



UNITED REPUBLIC OF TANZANIA

**MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER,
ELDERLY AND CHILDREN**



NATIONAL GUIDELINES FOR VERIFICATION AND CERTIFICATION OF ODF COMMUNITIES

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Children
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ABBREVIATIONS

CED	-	Council Executive Director
CLTS	-	Community Led Total Sanitation
DCC	-	District Consultative Committee
FBO	-	Faith Based Organisations
FC	-	Full Council
GoT	-	Government of Tanzania
HWFs	-	Hand Washing Facilities
IPL	-	Improved Pit Latrines
LGAs	-	Local Government Authorities
MoHCDGEC	-	Ministry of Health, Community Development, Gender, Elderly and Children
NGOs	-	Non-Governmental Organizations
NLs	-	Natural Leaders
NSC	-	National Sanitation Campaign
OD	-	Open Defecation
ODF	-	Open Defecation Free
RCC	-	Regional Consultative Committee
RS	-	Regional Secretariat
SHCs	-	School Health Clubs
SWASH	-	School Water, Sanitation and Hygiene
UNICEF	-	United Nations Children Funds
VA	-	Village/Street Assembly
VC	-	Village Council
VEO	-	Village Executive Officer
VHWs	-	Village Health Workers
VIP	-	Ventilated Improved Latrines

- WDC - Ward Development Committee
- WEHO - Ward Environmental Health Officer
- WEO - Ward Executive Officer

PREFACE

It is evident that inadequate provision of sanitation and hygiene services have contributed to the high prevalence of faecal oral diseases in the county. These diseases have had serious impact on people's health particularly children below the age of five years. Similarly, the impact is felt on the economy where a great share of the scarce resource is being utilized to treat cases of diarrheal diseases including cholera. In an efforts to address the sanitation and hygiene challenges, the Government of Tanzania through the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC) in collaboration with her partners is implementing the National Sanitation Campaign (NSC) with the aim of raising the proportion of households with access to improved sanitation and hand washing facilities. In addition, the campaign is designed to engage all institutions including health facilities, schools as well as other public places to construct and use improved latrines that are provided with functional hand washing facilities. The desired outcome of the campaign is to attain Open Defecation Free (ODF) communities in both rural and urban settings.

Attaining ODF communities has wider health, social and economic benefits. On contrary, the practice of Open defecation contributes to persistence of diarrhoea diseases which quite often leads to malnutrition and premature deaths to children below the age of five. Further, severe and recurrent diarrhoea among children aggravates the stunting growth impairing both physical and cognitive development. The prevalence of stunting in the country is among the highest in Africa where 42% of children are reported to undergo stunting. Therefore such measures which aim to reduce open defecation will definitely add a relief to the children at risk.

The verification of ODF communities definitely requires the presence of the Guidelines that can be applied across the country to assess the fulfilment of the criteria. In this regard, the Ministry in collaboration with stakeholders of sanitation and hygiene has developed these Guidelines to facilitate systematic verification and certification of ODF communities in order to encourage sustainable behaviour change towards sanitation and hygiene at community level. The Ministry is optimistic that all councils and stakeholders of sanitation will use these Guidelines so that the verification and certification of ODF communities in the country is carried out uniformly and optimally.

Dr. Mpoki M. Ulisubisya
PERMANENT SECRETARY

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Prof. Mohammad Bakari Kambi
Chief Medical Officer

1.0 INTRODUCTION TO THE GUIDE

1.1 Background

The Government of Tanzania (GOT) through the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC) is implementing the National Sanitation Campaign (NSC) in order to scale up the proportion of people with access to improved sanitation in rural and urban population in Tanzania Mainland. In implementing the NSC, the Community Led Total Sanitation (CLTS) approach has been adopted to promote positive sanitation and hygiene behaviour. The adoption of the approach has based on its effectiveness that has been demonstrated in many countries. The approach has shown positive impact in awakening communities to collectively change their attitudes and behaviours towards stopping open defecation (OD).

The use of CLTS approach has generated encouraging results in many communities whereby a good number of villages are claiming to be Open defecation Free (ODF). Therefore, as part of the post-triggering management the MoHCDGEC has prepared these Guidelines on how to verify and certify that a community is indeed ODF.

1.2 Purpose of the Guidelines

These Guidelines provide a flexible structure on how stakeholders involved in the CLTS process can plan and implement the ODF verification and certification processes. The Guidelines provide standardized tools to facilitate the process of ODF Verification and certification in villages/sub-villages/ mtaa.

Specifically, these Guidelines aim to provide:

- (i) Standard ODF verification and certification process
- (ii) ODF verification and certification Tools for various levels.
- (iii) Guidance on how communities can sustain behavioural change after attaining ODF status.

1.3 Structure of the Guidelines

These Guidelines consists of three main parts.

- The first part provides basic criteria for a community to be certified as ODF.
- The second part describes the key steps involved in the ODF verification and certification process.
- The third part identifies who are involved in the process and their respective roles.

Several annexed tools or forms support the narrative part of the Guidelines, which should be used during ODF verification and certification.

