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FROM THE AMERICAN PEOPLE

CLTS MONITORING AND EVALUATION TOOLKIT & MANUAL



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ANNEXURE: THE TOOLKIT



CLTS Monitoring and Evaluation Toolkit and Manual

1. INTRODUCTION

The CLTS process has reached a point in its implementation through SAREP that we are now able to introduce monitoring, evaluation (M&E) and ODF verification and Certification processes into the training. This toolkit and manual contains all forms and materials that are need for a CLTS monitoring team to be established in communities. It is aimed at CLTS facilitators and natural leaders who wish to take the next step in ensuring their community becomes Open Defecation Free (ODF).

We have added a training agenda and training materials to the toolkit, so that M&E team members in communities are able to train other people to become part of the team.

2. THE CLTS MONITORING AND EVALUATION (M&E) TEAM

The CLTS Monitoring team should be made up of trained CLTS facilitators, or experienced natural leaders, who have championed CLTS in their communities. The team should be between 3-5 people, made up as follows:

- Representative of the Traditional Leadership (Chief)
- DHMT
- Local government (Environmental Health)
- Representative of the relevant Community structure (E.g. VDC, Health worker or Administration)
- 1 to 3 community members (depending on the size of the village)

The M&E team works in a different way from the Sanitation Action Group (SAG). The SAG may be the VHC or VDC (i.e. a formal committee) or it may be a group of natural leaders who work together to champion the progress of CLTS in their village and help people to build latrines, raise funds for latrine materials and assist with latrine and ODF maintenance.

The M&E team are responsible for monitoring progress and reporting back to the SAG when things need to be done differently or when good progress is being made in one part of the village but not in others.

The community and the SAG are the “players” and the M&E Team is the “Referee” – just like in a soccer game!

2.1. Managing CLTS data

The M&E Team is responsible for managing all of the data that comes from implementing CLTS and keeps that data to be able to inform the village of their progress toward ODF, or how they have maintained ODF after certification. The team can use the information collected by them and stored in these tools to track the progress of sanitation in the village and report back to the community on issues of concern and also on positive changes.

3. TOOLS IN THE TOOLKIT

3.1. Community CLTS overview form

A critical tool in the toolkit is the CLTS overview or summary form. This form allows the community to see a summary of the implementation of CLTS in their village right from the baseline survey. The form can be divided by Ward (in large villages) or compounds, or even households. A sample form is provided in the toolkit, and its use is fairly straightforward. Simply complete the relevant columns shown on the form once each of the relevant surveys have been done. Detailed instructions for the use of the form are included in the toolkit that goes with this manual.

3.2. The CLTS baseline survey

The baseline survey form is the first tool that is used in CLTS implementation. The baseline survey is conducted before triggering to enable the M&E team to understand the sanitation situation in the village. Progress toward ODF is measured against the baseline survey numbers. Questions in the baseline should always be similar to questions in the Verification Survey and should provide information about the sanitation situation in the village as related to the ODF definition.

The baseline survey tool can also be used by the SAG for monitoring the implementation of CLTS in the village, and there is a box on the tool to say whether it is being used as the baseline survey, or whether it is being used for implementation monitoring.

3.3. ODF definition for SAREP CLTS sites

CLTS is aimed at ODF villages. Being Open Defecation Free is doesn't only mean having latrines at every household, but is a way to say that a community is healthy and the members of the community have hygienic practises. The ODF definition is incorporated as a poster in this toolkit, and this can be translated in local languages.

The definition of ODF is as follows:

- Every household has a latrine and every member (including children) of the household uses it
- All latrines are well-maintained and clean
- Every latrine / household has a handwashing facility (with soap/ash) available
- Sanitary products and children's faeces are disposed of safely
- Every household stores water safely and treats it using home-based methods if necessary
- All latrines are correctly located and sited
- There is an annual reduction in the incidence of sanitation-related diseases in the village

3.4. ODF Verification process

Once a community has finished implementing their ODF action plan, they would approach the SAG who completes a request form and submits it to the M&E team. The M&E team then conduct the verification survey and make a recommendation to the Chief. If CLTS is a formal national strategy and there is a Local Government Agency that is responsible for verifying ODF status, the request form would be submitted to them as well as the M&E Team, and the M&E Team will assist the Local Government Agency to conduct the verification survey. For this toolkit, we are assuming that there is no Local Government Agency and the Verification survey will be conducted by the M&E Team only and submitted to the Chief.

3.4.1. The ODF verification request form

The ODF Verification request form is completed by the SAG where initial surveys have been done to suggest that the community is ODF. The SAG then approaches the M&E Team with a completed Verification Request form. The M&E Team are responsible to help the SAG understand how to use the request form and must ensure that it is completed correctly before proceeding with the Verification Survey. The Verification Request Form is included at the end of this document.

3.4.2. What to look for when doing a Verification Survey

The ODF definition is used as the basis for the Verification Survey, and the M&E Team will need to observe certain things in order to be able to answer the Verification Survey questions correctly. There are a number of issues that relate to each of the ODF Definition components, as shown in the table below.

ODF component	Verification indicators
Every household has a latrine and every member (including children) of the household uses it	All households in the ward or village have a latrine, or most houses have a latrine and those that don't share latrines with other households
	No faeces is visible in the open or around the village
	All latrines have a superstructure that allows privacy to the person using it
All latrines are well-maintained and clean	The floor, walls and seat are all clean
	The pit is not full and there is no smell in the latrine
	The seat/hole has a cover and there are no flies in the latrine
Every latrine / household has a handwashing facility (with soap / ash) available	All households have a handwashing facility
	There is soap or ash available at all the handwashing facilities
	The M&E Team should look closely at the handwashing facility to ensure that they are used, for example the soap is used and not old and dry or there is water below the water container
Sanitary products and children's faeces are disposed of safely	No sanitary products or children's diapers are visible around the household or in the bush. The M&E Team could even ask the householder to show them where these are deposited – it should be in a waste pit
	No children's faeces are visible in the open or around the village
Every household stores water safely and treats it using home-based methods if necessary	All stored water is covered in all of households
	All households are able to talk about what method of home-based water treatment they use
	Solid waste and household wastewater are disposed of safely and there is no litter or standing water visible around the household. There should be a covered waste pit near the household that is used for litter and also disposal of sanitary products and children's diapers
	There is no solid waste in the latrine pit
All latrines are correctly located and sited	All latrines are located more than 30m away from a water point (boreholes, wells etc.). You can estimate this distance, but should have measured it before the survey so it is clear in your mind
There is an annual reduction in the incidence of sanitation-related diseases in the village	The last part of ODF looks at the whole village and not individual households. It is not part of the verification survey, only the consolidated survey, when all household surveys are put together by the M&E Team. There should be a reduction in the number of diarrhoea cases from the previous year. (The M&E Team should get the numbers from local clinic).



3.4.3. Verification checklist / survey

The Verification indicators are included in the Verification Checklist, which the M&E Team use to conduct the survey. An example is as follows:

For the indicator (see table above) “100% latrine coverage”, the Verification Checklist will ask the following questions:

Question	Response
How many households are there in the village?	200
How many households have a latrine?	198
If there is no latrine, where do people defecate?	Bush

The percentage household coverage of latrines is as follows:

$$198 \div 200 \times 100 = 99\%$$

The answer to the question where people defecate if there is no latrine is shown as “Bush” and so the community cannot be ODF and the recommendation would therefore be not to certify the community as ODF.

