FLOW PROCESS FOR ODF CERTIFICATION

Community submits written request for ODF certification to the District CLTS Group

District CLTS Verification Group conducts at least two verification visits, one of which must be un-announced

Community is certified as ODF, after fulfilling terms of certification, including maintaining ODF status for a period of at least three months

Definitions:
Verification entails inspection to assess whether a community is ODF
Certification is the confirmation of the status (ODF) and its official recognition

1.0 District CLTS Coordinating Group
Each district shall have a CLTS coordinating group led by the Public Health Superintendent of the DHMT, MoHS.
Functions of the group will include:
- To appoint members to ODF verification teams
- To facilitate verification exercises
- To compile all documentation on ODF verification and certification processes.

2.0 Verification Team
The verification team will be charged with verifying the ODF status of communities that have submitted a request to the District CLTS Coordinating Group

2.1 Composition of verification team:
Each verification team must as a minimum have the following members:
- Local Councils/Ward committee member
- DHMT
- Community representative or natural leader
- NGO representative, if community was triggered by NGO

It is also good practice to have other representatives in the Verification Team such as:
- People from neighbouring communities (especially where there is competition)
- Natural leaders and others from ODF communities
- Other Local Councils/Ward committees
- Representatives of government departments
- Representative of NGOs
- Teachers
- Health care workers (MCH Aide, Extension workers etc)
• Members of the general public. For example opinion leaders – religious leaders, women leaders.

2.2 Useful guidelines/methodology for verification teams
• Revolving membership of verification and certification committees (to reduce corruption where there are rewards)
• Natural leaders from ODF villages as members of inspection teams
• Have women members to specifically investigate women’s sanitary arrangements
• More than one check up visit
• A surprise visit
• All members of the committee to sign any verification or certification
• No official certification, unless it has been sustained for three months
• When there has been thorough and stringent verification, a board can be put up at the entrance to a village, declaring it to be ODF
• Where a whole administrative area is to be verified, many members of organizations and of the public should be informed and invited to take part

2.3 ODF Verification process details
• Community applies for ODF status
• Visits to former OD sites by verification teams
  - Checking up before dawn or after dusk
  - Inspection of latrines
  - Check whether paths of latrines have been used
  - Conversation with old people and children
  - Ask how a community itself monitors hygiene behaviour change?
  - Check for evidence of hand washing – presence of soap and water containers near latrines
  - Enquire about infringements and what was done
  - Follow animals that eat shit (dogs, chicken, ducks, etc.)
• Verification Committee forward the recommendation to the District CLTS Coordinating Group

Definition of ODF community
• Availability of toilets
• Evidence of toilet use
• No evidence of open defecation
• Every latrine hole provided with tight fitting cover
• Low fly population
• Evidence of hand washing with soap after toilet
• WASH Committee present and functional

ANNEXES
1. ODF Certificate
2. ODF Checklist
3. ODF Verification Request Form

Latrines- cover, ensures privacy, does not pollute water sources
WASH committee functional
HWWS present