2.0 PRELIQUISITE FOR ODF CERTIFICATION

2.1 What is ODF Verification and ODF Certification?

There is a recognizable difference between ODF verification and certification.

ODF Verification: is a process of assessing whether the triggered community has achieved ODF status,

ODF Certification: is an official confirmation and consequently recognition that a triggered community has actually achieved ODF status.

2.2 ODF Verification as a Positive Process towards ODF Attainment

It is important for the verification team to be aware that ODF verification and certification is a positive exercise intended to encourage, appreciate and celebrate the level of sanitation progress attained by each community within a given period. The exercise should be a stimulant to communities to ensure that they either sustain or strive to achieve ODF status. Therefore, the verification team is mandated to make the verification a more positive mission. Communities, which are not verified as ODF, should be assured that they would be re-verified and eventually certified.

2.3 What is Open Defecation Free (ODF)?

ODF means universal coverage and use of latrines at household and institutions. It is an indication that the community has stopped practicing open defecation. Evidence of use of latrines includes: an observable footpath leading to the latrine; no traces of human faeces (including children's faeces) within the household compound and absence of cobwebs on the door opening and pit/hole

Also, there should be no evidence of human excreta seen in the village/street e.g. bushes, valleys, farmland, water points, along rivers and in other public institutions within the community e.g. schools, offices, health facilities, markets, etc

2.3.1 ODF Certification Levels

Essentially, ODF certification is a formal confirmation of fully attainment of ODF status. But in circumstances described above it is recommended to verify and certify communities under two categories namely; **ODF Certification Level 1 and ODF Certification Level 2**. The former is the highest standard attained in which all households, institutions have and use improved toilets, and there is no sign of OD. Table 2.1 provides the characteristics for each level.

Table 2.1: ODF Certification Levels

Level	Minimum ODF Indicators	Means of Verification
ODF Certification Level 1	<ul style="list-style-type: none"> • All households have access to improved latrines • All households have functional hand washing points • All institutions within the community including schools, churches, mosques, health facilities, market places have functional improved toilets • No signs of OD in all open spaces in the community e.g. farmlands, bushes, water points, valleys, play fields, rivers, around water sources etc • Existence of clear strategy to ensure ODF status is sustained e.g. enforcement of by-laws, close and regular follow up support • Clear commitments by community for maintaining ODF status 	<ul style="list-style-type: none"> • Community self-assessment reports • Observation through transect walk • Formal and Informal discussions/ interviews with key informants e.g. community leaders, influential people, children • External (District & regional) verification reports/results • Community feedback meeting
ODF Certification Level 2	<ul style="list-style-type: none"> • Universal coverage of basic sanitation at household level • All institutions e.g. schools churches, mosques, health facilities, market places have improved and properly managed sanitation and hygiene facilities • No signs of OD around farmlands, bushes, water points, valleys, play fields, rivers, around water sources etc 	<ul style="list-style-type: none"> • Community self-assessment reports • Observation through transect walk • Formal and Informal discussions/ interviews with key informants e.g. community leaders, influential people, children • External(District & Region)verification reports/results • Community feedback meeting

2.3.2 Motivation for Community moving to Higher ODF Level

ODF achievement especially that involves building and using improved latrines will vary from household to household and from one community to another. For households and communities progressing to achieve level 1 status there must be strategies to help them accomplish remaining actions. The most effective strategy would be to publicly recognize the level of achievement of each community through a number of ways. First, signboards should be posted along the highway/road or at any prominent area such as a trading centre within the village or street indicating which ODF level the community has attained. Not only will such signboards indicate the extent to which a community has reached toward stopping OD but will help in promoting a healthy competition between villages or mtaa. Hence, communities with lower level ODF certification will strive to attain higher levels. Other means will include rewarding the communities with highest levels of ODF. This will help to create internal or peer pressure to compel the slow catchers to improve their toilet facilities and install hand-washing facilities.

Similarly, the use of official forums at village/mtaa, ward, council and regional levels to announce the ODF certification results will contribute to accelerating the speed of communities that lag behind in attaining ODF status.

It is recommended that reports on the attainment of ODF status are submitted and discussed during the Village/Mtaa Assembly (VA), Ward Development Committee (WDC), the Full Council (FC), District Consultative Committee (DCC) and Regional Consultative Committee (RCC) meetings. During VA meeting households which lag behind will be exposed and encouraged to increase the momentum in building and using improved latrines while at WDC meetings villages/Mtaa with lower ODF certification levels will be continuously encouraged to speed up in achieving the higher levels.

Furthermore, Council and Regional Consultative Meetings will be used to encourage wards and districts that are yet to achieve the ODF status. It is through these forums that stakeholders can be reminded of their roles of influencing their villages, wards and councils to attain the Open Defecation Free status.

3.0 KEY STEPS IN ODF VERIFICATION AND CERTIFICATION

The verification and certification of ODF communities is carried out systematically involving four key steps. In each step, actors should ensure that the process is undertaken rigorously and objectively so that the results reflect the real situation in the respective community.

