

**MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT**

Environmental Health and Sanitation Directorate

**CHECKLIST FOR ODF**

**VERIFICATION AND CERTIFICATION**

**The National CLTS Task Force**

**Sponsored by UNICEF**

2010

## CHECKLIST FOR ODF CERTIFICATION

### Open Defecation Free (ODF) - Level 1

#### Definition

For a community to be certified ODF the following characteristics should exist in the community at the time of the assessment towards certification:-

- No visible signs of human excreta within the community (this means there should be a total absence of faecal matter that is visible to the eye and can be accessed by houseflies. This includes faeces in toilet facilities, chamber pots, surrounding bushes/shrubs, refuse dumps etc.
- All community members including children dispose of their faecal matter in an acceptable manner that does not perpetuate faeco-oral transmission. This does not necessarily mean that everybody should have a latrine.

Acceptable manner in this context means faeces:

- ✓ Should be covered
  - ✓ Not accessible to flies
  - ✓ Should not be stored in a polythene bag
  - ✓ Put in a latrine
  - ✓ Buried deep enough to prevent animals from exposing it
- The community has developed and is implementing a strategy or procedure that ensures the sustainability of their ODF status. This includes local regulations to discourage Open Defecation, promote the construction and use of latrines, especially household latrines.
  - A clear Action plan exists towards improving sanitation coverage and general environmental sanitation in the community. This includes hand washing with soap and other hygiene practices.

#### Certification Process

The ODF Certification process involves a number of steps including:

- Community Self Assessment
- District Level Verification
- Regional level Declaration

### **Community Self Assessment Process**

The first step in the ODF Certification process is the Community Self Assessment. Here a community that has been triggered and has arrived at its self determined ODF date does a Self Assessment of its status and offers itself for external verification. The Self Assessment process involves the community electing representatives who will conduct the Self Assessment test using the developed Community Self Assessment tool. The community as a whole should agree on a day (this should be after their self declared ODF date) when it will conduct the exercise. The elected representatives should critically assess each item in the tool and rate its attainment as fairly as possible. The Environmental Health Assistant working in the area should support the community in the self assessment exercise. This should be a rigorous exercise so that the community can be confident that it can go through an external verification exercise. If it is desired the community can assess itself over a number of times to be certain before doing the external verification.

After the Self Assessment exercise, the group that conducted the exercise should brief the whole community on the outcome of the exercise and their result discussed by the whole community. The decision to open itself for the external verification should be taken by the whole community after the briefing. If the community feels it is not prepared for the external verification, it can still set itself a new date and conduct the self assessment again. Once the community is satisfied that it is ready for the external verification, information should be sent to the District Verification Team through the Environmental Health Assistant in the area.

### **District Level Verification Process**

A community that meets the above criteria qualifies to be appraised towards ODF Certification. The first step in the appraisal process is the Community Verification. At this level, a community that has been triggered and has arrived at its self determined ODF date is verified by the District Verification Team to check the status of the community. The following Checklist is to be used in appraising a community towards the attainment of the ODF status (Level 1). Prior to the use of this Verification tool, the following pre-conditions should have been met:

- the Assessment Team should have access to the baseline information on the community collected prior to the community's triggering exercise.

- the community on its own should have done a Self Assessment test to prepare themselves for this external verification.

As much as possible, this exercise should be done with very minimum information to the community about the exact date of the verification exercise. This would prevent communities from purposely cleaning up their community just for the exercise. After the Team has finished conducting the verification exercise , a community meeting should be called in which the Team discusses its findings with community members. To gain certification, it is expected that a community should score **YES** in all items (01 – 04) under ODF Verification except those marked with an \*.

On the day of verification, when the team arrives at the community, they should observe all protocols related to that particular community. After the protocols, the team should visit all former OD places, inspect any communal latrines that exist in the community, visit a cross section of household latrines in the community, visit the school latrine, if one exists and observe the general community environment using the Spot check approach. The activity should be undertaken with the collaboration of the Natural Leaders/Sanitation champions or other existing community group with interest in sanitation improvements in the community.

After the conduct of the verification exercise, the Team should give the community feedback on its findings. This feedback does not constitute an attainment of the ODF status since declaration and certification would be done by a Regional Team.