For the indicator (see table above) “100% latrine coverage”, the Verification Checklist will ask the following questions:

Question	Response
How many households are there in the village?	200
How many households have a latrine?	198
If there is no latrine, where do people defecate?	Share toilets with others

The answer to the question where people defecate if there is no latrine is shown as “Share toilets with others” and so the community could be ODF if no faeces is observed around the village or in the open, and the recommendation could be to declare the community ODF, depending on what the M&E Team decides.

The best situation would be as follows:

Question	Response
How many households are there in the village?	200
How many households have a latrine?	200
If there is no latrine, where do people defecate?	Not applicable

The full Verification Checklist with instructions is included in this toolkit. The Verification Checklist includes the Verification Recommendation Form.

3.5. ODF Certification

Once a recommendation has been made by the M&E Team, the Chief (or Local Government Agency and Chief) will make a decision on whether the Certification can be done. The Certificate should be presented to the SAG as representatives of the community at a ceremony. An ODF Certificate is included in this toolkit, but the final toolkit will contain more than one Certificate in case they are damaged or if ODF Certification is revoked and then ODF status reinstated.

3.6. Post ODF Monitoring

It is not only important for communities implementing CLTS to *GET* to ODF status, but to *STAY* there!

Therefore the M&E Team is also responsible for monitoring the continued ODF status of the community though conducting regular Verification Surveys *after* ODF Certification.

The Post ODF Certification survey should be conducted at least every 6 months, and the form is the same as the Verification Survey Form, although an additional check box is included on the Post-Certification Recommendation Form. The Post Certification Recommendation Form is included in the Toolkit at the end of this document.

4. TRAINING WORKSHOP AGENDA AND TRAINING MATERIALS LIST

The full training course for this toolkit includes the Baseline Survey training and the Verification and Certification training and is a two-day course. The course can be done in separate modules, with the baseline survey training done at the beginning of the process, and the Verification and Certification training done when the community is seen to be approaching ODF.

The training agendas for the two days are presented below, and the materials for each day's training are included in the toolkit at the end of this document.

4.1. Baseline survey training

The training agenda including explanations for each session is presented in the table below. The only tools needed for this training course are an Attendance Register and the Baseline Survey Form.

BASELINE SURVEY TRAINING AGENDA		
Time	Activity	Detailed description of the activity
08:00 – 08:30	Registration and Welcome	
08:30 – 10:00	Briefing on CLTS BASELINE SURVEY	Explain the purpose of conducting the baseline and how the survey form works and how it should be completed It is ALWAYS important to leave no questions unanswered on the baseline survey as the M&E Team will not be able to complete the CLTS overview form
10:00 – 10:30	Tea	
10:30 – 12:45	Demonstration of the Baseline Survey Form	This session involves going through all the questions on the form and ensuring that participants understand how questions should be answered and what observations should be made.
12:45	Lunch	
14:00 – 16:00	Debriefing and evaluation of people trained	Participants interview each other to ask all questions on the baseline survey form – each plays the role of the interviewer and the community member being interviewed
16:00 – 16:15	Data entry of baseline summary	Entering the summary into the CLTS Status Overview Form
16:15 – 16:30	Wrap-up and planning for the Survey	The details of the actual baseline survey are discussed in this session and plans made to communicate with the community as to when the survey will take place.
16:30	Closing	



4.2. Verification and Certification training agenda

The training agenda for the Verification, Certification and Post ODF Monitoring process is presented in the table below. The materials that are required for this training workshop are as follows:

- The ODF definition exercise table
- The ODF Definition poster
- The Verification Survey and Recommendation Forms
- A completed set of Verification Forms and uncompleted Recommendation Forms for the ODF Decision exercise
- Rules for the Role Play
- An ODF Certificate
- The Post ODF Monitoring Form and Post ODF Recommendation Form

VERIFICATION AND CERTIFICATION TRAINING AGENDA		
Time	Activity	Detailed description of the activity
08:00 – 08:30	Registration and Welcome	
08:30 – 09:00	Briefing on the steps of the Process	Explain the various steps of the process and who implements them
09:00 – 09:30	Exercise: The ODF definition	The group is given 3 topics: Water; Sanitation; Hygiene They will use these topics to define ODF and then the ODF definition will be discussed and the ODF poster tool presented
09:30 – 10:30	Briefing on the ODF Definition and the Certification Survey and Indicators	Explain the purpose of the ODF definition and how it is linked to the Verification Survey. Explain how the baseline survey relates to the Verification survey and the ODF Definition Explain the Verification process including the decision to recommend or not recommend ODF Certification Explain the Certification process
10:30 – 11:00	Tea	
11:00 – 12:15	Demonstration of the Verification survey	This session involves going through all the questions on the form and ensuring that participants understand how questions should be answered and what observations should be made. In addition, the process to decide whether ODF should be recommended or not is discussed.
12:15 – 13:00	Exercise: Deciding on ODF	Examples of completed Verification Surveys are provided and the group will make decisions on whether to recommend ODF Certification
13:00	Lunch	
14:00 – 16:00	Role Play	The training group will split into 4 “roles”, as follows: Community members; SAG; M&E Team; Chief The role play will include all aspects of the Verification process and the group will play out an actual Verification Process as it would be done in a village – including the Post ODF Monitoring
16:00 – 16:15	Data entry of verification & ODF summary	Entering the summary into the CLTS Status Overview Form
16:00 – 16:30	Wrap-up and planning for the Survey	The details of the actual baseline survey are discussed in this session and plans made to communicate with the community as to when the survey will take place.
16:30	Closing	

THE SAREP CLTS M&E TOOLKIT
MONITORING TOOLS AND INSTRUCTIONS
FOR USE

The Toolkit

The SAREP CLTS M&E Toolkit comprises the following tools:

1. The Community CLTS overview form
2. The CLTS Baseline survey form
3. The ODF Definition poster (A3)
4. The ODF Verification Request Form
5. The Verification Indicator List
6. The Verification Checklist or Survey Form
7. The Verification Recommendation Form – attached to the Verification Checklist
8. The ODF Information letter
9. The ODF Certificate
10. The Post-ODF Monitoring Survey Form (same as Verification Survey but with Post-ODF Recommendation Form attached)
11. The Post-ODF Recommendation Form
12. CLTS M&E Training kit
 - a. The Baseline Survey training agenda and materials (as below)
 - Baseline Survey Form
 - Rules of the game (interview rules for exercise)
 - CLTS overview status form
 - b. The Verification & Certification Process Training Agenda and materials (as below)
 - The ODF definition exercise table
 - The ODF Definition poster
 - The Verification Survey and Recommendation Forms
 - A completed set of Verification Forms and uncompleted Recommendation Forms for the ODF Decision exercise
 - Rules for the Role Play
 - An ODF Certificate
 - The CLTS Overview Status Form
13. The Baseline training certificate
14. The Verification training certificate

The Community Overview Form

INSTRUCTIONS FOR USE

The form includes the details of the various teams that are implementing and monitoring CLTS which are entered in the spaces at the top of the form.

Information about each of the processes of CLTS is entered into the spaces in the top part of the form entitled: "CLTS IMPLEMENTATION".