3.1. Step 1: Community Self-Assessment

This is the first step in the ODF certification process, which is initiated by a triggered community. The exercise is carried out when the community nears the self-pledged date for ODF declaration. It involves a community through its representatives, makes a self-assessment of its ODF status and depending on the outcome, requests for an independent external verification. For transparency and ownership purposes, the community self-assessment exercise has to be endorsed by the whole community in a meeting.

As illustrated in Figure 3.1 the triggered community is the initiator of the process. It carries out an internal assessment to ascertain that all households have built and are using the latrines and other sanitation facilities as per the community action plan. It also assesses the level of ODF attainment at local institutions within the community and other open spaces. At this stage, the registers will be referred to establish whether all households use latrines and there is no sign of OD.

3.2 Step 2: External ODF Verification

This is an endorsement by independent observers or evaluators that the community has indeed attained ODF status. It will take place as soon as the community submits a claim that it has attained the ODF status. The external verification team will involve staff from ward level and neighbouring villages. The team will constitute of the Ward Health Officer, Ward Education Coordinator, and Village chairperson from neighbouring villages, NGOs, FBOs and influential people. The ward will submit its verification report to district level.

3.3 Step 3: ODF Certification

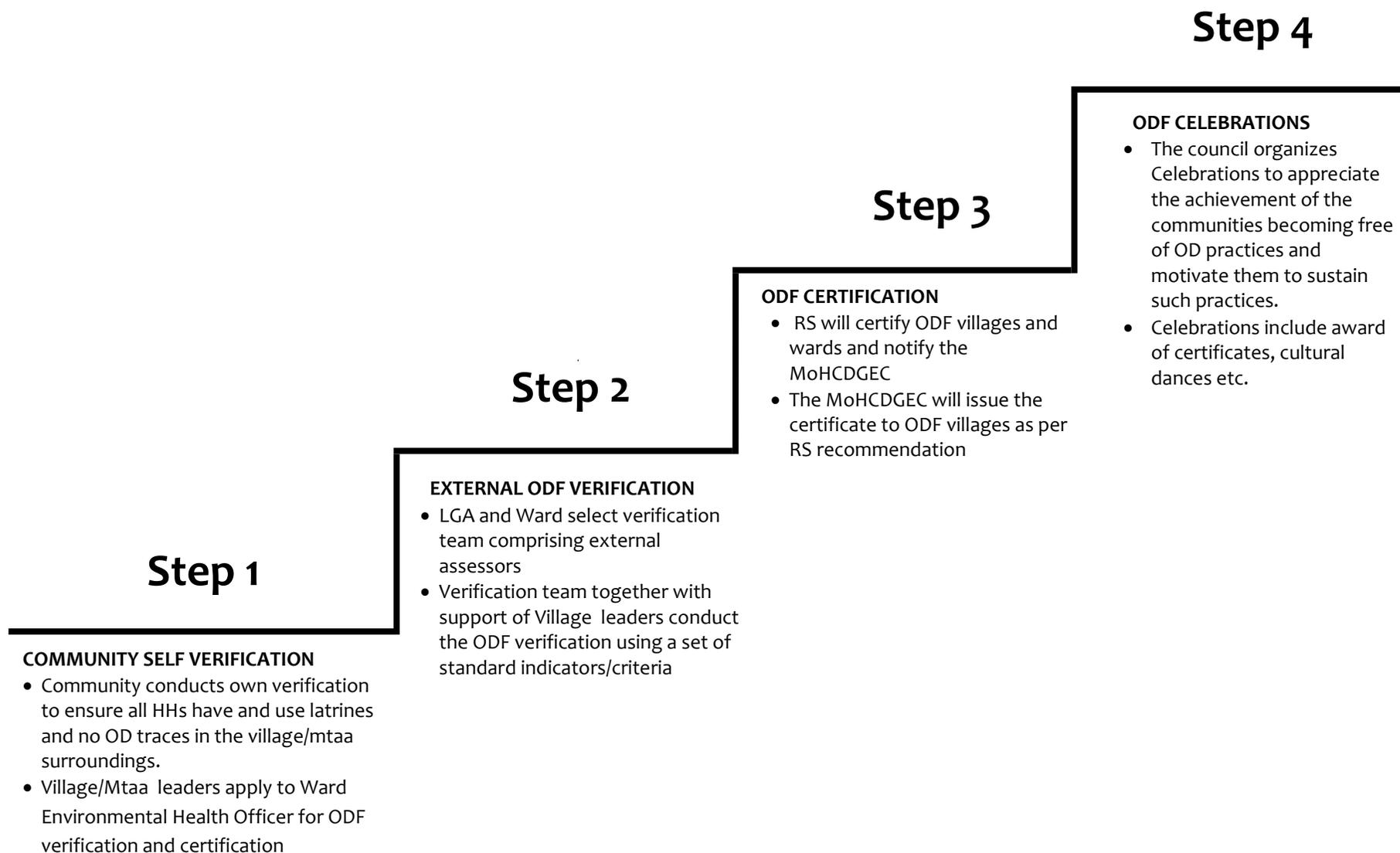
As soon as the field verification is completed, the district team led by the District Health Officer will assess and confirm the extent the community has achieved ODF status. The certification process aims at validating the verification results based on the community self assessment report and the data collected by the external assessors from the households, local institutions and other public gathering places and within the village/ Mtaa environment.