The District Verification Team should include:

- The District Environmental Health Officer
- Representative of the DWST
- Representative of the Department of Community Development
- District SHEP Coordinator

#### *Communities that do not pass the Verification Exercise*

Where a community does not pass the district verification process, it has to go back and improve itself and conduct its Self Assessment Test again before the District Team takes it through the verification process again. This is important because district's that present unprepared communities to the Regional Team will be penalised.

## **Regional Level Declaration and Certification**

ODF Declaration will be done by a Regional Team set up for the purpose. The Regional Team will be led by the Regional Environmental Health Office and its membership will include:

- Representative from the RWST (CWSA)
- Representative from the Department of Community Development
- Regional SHEP Coordinator
- Representative from the RCC

Once a community's status has been verified by the District Team, the District Environmental Health Officer sends information to the Regional Environmental Health Officer who in turn informs the Regional Team. The Regional Team then plans a visit to the community to do its own assessment of the community's status. The Regional Team's assessment will be done based on the Team's own assessment of the general environment of the community and a visit to former OD places and latrines that have been constructed in the community. The general characteristics of an ODF community should be observed in the community. The Regional Team's visit should be done with minimum information to the community about the exact date and time. Representatives of the District Team and the Natural Leaders in the community should participate actively in the Regional Team's assessment. Once the Regional Team's assessment is completed, a community meeting is called and the verdict announced to them. If a community is successful and is declared ODF by the Regional Team, information on how to attain the next level of certification, which is the Model Clean Community (MCC) should also be passed on to the community.

Once the community is declared ODF, the DA should work closely with the Natural Leaders and the Community Leadership to plan for the ODF Celebration. The ODF celebration should be given as much publicity as possible to draw attention to it. The community's ODF Certificate will be presented to them on that date. The community should be supported by the DA to erect a sign stating their ODF status and their commitment to remain so. This sign should be boldly placed at the entry into the community or at a conspicuous location in the community where all and sundry will see it.

In the event that many communities are verified and it is not practical for the Regional Team to visit all of them, the Regional Team can sample the verified communities and make the declaration as required. As much as possible, the Regional Team's visit should be conducted within four (4) weeks after the District Verification Team's visit.

### **Self Triggered Communities**

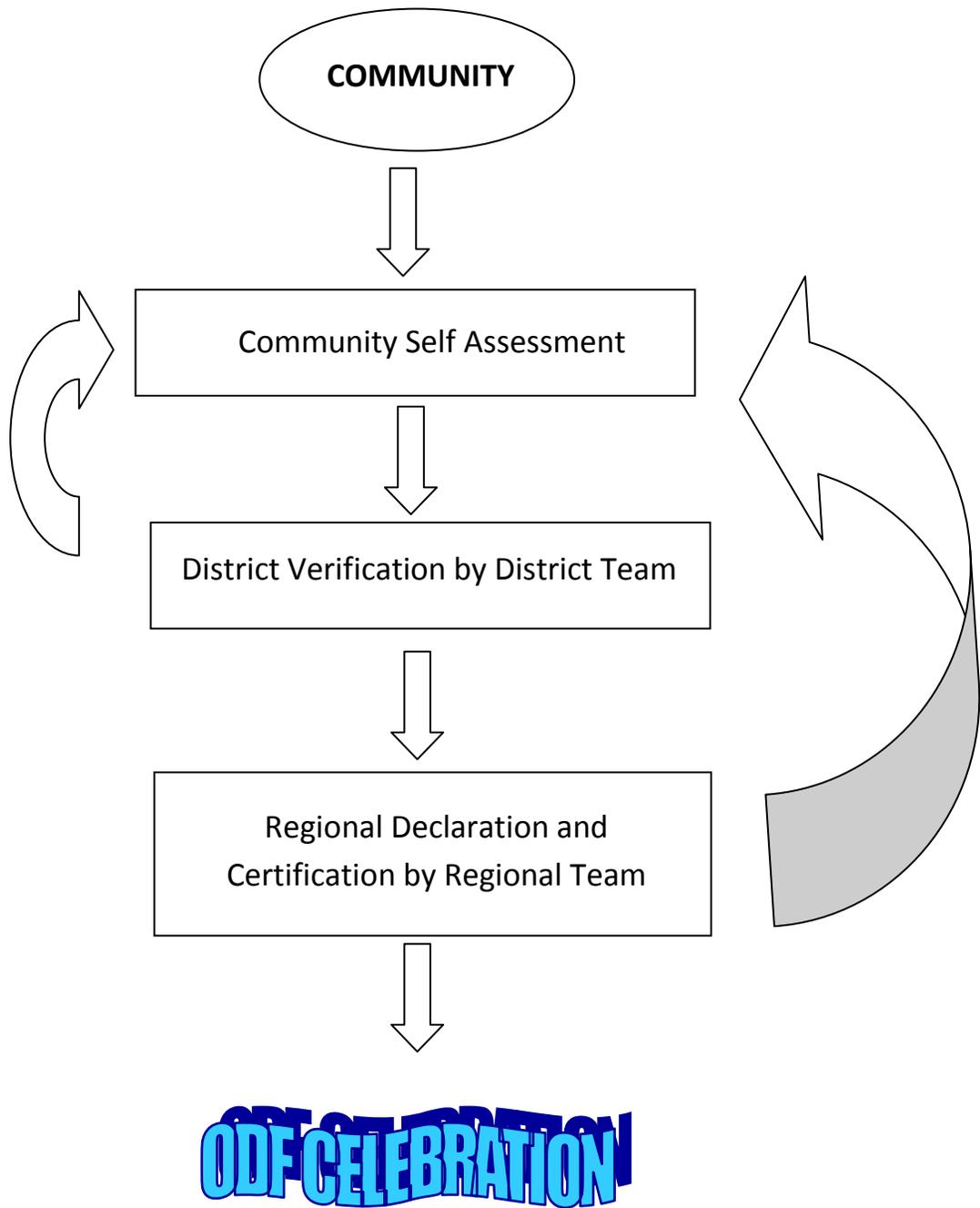
In the case where a community is self-triggered, that is the triggering process did not happen due to an Extension worker (EHA, NGO etc.) working there, the community has to send information to the EHA who works in the area about their commitment to attaining the ODF status. The EHA then has to brief the community leadership on the requirements (see ODF Definition) for attaining the ODF status and the procedure the community will have to go through. If the community is willing to go through the external assessments, then the EHA should facilitate a process to ensure that the commitment to attain the ODF status is total (i.e. the whole community) and not just the leadership imposing it on the community.