In each section, a column is included for "Number of latrines", as this is the easiest way to monitor progress.

In the lower part of the form entitled: "POST ODF MONITORING", all information on Post ODF Monitoring events is entered.

If the decision at any one of these events is that the community is no longer ODF, the process starts again on a new form.

The baseline survey would be done again, since the village is likely to have changed.

Five copies of the form are included in the toolkit so that the monitoring process can be continued for at least 10 years, in the case of consistent ODF decisions, and at least five years if the decision at any time is that the community is NOT ODF.

EXPECTED OUTCOMES OF USE OF THIS TOOL

The community overview form allows the M&E team to keep track of the progress of CLTS implementation in the village. It is the situation at a glance of all CLTS activities carried out in the village.

If the village is large, the form can be completed by ward and therefore wards that are performing very well can be identified, as can those that are not responding.

If the village is a small village, family compounds or even households can be tracked throughout all processes of CLTS implementation and non-responsive households identified.

REMEMBER: IF ONE PERSON IS PRACTISING OPEN DEFECATION, THE WHOLE VILLAGE IS AT RISK

The form also shows the history of the implementation of CLTS in a village, and enables the M&E Team to ensure that ODF status is maintained.

The CLTS baseline survey

INSTRUCTIONS FOR USE

The CLTS baseline survey is a set of 31 questions which identifies the baseline sanitation status of a village (or a ward of a larger village).

These questions have either multiple choice answers or spaces to enter information gathered from the person being interviewed.

The survey is in the form of an interview that the M&E Team would use to interview members of households in the community. The interview should be done either with all households in a village or ward, or in at least 50% of households. If the village is very large, then one ward at a time should be surveyed.

If a village is divided into main village and cattle posts where people live for more than 50% of the time, then the village and the cattle post should be surveyed as separate “villages”. In villages of less than 70 households, all households should be interviewed.

The SAG can also use this tool to assess the progress of CLTS on the ground, but the SAG would use the tool to record their observations, rather than interview the household. Note that ALL households should be observed if the survey is used to monitor progress toward ODF.

The survey has four main components:

1. The Survey details form (Page 1)
2. The 31 questions and a section for the interviewer or observer’s comment (Page 2 – 5)
3. The Answer tables – up to 15 households can be interviewed and answers recorded in these tables. The reason for this is to save the need to print out a four page baseline survey for every household interviewed. Instead, each interviewer can interview 15 people with one set of questions and the answer tables.
4. The Community baseline profile survey form, where results of the survey are entered for the whole village or ward once the team has discussed the individual interviews

Baseline survey:

- The Enumerator completes the Survey Details form on the first page.
- The Enumerator interviews the householder and answers ALL questions in the answer tables – for up to 15 Households.
- All the Enumerators meet to discuss the results of the baseline.
- A baseline profile is decided on for the whole village or ward and entered onto a clean questionnaire.
- The baseline profile is reported back to the community.

Monitoring survey:

The same process as above, except the Enumerator does not ask questions, but instead makes observations at each household while doing the survey.

EXPECTED OUTCOMES OF USE OF THIS TOOL

The outcome of the implementation of this tool should be that the M&E Team should be able to complete the CLTS overview form with baseline figures for the whole community.



SURVEY DETAILS

Country: _____

Date of Survey: _____

Name of Village: _____

Tick appropriate:
Baseline survey: **Implementation monitoring observation:**

Name of Ward (if applicable): _____

Number of households surveyed / observed: _____

Name of enumerator: _____

Name of team (M&E/ SAG): _____

Data entered into Community Overview form (Y/N): _____

Date of entry into Community overview form: _____

Signature of Enumerator: _____

Date: _____

Contact details of Enumerator: _____



Q1. Gender of HH head: Male / Female

Q2. Number of people within age group:

>3 _____ >5 _____ 18< _____

Q3. Number of houses on compound?

Q4. Number of people on the compound?

Q5. Is there a latrine on the compound?

- A- Yes, indoor toilet
- B- Yes, outside toilet
- C- Yes, both indoor toilet and outdoor toilet (Longdrop)
- D- No
- E- Yes, but not in working order (Specify in notes)
- F- In building process (Specify date building started in notes section)
- G- Not sure (Specify in notes)
- H- No answer

If there is no latrine proceed to Q22!

Q6. If so, how many latrines on the compound?

The following questions pertain to the latrine which is used most often by the individual if there is more than one on the compound.

Q7. What are the walls of the latrine made of?

- A- Cement
- B- Cement Brick
- C- Mud Bricks
- D- Shade Net
- E- Corrugate Iron
- F- A combination (Specify in notes section)
- G- Other (Specify in notes)
- H- No answer

Q8. Is there a flushing system?

- A- Yes
- B- No
- C- Not sure (Specify in notes section)
- D- No answer

Q9. Is there a ventilation system in the latrine?

- A- None
- B- Vent pipe
- C- Open roof
- D- Window
- E- Opening in bricks
- F- Other (Specify in notes)
- G- No answer

Q10. Is there a cover over the hole? (toilet cover)

- A- Yes
- B- No
- C- Not sure (Specify in notes)
- D- No answer

Q11. Is there a toilet seat?

- A- Yes
- B- No
- C- Not sure (Specify in notes)
- D- No answer

Q12. What is the floor made of?

- A- Tile
- B- Sand
- C- Cement
- D- Polished cement
- E- Wood
- F- Metal
- G- Concrete
- H- Other (Specify in notes)
- I- No answer

Q13. Is there a roof on the latrine?

- A- Yes
- B- No
- C- Not sure (Specify in notes)
- D- No answer

Q14. Does the latrine structure provide adequate privacy?

- A- Yes
- B- No
- C- Not sure (Specify in notes)
- D- No answer



Q15. How close is the latrine to a water source?

- A- *Of the riverside* < 10metres = 1
- B- *Of the standpipe* < 20metres= 2
- C- *Of a bore-hole* <50metres = 3
- D- *Of a well point*
- E- *Unknown* Ex: A1 = less than ten meters from the riverside
- F- *No answer*

Q16. Is there a bad smell coming from the latrine?

- A- *Yes*
- B- *No*
- C- *Not sure (Specify in notes)*
- D- *No answer*

Q17. Are there flies/cockroaches or other insects?

- A- *Yes*
- B- *No*
- C- *Not sure (Specify in notes)*
- D- *No answer*

Q18. Are there any cleansing facilities in the latrine?

- A- *Yes, toilet paper*
- B- *Other*
- C- *No*
- D- *Not sure (Specify in notes)*
- E- *No answer*

Q19. Is there a hand washing facility?

- A- *Yes, water*
- B- *Yes, water and soap*
- C- *Yes, hand sanitizer*
- D- *No*
- E- *Not sure (Specify in notes)*
- F- *No answer*

Q20. Who is using the latrine?

- A- *Children and adults*
- B- *Only adults*
- C- *Only Children*
- D- *Not sure (Specify)*
- E- *No answer*

Q21. Is there a rubbish bin inside the latrine?

- A- *Yes*
- B- *No*
- C- *Not sure (Specify in notes)*
- D- *No answer*

Q22. For you how important is having a latrine?