3.4 Step 4: ODF Celebrations

The climax of the ODF verification and certification exercise is ODF celebrations. It is a manifestation of a community's success in its effort toward attaining good sanitation and hygiene practices. ODF declaration is essentially meant to motivate a community that has attained a certain level of ODF status to climb higher to the next level of certification. At the same time it is expected to motivate other communities which have not passed the

verification exercise to emulate the good example of those which have managed to qualify. Hence, that is why it is important to widely publicize ODF celebrations wherever they are taking place in the council. ODF celebrations will be organized by the Councils to reward ODF villages. Districts or regional executive officials will issue certificates and rewards. A list of ODF villages from each council will be submitted to Regional Secretariat. The RS will submit the list of ODF villages to the MoHCDGEC and copy to President's Office, Regional Administration and Local Government (PORALG).

Figure 3.1: A 4-Step ODF Verification and Certification Process



4.0 IMPLEMENTING ODF VERIFICATION AND CERTIFICATION

4.1 Team Composition and Roles

4.1.1 Composition of Community Self Assessment Team

The team Composition at the community level will consist mainly of frontline people who have been involved in providing follow up support to households and monitoring ODF progress at that level. These will include natural leaders (NLs) (men and women), Village Health Workers (VHWs), local leaders specifically Village Chairperson (VC) or street leaders including the VEO/MEO, representatives from CBOs operating in the area, school teachers, representatives of School Health Clubs (SHCs), in charge of health facilities, local artisans residing in the same village/Mtaa and influential persons. It is emphasized that the team should comprise of a balanced mix of female and male representatives.

4.1.2 Role of the Community Self Assessment Team

The main task of this team is to critically assess the degree of achievement toward ODF status at household level, in all schools, health facilities and other local institutions and open spaces in the area as per items provided in the annexed tools. (Forms V1-V4) after which it has to fairly rate the ODF attainment in the community. VHWs and members of Health Committees are expected to provide close support to the team in undertaking this initial but very crucial exercise.

After the completion of the self-assessment exercise, results have to be communicated to the whole community in a community meeting where a decision whether or not to request for external ODF verification has to be taken. If the community is satisfied that the results warrant for external verification an official request using a Request Form No.V5 has to be submitted to the Ward level, specifically the Ward Health Officer.

4.1.3 Request for External Verification

The request for external verification has to include a list of community members who attended the meeting to approve the external verification exercise. A copy of the internal community assessment results indicated in various forms (Forms V1-V4) at institutional and public gathering places (Form V2), open places and a summary of which after scrutiny the Ward Health Officer will respond using Form No.V6 to confirm the dates for external verification.

4.1.4 Composition of External Verification Team

ODF verification and certification will be successful if it is undertaken in a transparent manner. This requires the involvement of cross-sectional key stakeholders. The DHO in consultation with representatives from the line sectors at the district level i.e. education, community development, environment and water will select members of the external verification team. Apart from being independent individuals with a mix of skills and knowledge preferably in CLTS and/or sanitation and hygiene issues, the team should consist of both genders.

The verification team should therefore comprise external assessors who will give an independent and objective opinion on the ODF status of a community. Members of the team at this level will include:

- RHO who will be a Regional representative (External observer)
- DHO who will be the team leader,
- Members of the District CLTS facilitation team,
- Representatives from District-based NGOs/FBOs etc

The number of the team members will depend on various factors such as the geographical spread of a given village/Mtaa, financial resources, number of households and available time for carrying out the verification as well as seasonality.

It should be noted that community members such as VC/Mtaa leaders, NLs, VHWs who will accompany the external verification team would only facilitate the process such as logistics or guiding the assessors to different households and places. Thus, the external assessors should avoid any kind of influence that might be exerted directly or indirectly to them by the members of the community being verified.

4.1.5 Role of the External Verification Team

The LGA will at a convenient time acknowledge receipt of the community request and confirm of their readiness to conduct external ODF verification (Form No. V6). However, exact dates for the verification visit **should not** be indicated in the reply letter but communicated to the community leaders a day or two before. The purpose of doing so is to avoid community members especially households, schools and other others institutions to make whitewash or cosmetic activities e.g. cleaning the toilets and compounds, filling HWFs with water and putting soap at the hand washing station and so forth just for the sake of the exercise.

Once the team is selected, the DHO will inform the members through prevailing protocols and invite them for a planning meeting.