Whenever the community is confident that it is ready to be assessed, the EHA should work with them through the Community Self Assessment Check to be sure that they are really ready for the external assessments. After the community Self Assessment is done successfully, the EHA sends information to the District Verification Team.

### **Monitoring**

Once a community is verified and certified as ODF, the DWST working in close collaboration with Environmental Health Assistants should develop a workplan that provides for quarterly monitoring visits to the community. During these monitoring visits, the team should provide the community guidelines on how to progress towards the MCC level. The community's attention should be drawn to the elements of the MCC Assessment which they are weak in and need to work harder at achieving.

## ODF DECLARATION



## LEVEL 1 Verification towards ODF Declaration

Name of Community

District

Date of Verification

Date Community was Triggered

### Background Information on the Community

Has the Community met as a whole to confirm their commitment to stop OD? YES  NO

How many people were at that meeting?

How many women and children were present?

What date did the community set for itself to attain ODF status?

What immediate actions did the community members decide to undertake to stop OD? (*attach details from Action Plan if one exists*)

Who were the Natural Leaders (NL) who championed the CLTS process?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Is the Community Map developed at 'Triggering' available? *(Please request to see it)* YES

NO

<b>ODF Verification</b>	
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The following items must be verified using Spot Observations and informal conversations in the community. The team should undertake a community walk through the community to get first hand information on the required items.

*Please Tick appropriate box*

**01. The Community has stopped Open Defecation**

Are there signs of faeces:

- on the refuse dumps
- in the near-by bushes
- in-between houses (alleys and pathways)
- former key OD places

YES	NO

**02. Community members have implemented actions towards achieving ODF**

There is improvement in the communal latrine facility (access to faeces has been closed) and regular cleaning schedule is operational

There is evidence of improved defecation practices (proper disposal of faeces, children do not defecate on refuse dumps)

There are local regulations to discourage OD in the community and these are being applied

There is evidence of on-going household latrine construction within the community

Individual community members (adults) are aware of the general effort towards stopping OD in the community

Children are aware of the general effort towards stopping OD in the community

YES	NO

**03. Initial efforts at Household Latrine Construction**

Have any of the Natural Leaders began constructing a latrine in their home

How many people in the community have indicated the desire to construct a household latrine

How many people have initiated action towards household latrine construction


**04. Community Self Assessment**

Has the Community Map been used to monitor progress\*

Has the community done its Self Assessment test

When was the community Self Assessment test done. Please indicate the date when this was done.