- A- *Very important*
- B- *Important*
- C- *It makes no difference*
- D- *Not important*
- E- *Not important at all*
- F- *No answer*

Q23. What are the advantages of having a latrine?

- A- *None*
- B- *Less smell*
- C- *Privacy*
- D- *Fewer flies*
- E- *Better health*
- F- *Convencience*
- G- *Other (Specify in notes)*
- H- *No answer*



Q24. What impact does CLTS has (on your desire to build a latrine)?

- A- *Big*
- B- *Moderate*
- C- *Little*
- D- *None*
- E- *Not sure (Specify in notes)*
- F- *No answer*
- G-

Q25. Total number of children under the age of 3 years in the House Hold? Specify_____

Q26. Do you use any of these below?

- A- *nappies*
- B- *potties*
- C- *Fecal collection devices*
- D- *Cleaning products (remove feces)*
- E- *child friendly squatting slabs/latrines*
- F- *none of the above*

Q27. How is children's stools disposed of?

- A- *Child used toilet/latrine*
- B- *Put/ rinsed into loilet or latrine*
- C- *Put/ rinsed into drain or ditch*
- D- *Thrown into garbage*
- E- *Left in to the open/ground*
- F- *Other (specify)_____*
- G- *N/A*

Q28. For you how important is the practice of improved/safe disposal of child faeces?

- A- *Very important*
- B- *Important*
- C- *Not important*

Q29. Are you aware of the risk factors of unsanitary disposal of children feces (A), inadequate hand washing (B) and the absence of a latrine(C) in your livelihood with in your HH?

- A- *Yes, all the factors*
- B- *Yes, few one or more*
- C- *Not aware*

Q30. If YES, A or B...Specify



31. Fieldworker notes and comments:



HH	Q1	Q2			Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19	Q20	Q21	Q22
		3	5	18																				
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
12																								
13																								
14																								
15																								



HH	Q23	Q24	Q25	Q26	Q27	Q28	Q29	Q30	Q31
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									



COMMUNITY PROFILE - AVERAGES

Q1. Gender of HH head:

Male / Female

Q2. Number of people within age group:

>3 _____ >5 _____ 18< _____

Q3. Number of houses on compound?

Average

Q4. Number of people on the compound?

Average

Q5. Is there a latrine on the compound?

- I- Yes, indoor toilet
- J- Yes, outside toilet
- K- Yes, both indoor toilet and outdoor toilet (Longdrop)
- L- No
- M- Yes, but not in working order (Specify in notes)
- N- In building process (Specify date building started in notes section)
- O- Not sure (Specify in notes)
- P- No answer

If there is no latrine proceed to Q22!

Q6. If so, how many latrines on the compound?

Average

The following questions pertain to the latrine which is used most often by the individual if there is more than one on the compound.

Q7. What are the walls of the latrine made of?

- I- Cement
- J- Cement Brick
- K- Mud Bricks
- L- Shade Net
- M- Corrugate Iron
- N- A combination (Specify in notes section)
- O- Other (Specify in notes)
- P- No answer

Q8. Is there a flushing system?

- E- Yes
- F- No
- G- Not sure (Specify in notes section)
- H- No answer

Q9. Is there a ventilation system in the latrine?

- H- None
- I- Vent pipe
- J- Open roof
- K- Window
- L- Opening in bricks
- M- Other (Specify in notes)
- N- No answer

Q10. Is there a cover over the hole? (toilet cover)

- E- Yes
- F- No
- G- Not sure (Specify in notes)
- H- No answer

Q11. Is there a toilet seat?

- E- Yes
- F- No
- G- Not sure (Specify in notes)
- H- No answer

Q12. What is the floor made of?

- J- Tile
- K- Sand
- L- Cement
- M- Polished cement
- N- Wood
- O- Metal
- P- Concrete
- Q- Other (Specify in notes)
- R- No answer

Q13. Is there a roof on the latrine?

- E- Yes
- F- No
- G- Not sure (Specify in notes)
- H- No answer

Q14. Does the latrine structure provide adequate privacy?

- E- Yes
- F- No
- G- Not sure (Specify in notes)
- H- No answer



Q15. How close is the latrine to a water source?

- A- *Of the riverside* < 10metres = 1
- B- *Of the standpipe* < 20metres= 2
- C- *Of a bore-hole* <50metres = 3
- D- *Of a well point*
- E- *Unknown* E.g.: A1 = less than ten
- F- *No answer* meters from the riverside

Q16. Is there a bad smell coming from the latrine?

- A- *Yes*
- B- *No*
- C- *Not sure (Specify in notes)*
- D- *No answer*

Q17. Are there flies/cockroaches or other insects?

- A- *Yes*
- B- *No*
- C- *Not sure (Specify in notes)*
- D- *No answer*

Q18. Are there any cleansing facilities in the latrine?

- A- *Yes, toilet paper*
- B- *Other*
- C- *No*
- D- *Not sure (Specify in notes)*
- E- *No answer*

Q19. Is there a hand washing facility?

- A- *Yes, water*
- B- *Yes, water and soap*
- C- *Yes, hand sanitizer*
- D- *No*
- E- *Not sure (Specify in notes)*
- F- *No answer*

Q20. Who is using the latrine?

- A- *Children and adults*
- B- *Only adults*
- C- *Only Children*
- D- *Not sure (Specify)*
- E- *No answer*

Q21. Is there a rubbish bin inside the latrine?

- A- *Yes*
- B- *No*
- C- *Not sure (Specify in notes)*
- D- *No answer*

Q22. For you how important is having a latrine?

- A- *Very important*
- B- *Important*
- C- *It makes no difference*
- D- *Not important*
- E- *Not important at all*
- F- *No answer*

Q23. What are the advantages of having a latrine?

- A- *None*
- B- *Less smell*
- C- *Privacy*
- D- *Fewer flies*
- E- *Better health*
- F- *Convencience*
- G- *Other (Specify in notes)*
- H- *No answer*



Q24. What impact does CLTS has (on your desire to build a latrine)?

- H- *Big*
- I- *Moderate*
- J- *Little*
- K- *None*
- L- *Not sure (Specify in notes)*
- M- *No answer*
- N-

Q25. Total number of children under the age of 3 years in the House Hold? Specify _____

Q26. Do you use any of these below?

- A- *nappies*
- B- *potties*
- C- *Fecal collection devices*
- D- *Cleaning products (remove feces)*
- E- *child friendly squatting slabs/latrines*
- F- *none of the above*

31. Total number of households

Q27. How is children's stools disposed of?

- H- *Child used toilet/latrine*
- I- *Put/ rinsed into loilet or latrine*
- J- *Put/ rinsed into drain or ditch*
- K- *Thrown into garbage*
- L- *Left in to the open/ground*
- M- *Other (specify) _____*
- N- *N/A*

Q28. For you how important is the practice of improved/safe disposal of child faeces?

- D- *Very important*
- E- *Important*
- F- *Not important*

32. Total number of latrines

Q29. Are you aware of the risk factors of unsanitary disposal of children feces (A), inadequate hand washing (B) and the absence of a latrine(C) in your livelihood with in your HH?

- D- *Yes, all the factors*
- E- *Yes, few one or more*
- F- *Not aware*

Q30. If YES, A or B...Specify

33. Percentage latrine coverage

WHEN IS A VILLAGE OPEN DEFECATION FREE?

