Full Name/s of Assessors_

This is intended for a small community team who should include, natural leaders, community health worker and community administration

1. What was the date of the triggering? .................................................Who & How was it done

2. How many 'Natural Leaders' from the triggering are still active?, any drop outs & why

3. How many households have **built a new latrine** since the triggering? (additional)

4. How many households are **in the process of building a latrine**? (e.g. pits dug)

5. How many households **IN TOTAL have a completed, functional latrine**?

6. How many households **HAVE NO LATRINE**?

7. For all existing latrines (old & new), how many have **hand-washing facilities**?

8. For all existing latrines (old & new), how many have **drop hole covers**?

9. Go in the bush and check the Open Defecation (OD) areas. **Do you find any shit?**

10. Is it time to inform the authorities that you believe this village is ODF?”

11. **If yes then we shall make arrangements to verify/confirm**
ODF CERTIFICATION
House Hold Tool