Who were involved in conducting the Self Assessment test:

## **Model Clean Community (MCC) - Level 2**

After attaining the ODF status, a community has a period of 12 months to sustain their ODF status, increase household latrine coverage and the general environmental situation to qualify them to the Model Clean Community status. The following characteristics should exist in the community at the time of the assessment towards MCC declaration:-

- At least 90% of all houses in the community should have an improved latrine
- An increase in hand washing practice (evidenced by hand washing facilities with soap or other agent) close to toilet facilities, in institutions such as schools and health posts
- An improvement in general environmental sanitation (evidenced by maintenance of refuse dump sites, waste water management, clearing of bushes, absence of animal droppings and clean lanes and alleys) in the community
- Evidence of initial rudimentary latrines moving up the sanitation ladder

A national level Assessment Team will be constituted to undertake the assessment exercise for attaining the Model Clean Community status. The Team will include representatives from the:

- Environmental Health and Sanitation Directorate
- Department of Community Development
- Ministry of Local Government and Rural Development
- MMDA in which the community is located
- CWSA

A community that has been certified ODF and has sustained that status for at least a period of one year can apply to be assessed for the attainment of the MCC status. At this level, the assessment goes beyond ODF to look critically at how the community has progressed in terms of household latrine coverage, environmental sanitation (including wastewater disposal, refuse disposal), hygiene behaviour (including hand washing practice) and the level of community leadership's involvement in the process.

The national Assessment Team will be responsible for assessing communities towards attaining the MCC status however the committee can co-opt members of the Regional Assessment Team where there are resource constraints. All communities that attain the MCC status successfully, will be listed on a National League of Clean Communities where the community as a whole can win various prizes and gain national recognition.

## **Monitoring**

Communities that qualify for MCC status will be monitored at the district level. Each district is expected to monitor the progress of all communities within their jurisdiction as they strive to sustain their ODF and MCC status. The DWSTs and EHAs should play an active part in supporting the communities to sustain their status. Each year, each district will be expected to present a number of communities for the national League of Communities.

## LEVEL 2 Assessment towards Model Clean Community (MCC) Declaration

Name of Community

District

Date of Assessment

Date Community attained ODF Status

How many houses are there in the community

Please Tick appropriate box

### The Community has sustained its ODF status

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Are there signs of faeces:

- on the refuse dumps
- in the near-by bushes
- in-between houses (alleys and pathways)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Summary discussion of Community's ODF STATUS

### Household Latrine Construction

How many household latrines are there in the community

Please Tick appropriate box

Are there still latrines under construction

Do the constructed latrines prevent human contact with the excreta\*

Are there flies in the latrines

Are there indications of good maintenance practices in the latrines

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

General comments on the state of household latrines:

Do some community members still use communal latrines YES  NO

What is the state of communal latrines in the community

**Hand washing Practice**

Are there any hand washing facilities close to latrines	YES	NO
Is there soap/ash or other cleaning agent	<input type="checkbox"/>	<input type="checkbox"/>
Is there clean water in the hand washing facility	<input type="checkbox"/>	<input type="checkbox"/>

**General Environmental Conditions**

Are the designated community refuse dumps protected	YES	NO
Is the refuse dump under proper care (management)	<input type="checkbox"/>	<input type="checkbox"/>
Is the path to the refuse dump clear	<input type="checkbox"/>	<input type="checkbox"/>
Is there evidence of dumping elsewhere (littered around another point)	<input type="checkbox"/>	<input type="checkbox"/>
Are lanes and alleys between houses clean	<input type="checkbox"/>	<input type="checkbox"/>
Overgrowth of weeds controlled to a minimum	<input type="checkbox"/>	<input type="checkbox"/>
Animal droppings controlled to a minimum	<input type="checkbox"/>	<input type="checkbox"/>

Checklist for Community ODF Verification and Certification

Is waste water from bath houses disposed properly


Is waste water from domestic use (laundry, kitchen) disposed of properly

**Community Leadership's Involvement**

Are community leadership actively involved in sanitation improvements

YES	NO

Do community leaders support sanctions against sanitation offenders

Do community leaders endorse sanitation improvement activities