THE ODF DEFINITION

- Every household has a latrine and every member (including children) of the household uses it
- All latrines are well-maintained and clean
- Every latrine / household has a handwashing facility (with soap/ash) available
- Sanitary products and children's faeces are disposed of safely
- Every household stores water safely and treats it using home-based methods if necessary
- All latrines are correctly located and sited
- There is an annual reduction in the incidence of sanitation-related diseases in the village
- Waste disposal facilities are well maintained

Verification process tools

The ODF Verification Request Form

INSTRUCTIONS FOR USE

The ODF Verification request form is used by the SAG to do a final ODF check on all households in their Ward or in the whole Village, if it is a small village.

The form is an observation form, not a questionnaire and the SAG member should make the observations in the ward for which he or she is responsible. If wards are large, two people can do the survey, but they should use different forms.

The bottom part of the form contains the ODF criteria and observations should be made accurately, so that people are not disappointed when the M&E Team comes to do the Verification Survey and finds that the Ward, or the village is not ODF.

All questions on the bottom half of the form are Y/N questions and if there are many “NOs” then the survey should be stopped because there is no point in making the request for ODF Verification to the M&E Team.

The SAG should be relatively certain of ODF status before making a request.

Once the form is completed, for ALL wards, the SAG should complete the request form for the whole village on one form, adding in the total population of the village into the relevant space at the top of the form.

The request form should be signed by a member of the SAG Team and then taken to the M&E Team.

The M&E Team should respond with a date for the Verification Survey. They may not respond immediately as the M&E Team would need to be mobilised for the survey of the whole village.

At least 10 copies of the ODF Verification Request Form will be included in the Toolkit, but one clean copy should always be kept by the SAG.

What to look for in a Verification Survey: The Verification Indicators

INSTRUCTIONS FOR USE

All members of the M&E Team should be very familiar with what to look for in a verification Survey, as these criteria guide the decision to judge a community ODF. These are called the Verification Indicators.

The OD conditions are listed in the manual and are included as a laminated poster called "The Verification Indicators" in the Toolkit, so that they can be pasted on the wall of the relevant office or kept in the Village Gathering Place or kgotla.

All M&E Team members should ensure that they fully understand these criteria and that there is always agreement in the team on what they mean and how to assess them.

HOW DO WE KNOW WHEN A VILLAGE IS OPEN DEFECATION FREE?

THE VERIFICATION INDICATORS

ODF component	Verification indicators
Every household has a latrine and every member (including children) of the household uses it	All households in the ward or village have a latrine, or most houses have a latrine and those that don't share latrines with other households
	No faeces is visible in the open or around the village
	All latrines have a superstructure that allows privacy to the person using it
All latrines are well-maintained and clean	The floor, walls and seat are all clean
	The pit is not full and there is no smell in the latrine
	The seat/hole has a cover and there are no flies in the latrine
Every latrine / household has a handwashing facility (with soap / ash) available	All households have a handwashing facility
	There is soap or ash available at all the handwashing facilities
	The M&E Team should look closely at the handwashing facility to ensure that they are used, for example the soap is used and not old and dry or there is water below the water container
Sanitary products and children's faeces are disposed of safely	No sanitary products or children's diapers are visible around the household or in the bush. The M&E Team could even ask the householder to show them where these are deposited – it should be in a waste pit
	No children's faeces are visible in the open or around the village
Every household stores water safely and treats it using home-based methods if necessary	All stored water is covered in all of households
	All households are able to talk about what method of home-based water treatment they use
	Solid waste and household wastewater are disposed of safely and there is no litter or standing water visible around the household. There should be a covered waste pit near the household that is used for litter and also disposal of sanitary products and children's diapers
	There is no solid waste in the latrine pit
All latrines are correctly located and sited	All latrines are located more than 30m away from a water point (boreholes, wells etc.). You can estimate this distance, but should have measured it before the survey so it is clear in your mind
There is an annual reduction in the incidence of sanitation-related diseases in the village	The last part of ODF looks at the whole village and not individual households. It is not part of the verification survey, only the consolidated survey, when all household surveys are put together by the M&E Team. There should be a reduction in the number of diarrhoea cases from the previous year. (The M&E Team should get the numbers from local clinic).

The Verification Checklist or Survey Form

INSTRUCTIONS FOR USE

The Verification Survey should be undertaken across a whole ward or village by the M&E Team. Although all households should be visited, observations for individual households are not recorded.

If the village is a large one, the survey can be done for all households in a Ward. Even in a small village, the M&E Team should divide up the village so that each team member surveys a number of households.

It is important to answer ALL questions on the form.

The Verification Survey form is in 3 parts:

1. The Village Profile: Where names and dates and contact details of the various people involved in the sanitation process; and the various activities in the sanitation process are recorded
2. General information and numbers: Recording ODF history, numbers of households surveyed, numbers of latrines and handwashing facilities and diarrhoea figures for the village – this only needs to be completed on the Consolidated form
3. ODF Observations: These observations should be guided by the Verification indicators as set out in the previous tool

Once the forms are completed, the M&E Team should meet to discuss the survey. At this point, the diarrhoea statistics can be filled in.

The team should ALL BE IN AGREEMENT on the ODF decision which is recorded on the ODF Recommendation form (next section).

EXPECTED OUTCOMES OF USE OF THIS TOOL

The M&E Team should come to a consensus of the status of sanitation in the village or ward and be able to make a recommendation to the Chief or to a Local Government agency if Government is engaged with the process of implementing a CLTS strategy.

ODF Verification Checklist

Village profile

Village name:	Total Population:	Date of ODF claim:
Name of M&E Team leader:	Contact details for M&E Team (contact person):	Does the community have a SAG team:
Date of verification survey:	Date village was triggered (if known):	Name & contact details of SAG team contact:

General Information & numbers

#	Description	Responses
1	Has the community ever been certified ODF before? If Yes, when?	
2	If Yes, when was the community Certified ODF?	
3	Who previously certified the community ODF?	
4	Total number of households in the community?	
5	Number of households visited in the verification survey?	
6	Number of households in the community with latrines	
7	If not all households have latrines, where do people from those households without a latrine defecate?	
THE QUESTIONS BELOW ARE FOR CONSOLIDATED VERIFICATION FORM ONLY		
8	How many cases of diarrhoea were recorded by the clinic last year?	
9	How many cases of diarrhoea were recorded by the clinic this year?	

ODF Observations

#	Observation question	Yes	No	Remarks
1	Are all household latrines being used?			
2	Are all households and the village surroundings free of faeces			
3	Are all latrines built with superstructures and a door allowing privacy to the user?			
4	Are all latrines well maintained and clean? (Walls, floor and seat / hole)			
5	Do all the pits have covers?			
6	Do all latrines have a handwashing facility nearby with soap or ash; and water?			
7	Are all handwashing facilities being used?			
8	Are children's faeces properly disposed of?			
9	Are all sanitary products, children's diapers and anal cleansing materials properly disposed of?			
10	Do all households cover their stored water?			
11	Are all households using a form of treatment for their drinking water?			
12	Is all solid waste disposed of properly?			
13	Is all liquid waste disposed of properly (household waste water, waste disposal facilities etc.)?			
14	Are all latrines at least 30m away from water points (boreholes or wells)?			
15	Are there latrines and handwashing facilities in schools (if there is a school)?			
16	Are there latrines and handwashing facilities in Clinics / Health Centres (if there is a clinic)?			
17	Are there latrines and handwashing facilities in markets or community gathering areas ?			