4.2 Planning for External ODF Verification

4.2.1 Desk Review of Relevant Documents

The desk review will include:

- Reviewing the community sanitation baseline data collected prior CLTS triggering
- Review and comparing the baseline data against the community internal ODF verification results
- Checking the previous monitoring and follow up data collected between the date of CLTS triggering and that which a community had set for ODF declaration
- Noting major spots on the community defecation map identified by the community to be notorious with OD e.g. behind institutional latrine blocks, bushes, along river beds, water sources, markets
- Reviewing the tools (forms) and making simulation exercises by asking questions and filling out verification forms and summarizing the results in order to establish a common understanding of the issues to be assessed

4.2.2 Other Issues for Consideration before Field Visit

The team members should be prepared in such a way that they:

- Fully understands the nature of the work ahead – required commitment and high level of integrity and objectivity
- Conform to the socially and cultural acceptable norms and practices of engaging the local people in the communities to be visited
- Adhere to the acceptable dressing code, use polite and respectful language
- Ask probing questions (not provoking questions!) which allows the interviewees to respond freely and give their opinion
- Listen carefully to the respondents
- Correctly fill the answers in the verification forms

4.2.3 Required Materials

Materials, which are required for this exercise, should include:

- Stationery i.e. notebooks and pens for the team members
- Enough tools (forms) for verification for each team
- Copies of community baseline data enough for all team members
- Copies of community defecation map enough tools for verification for each team
- Copies of Community Self Assessment Reports enough tools for verification for each team
- A camera to capture important and notable aspects or incidences during verification
- A timetable for the field visit

4.3.4 Deciding on Number of Households for Verification

The number of households in Tanzanian villages and mitaa considerably vary. In some communities, there exist too many households for verification teams to visit individually, whereas in others the numbers might be smaller which might be possible for the teams to visit each one. Similarly, the geographical spread and size of some areas are relatively large. In some communities, households are sparsely located whereas in other especially in urban areas they are densely populated. Deciding the number of households for verification will depend on the availability of financial resources, transport facilities, the number of external assessors and most importantly the time available to carry out the verification exercise.

In these circumstances, the team will have to agree on either sampling households to be covered during verification or 100% verification depending on the geographical size of the village or street, availability of time, money and transport facilities in carrying out the exercise.

However, it is anticipated that in many cases LGAs will be obliged to apply sampling methods when carrying out ODF verification. Hence, in consideration of the number of households and size of the village or mtaa the team should decide on a representative sample size of households to be visited. In some cases it may be possible to visit all households if the number is manageable within the available resources.

4.3 Field Visit

4.3.1 Community Entry Approach

On arrival in the village/mtaa, the team should brief the community leaders on the purpose and procedures of carrying out the verification and certification exercise. A short timetable indicating time/duration, activity and responsible persons that must be prepared in advance can be distributed to the community leaders.

4.3.2 Data Collection Approach and Methods

It is recommended that before going to the communities the verification team should divide themselves into small working groups or sub-teams at least each consisting of 3-5 persons to work together during data collection in a specific village/mtaa working areas. Each group will be accompanied by community representatives in selected areas e.g. sub-village. Each team will have to do the following activities:

- (i) Visit all or the sampled households in the community to check:
 - Availability and use of latrines
 - Latrine type and condition (improved or unimproved and latrine cleanliness)
 - whether it is being used

- Whether there are other sanitation and hygiene facilities specifically HWF, refuse pit or rubbish bin, utensil rack and are being properly used e.g. existence of soap or ash at the HWF
 - Any human faeces around the house premises
- (ii) Visit all schools, health facilities and other public gathering places in the area to check:
- Availability, condition and use of latrines
 - Existence of HWF and other sanitation facilities such as refuse pits, incinerator (in the case of a health facility)
 - Availability of water supply systems
 - Traces of OD around the latrine blocks and anywhere in the compounds
 - Existence of an O&M plan for the sanitation facilities
- (iii) Make transect walk in the open spaces that people are likely to go for defecation. In checking for OD traces in open spaces. Team members should use sight and nose senses to identify whether there is shit smell or flies and follow through in order to establish what is happening in that direction etc. Check also whether the water sources are defecation free.
- (iv) Conduct formal discussions either in focus groups or with key informants to extract their views on the ODF situation in their community. Key informants include NLS, children, women, influential leaders such as religious leaders and children. It should be remembered that children are more open and honest than adults especially on matters such as spotting places where OD is still practiced or giving information on who uses the latrine at home. However, care must be taken that children are interviewed in the absence of adults.

In all the above-mentioned activities, four methods will be used to collect data. However, it is highly recommended that observation and asking probing questions should be the major methods, which will enable the team members to collect reliable information.

4.4 Certification Process

Once the team has completed the verification exercise and each sub-team has reviewed and validated the data collected, there are further sub-activities that have to be completed before a decision is made whether a community has qualified for ODF certification.

4.4.1 Compilation and Analysis of Verification Results

The first activity is for the team to compile and analyze the collected data and make comparison with the results of the Community Self Assessment report. During the analysis, there might be some critical observations, which might influence the team to make a decision on whether or not a community should be passed for a certain level of ODF. For

example, while the community self-assessment report may indicate that all households had latrines at the time of the exercise, the external verification team may come across some households without latrines.

4.4.2 Determining Level of ODF Achievement

The determination of the level of ODF achievement will base on the observed status i.e whether or not the conditions highlighted in 2.3.1 are met.

