ANNEX 23: ODF VERIFICATION AND CERTIFYING PROCESS

CLTS monitoring should be done 3 times in a period of three months before a village is declared ODF. The first follow up visit by the community facilitators should be 3 weeks after triggering, then one and half months and finally after 3 months for purposes of follow up. The CLTS monitoring form to be used during these three months is shown in (form 1).

When a community thinks that it has achieved ODF status, the Community facilitators and the CLTS committee notify the Parish team. The parish team then visits the community to verify the ODF status. Upon satisfaction of the village ODF status, the parish team informs the sub-county team who after verification and are satisfied with the village ODF status inform the District team which conducts the final verification process. The final ODF verification team from the district is expected to come for verification to the village at least within a period of one month after notification. Details of composition of verification teams at each level is given in the figure below:

ODF Verification team composition

<table>
<thead>
<tr>
<th>NATIONAL LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Water and Sanitation Coordination committee (Chief Administration Officer, District Director of Medical Services), District Health Inspector, LCV Secretary for Health, TSU and NGO/Partner representative</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUB-COUNTY LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Assistant, Community Development Assistant, LCII chair person and LCIII Secretary in-charge of Health</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARISH LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish Development Committee, Health Assistant, Health Centre II in-charge of health, Coordinator VHT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMUNITY LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Facilitators, CLTS Committee, Village Health Team (VHT) and CBOs</td>
</tr>
</tbody>
</table>

ODF Verification process

On the appointed day ODF verification teams arrive at the specified community and are briefed on the exercise as explained in the ODF verification guidance forms 2 and 3 below. They use the social map in the village and agree on the areas/route each verifier will take, so as to cover the community fully. After observation, they all report back at an agreed meeting place where the community can gather. Results are
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quickly compiled and presented to the community claiming ODF status. The result could be that the community fulfills the criteria for being ODF, or that it is not yet really ODF and shortcomings remain — which will have to be corrected before re-verification is done at a later date. The reasons why it may not be declared ODF are reported to the community gathering, and agreements reached as to when it will be ready for re-verification. Usually communities ask verification teams to return very soon, within a week or two.

Parameters to be observed by the verification team in each household are:

1. Latrine facility in good working order, clean safe, is being used.
2. Babies faeces are disposed into latrine facility
3. Latrine slab/floor is well/safely constructed.
4. Latrine facility prevents exposure of pit contents to flies or other vectors.
5. No faeces are visible on the floor/walls/slab of the latrine
6. The latrine hole has a cover.
7. Hand washing facility is available near eating place
8. The latrine is located at least 10 metres from the house and 30 metres from the water source
9. Hand washing facility available with water, soap and ash in the latrine or nearby.
10. No human excreta including children's faeces are found in the compound and gardens.

Beside these parameters, other community commitments checked during verification are: existence of village by laws to check open defecation, existence of a monitoring system involving key community leaders and functioning school sanitation facilities.

Monitoring Forms

FOR ODF VERIFICATION OF VILLAGE

Who should use this format:

- This format is an independent verification, it should not be used by members of the community to verify their own communities.
- Verification teams should consist of outside resources as detailed in the above schematic.
- Outside facilitators who lead the triggering process in the community, should NOT do the verification.
- Members of community, whose village is being verified, can accompany verification team to help them find the location of households.

A. Definitions

1) One community has achieved ODF status if:

11. All households defecate only in latrines and dispose of babies' faeces only into latrines.
12. No human waste is seen around the environment.
13. There are by-laws, rules or other safeguards imposed by the community to prevent open defecation.
14. There is a monitoring mechanism established by the community to track progress towards 100% households' ownership of improved latrines. The verification team can ask to view the defecation map which the committee should have been updated after every follow-up visit.
15. Efforts are under way to convert all existing latrines to improved latrines and to popularize other key behaviour change towards total sanitation.
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2) Total sanitation is achieved if all households in a community:
1. Have access to and use improved latrines for all excreta disposal
2. Wash hands with soap properly before eating, after defecating, after cleaning up babies’ excrement, and before touching food.
3. Use safe practices for handling and storing drinking water and food.
4. Use safe practices for disposing of household waste (liquid and solid)

3) Improved latrines are facilities to dispose of faeces in such ways that:
1. They do not contaminate water bodies;
2. Prevent contact between excreta and human beings;
3. Prevent access to excreta by flies or other insect vectors and animals;
4. Prevent foul smell;
5. Are easy to keep clean and safe to use

Verification Process steps
1. Before starting the verification, discuss each of the 10 questions, one by one, with the team, to ensure common understanding.
2. Use community map to divide responsibility for observation and verification among team members. Make sure that they have the correct name of the family head who will be visited.
3. Let all team members complete home visit observations and interviews.
4. Create a summary of the results together using checklist in Form 3 (for ODF and Improves latrine)
5. Report the result to community, as follows:
   - Explain the ODF criteria one by one, including the score and what it means.
   - Explain criteria of “improved latrine” and “unimproved latrines”, give examples of “unimproved” latrines still found in community. Explain that the unimproved latrine can be easily damaged and does not last long, which causes the ODF village to lose its ODF status, and the community should strive to upgrade them to “improved latrines” as soon as possible.
   - Explain to the community whether they can now declare their ODF status. If not, explain what improvements need to be made and where in the community or at the school.
   - Communicate to the community that the verification team will return to check whether the changes / improvements have been made, so that ODF status can be declared.

Notes:
1. The 10 questions must be adapted to field situations and ‘read between the lines’ like a question in the checklist.
2. Notes from each of the latrines observed and the results of interviews with owners and users are needed in separate formats in section C.
3. If the owner / user of the latrine is not at home, try to find out and search for information from the nearest neighbours.