Other comments:

The ODF (and Post-ODF) Recommendation Form

INSTRUCTIONS FOR USE

The ODF Recommendation Form is a simple form where the M&E Team can record their observations of the sanitation status of the village (or ward in a large village), and make a recommendation to the Chief.

If a Government Agency is responsible for the Certification, then the Recommendation can also be made to that agency, but this is only in the case of an accepted government CLTS strategy.

This form can be used for the FIRST ODF Recommendation in a village (or ward) or for Recommendations from Post-ODF Monitoring Surveys.

EXPECTED OUTCOMES OF USE OF THIS TOOL

The use of this tool should result in a signed ODF recommendation (one of four choices) to the Chief of Local Government Agency (if present).

The M&E Team should also be able to complete the CLTS Overview Form with the Verification statistics.

ODF Verification Recommendation Form

Village profile

Village name: Chief or LGA (if present): Date of Recommendation:

Recommendations

#	Description	Recommendation
1	ODF status should be granted to the community	
2	ODF status should NOT be granted to the community	
3	The previous status of ODF should be CONTINUED	
4	The previous status of ODF should be REVOKED	

Signatures of M&E Team

#	Name	Signature	Date	Contact details
1				
2				
3				
4				
5				
6				

ODF Certificate and Letter

INSTRUCTIONS FOR USE

The ODF Certificate should be presented at a community event, in the main community gathering place.

The toolkit includes a formatted letter into which the village name etc. can be entered.

Note that the ODF Certificate can only be presented when ALL wards (in a large village) and ALL households or compounds in a smaller village are VERIFIED ODF by the M&E Team.

The letter is presented either by the Chief to the M&E Team, or if a Local Government Agency is present, by that Agency to the Chief and the M&E Team in a village.

Once the Certification event has been arranged by the M&E Team and the SAG, the Certification event can be held and the Certificate presented to the community.

EXPECTED OUTCOMES OF USE OF THIS TOOL

An open defecation free community!

The M&E Team should also complete the CLTS Overview Form with ODF Certification information.

ODF Certification letter

Name of Chief: _____

Date:

Subject: Open Defecation Free (ODF) verification visit's result

To the community of _____

Following the ODF verification visit of your village conducted on the XXX month year, I am happy to inform you that the verification team has recognize the achievement of the ODF status of our village. This is no mean achievement and I and the M&E Team would like to congratulate you for your efforts.

I urge you to continue your effort to ensure that all households use and maintain their latrines appropriately and practice hand-washing with soap/ash. As you know Hand-washing with soap/ash before eating and after using the latrine is key to reduce diarrheal disease and keep you community healthy.

I will transmit the record of your achievement to the District authorities.

Attached please find a copy of the verification report for your records as well as your village Open Defecation Free certificate.

Signature:



USAID | **SOUTHERN AFRICA**
FROM THE AMERICAN PEOPLE

Certificate of Achievement

awarded to

_____ Village

after being verified Open Defecation Free (ODF)

on _____

Name: _____

Sign: _____

Chief

Post ODF Monitoring

INSTRUCTIONS FOR USE

The Post-ODF Monitoring Form is the same as the Verification Checklist, and should be completed at least twice a year.

The reason that Post-ODF Monitoring should be done is because the community changes, people move out and others – who may not have been triggered move in.

The recommendation is made on the same form as the original ODF Recommendation Form. A number of blank copies of the form will be included in the toolkit.

EXPECTED OUTCOMES OF USE OF THIS TOOL

The expected outcomes of the use of this tool are to make recommendations to the Chief (or LGA if present) on the CONTINUING ODF status of the community.

If ODF status is revoked, the process begins again from the BASELINE tool.

If ODF status is maintained, the CLTS overview Form is completed by the M&E Team with Post-ODF Monitoring information.

Baseline training materials

The Baseline training agenda is included in the Manual (Section 4.1) and the training workshop is a one-day workshop. The materials required for that training are as follows:

1. The Baseline Survey Form (included in the Toolkit) – there should be a copy of the form for each of the participants in the training workshop.
2. The Rules of the Game for the interview
3. Baseline Training Certificate
4. The CLTS Status Overview Form (included in the Toolkit)

The Rules of the Game for the Baseline Survey interview are as follows:

- Split the group into pairs
- Instruct one person in each pair to play the role of the M&E Team surveyor and interview the other member of the team as the Community Member.
- Give the interviewers about 20 minutes to conduct the interview according to the Baseline Survey Form
- At the end of 20 minutes, ask each interviewer to join the person from the pair to their left
- The interviewer then plays the community member, and the person who was previously interviewed as a member of the community, plays the role of the M&E Team surveyor.

In this way, interviewers learn that responses from community members may be different from what is on the form, and also that people have different styles.

At the completion of the training workshop, a Certificate of completion of the Baseline Training should be handed to the participants



SURVEY DETAILS

Country: _____

Date of Survey: _____

Name of Village: _____

Tick appropriate:
Baseline survey: **Implementation monitoring observation:**

Name of Ward (if applicable): _____

Number of households surveyed / observed: _____

Name of enumerator: _____

Name of team (M&E/ SAG): _____

Data entered into Community Overview form (Y/N): _____

Date of entry into Community overview form: _____

Signature of Enumerator: _____

Date: _____

Contact details of Enumerator: _____



Q1. Gender of HH head: Male / Female

Q2. Number of people within age group:

>3 _____ >5 _____ 18< _____

Q3. Number of houses on compound?

Q4. Number of people on the compound?

Q5. Is there a latrine on the compound?

- A- Yes, indoor toilet
- B- Yes, outside toilet
- C- Yes, both indoor toilet and outdoor toilet (Longdrop)
- D- No
- E- Yes, but not in working order (Specify in notes)
- F- In building process (Specify date building started in notes section)
- G- Not sure (Specify in notes)
- H- No answer

If there is no latrine proceed to Q22!

Q6. If so, how many latrines on the compound?

The following questions pertain to the latrine which is used most often by the individual if there is more than one on the compound.

Q7. What are the walls of the latrine made of?

- A- Cement
- B- Cement Brick
- C- Mud Bricks
- D- Shade Net
- E- Corrugate Iron
- F- A combination (Specify in notes section)
- G- Other (Specify in notes)
- H- No answer

Q8. Is there a flushing system?

- A- Yes
- B- No
- C- Not sure (Specify in notes section)
- D- No answer

Q9. Is there a ventilation system in the latrine?

- A- None
- B- Vent pipe
- C- Open roof
- D- Window
- E- Opening in bricks
- F- Other (Specify in notes)
- G- No answer

Q10. Is there a cover over the hole? (toilet cover)

- A- Yes
- B- No
- C- Not sure (Specify in notes)
- D- No answer

Q11. Is there a toilet seat?

- A- Yes
- B- No
- C- Not sure (Specify in notes)
- D- No answer

Q12. What is the floor made of?

- A- Tile
- B- Sand
- C- Cement
- D- Polished cement
- E- Wood
- F- Metal
- G- Concrete
- H- Other (Specify in notes)
- I- No answer

Q13. Is there a roof on the latrine?