4.4.3 Community Feedback Meeting

A feedback meeting to the community is very essential, in which the team will discuss its findings with community leaders. During this feedback meeting, the community leaders will be briefed on criteria used for ODF status including the ratings. Community leaders will also need to know what criteria were applied to determine whether some latrines were categorized as improved or unimproved. All issues, which were observed during external verification, should be explained to the community leadership so as to create a conducive environment for the way forward. The community leaders in turn will convey the feedback to the entire community through community meeting.

Other issues the community might need to know include:

- Why the community has been awarded a certain level of ODF status or why it has not passed the verification exercise
- What improvements need to be made at household level or in schools, health facilities etc to enable the community to upgrade the level of ODF status or pass the verification exercise
- When the next verification exercise will take place

4.5 Marking ODF Celebrations

During the celebrations, a certificate of achievement (see Form No.V9) will be awarded by a guest of honour preferably the Council Executive Director (CED) or any other prominent person within the LGA or RS. A signboard stating the level of ODF Status awarded and commitment of the community to endeavour remaining so or climbing to the higher level should be erected at a conspicuous location such as along the highway or roads connecting the village or street.

As a rewarding strategy at least one representative from each of the ODF declared community should be invited either at LGA or regional headquarters during the celebration of World Toilet Day.

LIST OF FORMS

Form No V1: Template for internal verification of ODF status at household level

(To be filled by village/mtaa verification team in STEP 1 and verified by External Verification Team)

Village/mtaa: _____ Ward: _____ District: _____ Region: _____

Triggering date: _____ Date of ODF Declaration: _____ Date of Internal Verification: _____

S/N	Name of Head of Household	Number of people in household	Water Safety		Utensils Rack	Rubbish Pit	Latrine										Hand washing facility			Open defecation		Remarks		
			Availability of Water Storage facility	Availability of Water treatment facility			Latrine type						Slab/Floor	Contr ol of toilet spillage	Privacy			Outside the toilet	Running Water	Soap	Any feces visible on the slab/walls		Any feces around the household compound	
							A = TPL	B = IPTL	C = VIP	D = Flush	E = Ecosan	X = None			Waste water spillage from toilet	Wall	Lockable door							Roof
1	2	3	4	5	6	7	8a	8b	8c	8d	8e	8f	9	10	11a	11b	11c	12	13	14	15	16	17	18
Total																								

Prepared by: _____

MEO/VEO

(Attach Names & Titles of Community Self Assessment Team Members)

Witnessed by: _____

Village/Mtaa Chairperson

Form No. V2: Template for internal verification of ODF status at school level

(To be filled by village/mtaa verification team in STEP 1 and verified by External Verification Team)

School Profile

Name of District..... Name of Ward..... Name of Village.....
 Name of School Reg. No..... Owner.....
 School Type (1=Pre-Primary, 2=Primary, 3=Secondary) (If school has all three, then a separate form should be completed for each)
 Name of head of School.....Name of Supervisor.....
 No. of pupils: Total.....Girls.....Boys.....No. of pupils with disability: Total..... Girls.....Boys.....
 No. of staff: Total..... Male.....Female..... No. of staff with disability: Total..... Male.....Female.....
 Availability of functional SWASH club: YES (...)/NO (...)
 Date of Triggering: _____ Deadline/ODF Declaration: _____ Verification Date: _____

1	Facility user	2	Rehabilitation of facilities							Latrine										Hand washing Point			Open defecation				
			3	Part of facility rehabilitated						Urinals		12	Number of drop holes in use						Hygiene & Privacy			25	26				
				4	5	6	7	8	9	10	11		13	14	15a	15	16a	16	17	18	19			20	21	22	23
Latrine type	Total No. of facilities Rehabilitated/Built	Latrine sub-structure	Latrine Walls	Latrine Roof	Door/shutter	Hand-washing facilities	Urinals	Boys	Male staff	Changing room for Girls	Girls	Boys	Female Staff With Disability	Female Staff	Male staff With disability	Male staff	Girls with disability	Boys with disability	Slab/floor Clean	Walls clean	Superstructure Privacy	Outside	Running Water	Soap	feces visible on the slab/walls	feces around the compound	
	Pupils Facilities	VIP																									
		Flush																									
		ECO																									
		IPL																									
	Staff Facilities	VIP																									
		Flush																									
		ECO																									
		IPL																									
Comments																											

Form No V3: Template for internal verification of ODF status at health facility level

Health Facility Profile

Name of Region.....Name of District.....Name of Ward.....

Name of Village/Mtaa.....

Health Facility NameReg. No..... Owner.....(Public/FBO/Private)

Health Facility Type (1= Dispensary, 2= Health Centre, 3= Hospital) Head of Health Facility.....

Average No. Patients Per Day: Total..... Male.....Female.....

