

STEP 4. REPORT WRITING

RESOURCE: REPORT TEMPLATE

SANITATION AND HYGIENE HUMAN RESOURCE CAPACITY NEEDS ASSESSMENT TOOLKIT

Examples of country-level Sanitation and Hygiene Capacity Needs Assessment reports and a final synthesis report.

Final Report Nigeria

<u>Ghana</u> <u>Philippines</u>

<u>India</u> <u>Rwanda</u>

Nepal

REPORT OUTLINE:

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

LIST OF BOXES

ACRONYMS AND ABBREVIATIONS

EXECUTIVE SUMMARY

1.0 INTRODUCTION

- 1.1 Background and Objective of the Assessment
- I I.2 Methodology
- I 1.3 Limitations of the Country Assessments

2.0 SECTOR CONTEXT AND ENABLING ENVIRONMENT

- 2.1 Country Progress to Sustainable Development Goals
- 2.2 Sector Functions and the Actors that Deliver Them
- 2.3 Labor Market Dynamics
- 3.0 SECTOR PARTNERS ROLES AND EXISTING HUMAN RESOURCES
- 4.0 ANALYSIS OF SHORTAGES AND GAPS
 - 4.1 Human Resource Shortages

4.2 Human Resource Gaps

5.0 CURRENT BARRIERS AND FUTURE OPPORTUNITIES

- 5.1 Barriers to Human Resource Development
- 5.2 Future Human Resource Capacity for Sanitation

6.0 SUPPLY OF HUMAN RESOURCES

- 6.1 Supply through Coordination, Cooperation, and Working across Sectors and Industries
- 6.2 Attracting Staff from Other Sectors
- 6.3 Competency Development of Current Staff
- 6.4 New Human Resources through Universities and Training Institutes

7.0 RECOMMENDATIONS

REFERENCES

- ANNEX I. Methodological Framework
- ANNEX 2. List of Stakeholder Organizations Engaged
- ANNEX 3. The Institutional Structure of Sanitation and Hygiene

March 2024