- A- Yes
- B- No
- C- Not sure (Specify in notes)
- D- No answer

Q14. Does the latrine structure provide adequate privacy?

- A- Yes
- B- No
- C- Not sure (Specify in notes)
- D- No answer



Q15. How close is the latrine to a water source?

- A- *Of the riverside* < 10metres = 1
- B- *Of the standpipe* < 20metres= 2
- C- *Of a bore-hole* <50metres = 3
- D- *Of a well point*
- E- *Unknown* Ex: A1 = less than ten meters from the riverside
- F- *No answer*

Q16. Is there a bad smell coming from the latrine?

- A- *Yes*
- B- *No*
- C- *Not sure (Specify in notes)*
- D- *No answer*

Q17. Are there flies/cockroaches or other insects?

- A- *Yes*
- B- *No*
- C- *Not sure (Specify in notes)*
- D- *No answer*

Q18. Are there any cleansing facilities in the latrine?

- A- *Yes, toilet paper*
- B- *Other*
- C- *No*
- D- *Not sure (Specify in notes)*
- E- *No answer*

Q19. Is there a hand washing facility?

- A- *Yes, water*
- B- *Yes, water and soap*
- C- *Yes, hand sanitizer*
- D- *No*
- E- *Not sure (Specify in notes)*
- F- *No answer*

Q20. Who is using the latrine?

- A- *Children and adults*
- B- *Only adults*
- C- *Only Children*
- D- *Not sure (Specify)*
- E- *No answer*

Q21. Is there a rubbish bin inside the latrine?

- A- *Yes*
- B- *No*
- C- *Not sure (Specify in notes)*
- D- *No answer*

Q22. For you how important is having a latrine?

- A- *Very important*
- B- *Important*
- C- *It makes no difference*
- D- *Not important*
- E- *Not important at all*
- F- *No answer*

Q23. What are the advantages of having a latrine?

- A- *None*
- B- *Less smell*
- C- *Privacy*
- D- *Fewer flies*
- E- *Better health*
- F- *Convencience*
- G- *Other (Specify in notes)*
- H- *No answer*



Q24. What impact does CLTS has (on your desire to build a latrine)?

- A- *Big*
- B- *Moderate*
- C- *Little*
- D- *None*
- E- *Not sure (Specify in notes)*
- F- *No answer*
- G-

Q25. Total number of children under the age of 3 years in the House Hold? Specify_____

Q26. Do you use any of these below?

- A- *nappies*
- B- *potties*
- C- *Fecal collection devices*
- D- *Cleaning products (remove feces)*
- E- *child friendly squatting slabs/latrines*
- F- *none of the above*

Q27. How is children's stools disposed of?

- A- *Child used toilet/latrine*
- B- *Put/ rinsed into loilet or latrine*
- C- *Put/ rinsed into drain or ditch*
- D- *Thrown into garbage*
- E- *Left in to the open/ground*
- F- *Other (specify)_____*
- G- *N/A*

Q28. For you how important is the practice of improved/safe disposal of child faeces?

- A- *Very important*
- B- *Important*
- C- *Not important*

Q29. Are you aware of the risk factors of unsanitary disposal of children feces (A), inadequate hand washing (B) and the absence of a latrine(C) in your livelihood with in your HH?

- A- *Yes, all the factors*
- B- *Yes, few one or more*
- C- *Not aware*

Q30. If YES, A or B...Specify



31. Fieldworker notes and comments:



HH	Q1	Q2			Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19	Q20	Q21	Q22
		3	5	18																				
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
12																								
13																								
14																								
15																								



HH	Q23	Q24	Q25	Q26	Q27	Q28	Q29	Q30	Q31
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									



COMMUNITY PROFILE - AVERAGES

Q1. Gender of HH head:

Male / Female

Q2. Number of people within age group:

>3 _____ >5 _____ 18< _____

Q3. Number of houses on compound?

Average

Q4. Number of people on the compound?

Average

Q5. Is there a latrine on the compound?

- I- Yes, indoor toilet
- J- Yes, outside toilet
- K- Yes, both indoor toilet and outdoor toilet (Longdrop)
- L- No
- M- Yes, but not in working order (Specify in notes)
- N- In building process (Specify date building started in notes section)
- O- Not sure (Specify in notes)
- P- No answer

If there is no latrine proceed to Q22!

Q6. If so, how many latrines on the compound?

Average

The following questions pertain to the latrine which is used most often by the individual if there is more than one on the compound.

Q7. What are the walls of the latrine made of?

- I- Cement
- J- Cement Brick
- K- Mud Bricks
- L- Shade Net
- M- Corrugate Iron
- N- A combination (Specify in notes section)
- O- Other (Specify in notes)
- P- No answer

Q8. Is there a flushing system?

- E- Yes
- F- No
- G- Not sure (Specify in notes section)
- H- No answer

Q9. Is there a ventilation system in the latrine?

- H- None
- I- Vent pipe
- J- Open roof
- K- Window
- L- Opening in bricks
- M- Other (Specify in notes)
- N- No answer

Q10. Is there a cover over the hole? (toilet cover)

- E- Yes
- F- No
- G- Not sure (Specify in notes)
- H- No answer

Q11. Is there a toilet seat?

- E- Yes
- F- No
- G- Not sure (Specify in notes)
- H- No answer

Q12. What is the floor made of?

- J- Tile
- K- Sand
- L- Cement
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- O- Metal
- P- Concrete
- Q- Other (Specify in notes)
- R- No answer

Q13. Is there a roof on the latrine?

- E- Yes
- F- No
- G- Not sure (Specify in notes)
- H- No answer

Q14. Does the latrine structure provide adequate privacy?

- E- Yes
- F- No
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Q15. How close is the latrine to a water source?

- A- *Of the riverside* < 10metres = 1
- B- *Of the standpipe* < 20metres= 2
- C- *Of a bore-hole* <50metres = 3
- D- *Of a well point*
- E- *Unknown* E.g.: A1 = less than ten
- F- *No answer* meters from the riverside

Q16. Is there a bad smell coming from the latrine?

- A- *Yes*
- B- *No*
- C- *Not sure (Specify in notes)*
- D- *No answer*

Q17. Are there flies/cockroaches or other insects?

- A- *Yes*
- B- *No*
- C- *Not sure (Specify in notes)*
- D- *No answer*

Q18. Are there any cleansing facilities in the latrine?

- A- *Yes, toilet paper*
- B- *Other*
- C- *No*
- D- *Not sure (Specify in notes)*
- E- *No answer*

Q19. Is there a hand washing facility?

- A- *Yes, water*
- B- *Yes, water and soap*
- C- *Yes, hand sanitizer*
- D- *No*
- E- *Not sure (Specify in notes)*
- F- *No answer*

Q20. Who is using the latrine?

- A- *Children and adults*
- B- *Only adults*
- C- *Only Children*
- D- *Not sure (Specify)*
- E- *No answer*

Q21. Is there a rubbish bin inside the latrine?

- A- *Yes*
- B- *No*
- C- *Not sure (Specify in notes)*
- D- *No answer*

Q22. For you how important is having a latrine?

- A- *Very important*
- B- *Important*
- C- *It makes no difference*
- D- *Not important*
- E- *Not important at all*
- F- *No answer*

Q23. What are the advantages of having a latrine?