No. of staff: Total..... Male.....Female..... No of staff with disability: Total ... Male Female

Date of Triggering: _____ Deadline/ODF Declaration: _____ Verification Date: _____

Facility user	Latrine type	Latrine														Hand washing Point			Open defecation		
		Availability of urinals		Changing room for Female Patients	Number of drop holes in use								Hygiene & Privacy			Outside the toilet	Running Water	Soap	Any feces visible on the slab/walls	Any feces around the compound	
		Male Patients	Male staff		Female Patients	Male Patients	Female Staff	Male staff	Female Staff with disability	Male Staff with disability	Female Patients with disability	Male Patients with disability	Slab/floor washable	Walls clean	Superstructure Privacy						
1	2 (Tick✓applicable cells)	3	4	5	6	7	8	9	9a	9b	10	11	12	13	14	15	16	17	18	19	
Patient facilities None	B=IPL																				
	C=VIP																				
	D=flush																				
	E=Eco																				
	None																				
Staff facilities	VIP																				
	Flush																				
	ECO																				
	IPL																				
	None																				
Comments																					

Form No. V4: Internal ODF verification for open spaces1

(To be completed by village/Mtaa verification team in STEP 1)

Open Place	OD Seen		Remarks
	Yes	No	
Farmlands			
Grazing fields			
Bushes			
Along pathways/alleys			
Playing fields			
River banks			
Around Water sources			
Valleys			
Other places (specify)			

Prepared by: _____
MEO/VEO

Witnessed by: _____
Mtaa/Village Chairperson

Form No. V5: Summary of Village/Mtaa ODF status

(To be completed by village/street verification team in STEP 1)

Village/Mtaa: _____

Ward: _____

District: _____

Region: _____

Triggering date: _____

Date of ODF Declaration: _____

Date of Internal Verification: _____

Total population	Male	Female	Children	Total
Variables				Number
Total number of households				
HHs with improved latrines and in use				
HHs with unimproved latrines and in use				
HH without latrines				
HHs with HW facilities and in use				
HHs with utensil rack and in use				
HHs with refuse pits and in use				
HHs with traces of OD in their compounds?				
Schools with latrines and in use				
Schools HW facilities and in use				
Schools with refuse pits and incinerator and in use				
Health facilities with latrines and in use				
Health facilities HW facilities and in use				
Health facilities with refuse pits and incinerator and in use				
Other public gathering places with latrines and in use				
Other public gathering places HW facilities and in use				
Other public gathering places with refuse pits and in use				
Areas with traces of OD				

Prepared by: _____
MEO/VEO

Witnessed by: _____
Mtaa/Village Chairperson

Form No. V6: Members of the internal verification team

S/N	Name	Title	Agency/Institution	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Name: _____
Village/Mtaa Chairperson/VEO

Checked by: _____
Internal Verification Team Leader

ODF VERIFICATION REQUEST FORM

Halmashauri ya Kijiji/Mtaa _____

S.L.P _____

Mkurugenzi wa _____

Aione:
Afisa Afya wa Halmashauri

kk: Afisa Afya wa Kata

YAH: MAOMBI YA KUHAKIKIWA KIWANGO CHA USAFI

Kufuatia tathmini ya ndani ya hali ya Usafi wa Mazingira katika Kijiji/Mtaa wetu wa.....; uliofanyika tarehe.....na kufuatiwa na uhakiki uliofanywa na Kamati ya Kata mnamo tarehe.....; ninayofuraha kuwasilisha ombi kwako ili timu ya Halmashauri ifike Kijijini/Mtaani kwetu kuhakiki kiwango cha Usafi kilichofikiwa na endapo utaridhia uweze kutupatia hadhi ya Kijiji/Mtaa Bora kwa daraja husika.

Ninaambatisha nakala ya taarifa ya uhakiki iliyofanywa na Kijiji/Mtaa.

Ninawasilisha.

Jina la VEO/MEO: _____

Sahihi: _____

Form No. V7: Reply to verification request form

Date: _____

To: _____

Village/Mtaa: _____

Subject: Verification Request

We hereby acknowledge receipt of your ODF verification request. We shall inform you in due course when the external ODF verification will be carried out.

Name: _____
District Health Officer (DHO)

Signature: _____

(Official stamp)

Cc.: 1. Ward Executive Officer
_____ Ward

1. Ward Health Officer
_____ Ward

Form No. V8: Tool for external assessment of ODF status

(To be filled by LGA Verification Team)

Village/Mtaa: _____ Ward: _____
 District: _____ Region: _____
 Date of Triggering: _____ Date of Community Self Verification: _____
 Date of External Verification: _____ Total # of HHs: _____

I. ODF Verification at HH Level – Aggregation form
Key Variable: Quality and Use of Sanitation/Hygiene Facilities*

No.	Score: YES = 1; NO = 0 Indicators	Number of HHs latrines Observed**										Score
		1	2	3	4	5	6	7	8	9	10	
1.1	Latrine Status											
1.1	Availability of latrine											
1.2	Washable floor											
1.3	Super structure with durable walls and door											
1.4	Well fitted roof											
1.5	Feaces visible on floor, walls, doors and squatting platform											
	Sub-Total											
2.0	Evidence of Latrine Use											
2.1	A visible/trodden path to the latrine											
2.2	Absence of spider web especially on the pit/hole											
2.3	OD traces in vicinity within compound											
2.4	Clean latrine											
	Sub-Total											
3.0	Safe Hand Washing Practice											
3.1	Availability of HWF adjacent to latrine											
3.2	Availability of water in HWF											
3.3	Presence of used soap or substitute e.g. ash at near HWF											
	Sub-Total											
4.0	Existence of Other hygienic Facilities											
4.1	Presence and use of utensils rack											
4.2	Presence and use of refuse pit											
	Sub-Total											
	TOTAL											

*The team should agree on a representative sample size of HHs to be verified

**Description of other important observations at each household can be put in a separate sheet of paper

II. ODF Verification at School Level *

No.	Indicators	Schools Observed**			Score/ Indicator
		Primary	Secondary	Others	
		1	2	3	
	Quality and Use of Sanitation facilities				
1	Availability of latrines				
2	Latrine with separate blocks for male and female				
3	Existence of urinals for male				
4	Latrine facilities for disabled				
5	Facility for menstrual management				
6	Super structure with walls and well fitted doors				
7	Drop holes covered with lids				
8	Well maintained latrines e.g. fixed doors, roof and walls				
9	Latrines in use				
10	Well functioning latrines				
11	Smears of human feaces on floor, walls, squatting platform and doors				
12	No OD traces around the premises				
13	Existence of HWF including soap/ash adjacent to latrine blocks				
14	Availability of water supply				
15	Existence and use of refuse pit				
16	Existence of O&M system for sanitation facilities				
TOTAL					

*All schools in the village/street should be verified

**Description of other important observations at each institution can be put in a separate sheet of paper

III. **ODF Verification in Other Public Gathering Places** (health facilities, mosques, churches, markets/trading centres & offices)*

No.	Score: YES = 1; NO = 0	Number of Public Gathering Observed**					Score
	Indicators	1	2	3	4	5	
	Quality and Use of Sanitation facilities						
1.	Existence of public latrines and in use						
2.	No smears of human faeces in public latrines						
3.	No bad smell						
4.	Public latrine well maintained						
5.	Well fitted covers on drop holes						
6.	No OD traces around latrine blocks						
7.	Safe disposal of liquid waste						
8.	Safe disposal of solid waste						
9.	Availability of water supply						
10.	Existence of hand washing facility and in use						
TOTAL							

*At least one of each of the existing public gathering places in the village/Mtaa should be verified

**Description of other important observations at each public gathering can be put in a separate sheet of paper e.g. names and type

IV. **ODF Verification in Open Spaces**

No.	Indicators	Score: YES = 1; NO = 0	Score
	ODF Status		
1.	No OD along river banks/water sources		
2.	No OD nearby bushes/forests		
3.	No OD in valleys/under bridges		
4.	No OD around local pubs		
5.	No OD in nearby farm lands		
6.	No OD in grazing lands		
7.	No OD in refuse collection sites		
8.	Existence of by-laws against OD practices		
Total Score			

Form No. V9: Vverification TEAM MEMBERS

S/N	Name	Designation	Agency/Institution	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Name: _____
Verification Team Leader

Title: _____

Form No. V10: ODF verification summary results

1. GENERAL INFORMATION

Village/Mtaa Name: _____ Ward: _____

Council: _____ Region: _____

Pledged Date of ODF Declaration: _____ Verification Date: _____

Population: _____ Total # of Household: _____

2. ASSESSMENT RESULTS

No.	Evaluative Variables	Score/ Variable	Rating (%)	Remarks
1	HHs using improved latrines and other sanitation/hygiene facilities			
2	School latrine coverage and other sanitation/hygiene facilities			
3	Latrine coverage and other sanitation/hygiene facilities at public gathering places			
4	ODF status in open spaces			
TOTAL				

3. OTHER IMPORTANT OBSERVATIONS/COMMENTS e.g. quality of latrines, ongoing latrines construction at HHs level, some HHs latrines or institutional latrines are poorly managed, evidence of OD traces in open spaces etc:

Summary of Key Comments

4. FINAL DECISION FOR ODF CERTIFICATION

ODF Certificate Granted	Recommended Action
ODF Certificate Level 1	
ODF Certificate Level 2	
No Certificate Granted	

Name: _____
 External Verification Team Leader Signature Date

**Indicate whether a community can be declared ODF or further action is required to achieve ODF status*

JAMHURI YA MUUNGANO WA TANZANIA

**WIZARA YA AFYA, MAENDELEO YA JAMII, JINSIA, WAZEE NA
WATOTO**



CHETI CHA UTHIBITISHO WA USAFI

Hii ni kuthibitisha kwamba, Kijiji/Mtaa cha/wa.....kilichopo/uliopo katika Kata ya.....Halmashauri ya Jiji/Manispaa/Mji/Wilaya ya.....; kimekidhi/umekidhi vigezo vya USAFI na hivyo kinatambuliwa/unatambuliwa kuwa ni Kijiji/Mtaa BORA daraja la KWANZA/PILI.

.....
MKURUGENZI WA HUDUMA ZA KINGA
TAREHE.....

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