- A- *None*
- B- *Less smell*
- C- *Privacy*
- D- *Fewer flies*
- E- *Better health*
- F- *Convencience*
- G- *Other (Specify in notes)*
- H- *No answer*



Q24. What impact does CLTS has (on your desire to build a latrine)?

- H- *Big*
- I- *Moderate*
- J- *Little*
- K- *None*
- L- *Not sure (Specify in notes)*
- M- *No answer*
- N-

Q25. Total number of children under the age of 3 years in the House Hold? Specify _____

Q26. Do you use any of these below?

- A- *nappies*
- B- *potties*
- C- *Fecal collection devices*
- D- *Cleaning products (remove feces)*
- E- *child friendly squatting slabs/latrines*
- F- *none of the above*

31. Total number of households

Q27. How is children's stools disposed of?

- H- *Child used toilet/latrine*
- I- *Put/ rinsed into loilet or latrine*
- J- *Put/ rinsed into drain or ditch*
- K- *Thrown into garbage*
- L- *Left in to the open/ground*
- M- *Other (specify) _____*
- N- *N/A*

Q28. For you how important is the practice of improved/safe disposal of child faeces?

- D- *Very important*
- E- *Important*
- F- *Not important*

32. Total number of latrines

Q29. Are you aware of the risk factors of unsanitary disposal of children feces (A), inadequate hand washing (B) and the absence of a latrine(C) in your livelihood with in your HH?

- D- *Yes, all the factors*
- E- *Yes, few one or more*
- F- *Not aware*

Q30. If YES, A or B...Specify

33. Percentage latrine coverage



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Certificate of Training in CLTS Baseline Surveys

Topics covered:

- ❖ Briefing on the purpose of CLTS baseline studies
- ❖ The CLTS Baseline Survey Form / Tool
- ❖ The Baseline survey interview
- ❖ Evaluation of the data
- ❖ Data entry of baseline summaries



Steve Johnson
SAREP Director
2016



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Verification Training Materials

The Verification training agenda is included in the Manual (Section 4.2), and is a one-day workshop. The materials required for that training are as follows:

1. The ODF Definition exercise table
2. The ODF Definition Poster (included in the toolkit)
3. The Verification Request Form (included in the toolkit)
4. The Verification Indicators and Checklist Form (included in the toolkit)
5. The Verification Recommendation Form (included in the toolkit)
6. A set of completed Verification Forms and uncompleted Verification Forms for the ODF Decision exercise
7. The Rules of the Game for the Role Play
8. The CLTS Status Overview Form (included in the Toolkit)
9. M&E Toolkit files
10. M&E Training Certificates

The Rules of the Game for the Role Play are as follows:

- Split the group into four, as follows:
 - A Chief
 - An M&E Team
 - A SAG
 - Community members
- The Chief goes about his/her daily business but occasionally walks about the “community” to see what is going on
- The community act out an approach to the SAG to indicate that they believe they are ODF and would like an ODF request to be sent to the M&E Team
- The SAG conduct the Verification Request Form survey in the form of an interview with the community members using the Verification Indicators list
- The SAG completes and signs the form and takes it to the M&E Team
- The M&E Team conducts the Verification Survey – note that the SAG and the Community members do not participate in the survey and simply go about their daily business while the M&E Team make their observations
- The M&E Team discusses the Verification Survey and completes the ODF Recommendation Form
- The M&E Team hands the completed form to the Chief
- The SAG gather community at the gathering place
- The Chief makes the announcement and presents the ODF Certificate to a representative of the SAG

When the training is completed, the M&E Toolkit file and a Training Certificate should be handed to all participants.

The ODF Definition exercise

Write down, in each of the categories, the things that you think should contribute to the ODF Definition.

Water	Sanitation	Hygiene

ODF Verification Checklist

Village profile

Village name:	Village	Total Population:	634	Date of ODF claim:	23rd May 2016
Name of M&E Team leader:	Frank Molefi	Contact details for M&E Team (contact person):	72345678	Does the community have a SAG team:	Yes
Date of verification survey:	21st May 2016	Date village was triggered (if known):	5th January 2016	Name & contact details of SAG team contact:	Pauline Nkape 71234567

General Information & numbers

#	Description	Responses
1	Has the community ever been certified ODF before? If Yes, when?	No
2	If Yes, when was the community Certified ODF?	N/A
3	Who previously certified the community ODF?	N/A
4	Total number of households in the community?	84
5	Number of households visited in the verification survey?	84
6	Number of households in the community with latrines	84
7	If not all households have latrines, where do people from those households without a latrine defecate?	N/A
THE QUESTIONS BELOW ARE FOR CONSOLIDATED VERIFICATION FORM ONLY		
8	How many cases of diarrhoea were recorded by the clinic last year?	1327
9	How many cases of diarrhoea were recorded by the clinic this year?	892

ODF Observations

#	Observation question	Yes	No	Remarks
1	Are all household latrines being used?	Yes		Most latrines show use, some clean and seem to be used
2	Are all households and the village surroundings free of faeces	Yes		No faeces anywhere
3	Are all latrines built with superstructures and a door allowing privacy to the user?	Yes		But not always a lockable door
4	Are all latrines well maintained and clean? (Walls, floor and seat / hole)	Yes		Clean latrines at all households
5	Do all the pits have covers?	Yes		But there were some flies
6	Do all latrines have a handwashing facility nearby with soap or ash; and water?	Yes		Some with soap and others with ash
7	Are all handwashing facilities being used?	Yes		Yes - most being used but SAG survey said they are used
8	Are children's faeces properly disposed of?	Yes		Children use latrine
9	Are all sanitary products, children's diapers and anal cleansing materials properly disposed of?	Yes		Waste pit seen
10	Do all households cover their stored water?	Yes		
11	Are all households using a form of treatment for their drinking water?		No	Not certain that all households use treatment
12	Is all solid waste disposed of properly?	Yes		Waste pit seen
13	Is all liquid waste disposed of properly (household waste water etc.)?	Yes		No standing water seen
14	Are all latrines at least 30m away from water points (boreholes or wells)?	Yes		All latrines well located
15	Are there latrines and handwashing facilities in schools (if there is a school)?	Yes		
16	Are there latrines and handwashing facilities in Clinics / Health Centres (if there is a clinic)?	No		Not for public, but clinic is in the village close to school
17	Are there latrines and handwashing facilities in markets or community gathering areas ?	Yes		

Other comments:

ODF Verification Checklist

Village profile

Village name:	Village	Total Population:	482	Date of ODF claim:	16th June 2016
Name of M&E Team leader:	Frank Molefi	Contact details for M&E Team (contact person):	72345678	Does the community have a SAG team:	
Date of verification survey:	10th June 2016	Date village was triggered (if known):	Not known	Name & contact details of SAG team contact:	Pauline Nkape 71234567

General Information & numbers

#	Description	Responses
1	Has the community ever been certified ODF before? If Yes, when?	No
2	If Yes, when was the community Certified ODF?	No
3	Who previously certified the community ODF?	No
4	Total number of households in the community?	60
5	Number of households visited in the verification survey?	45
6	Number of households in the community with latrines	59
7	If not all households have latrines, where do people from those households without a latrine defecate?	Share with others
THE QUESTIONS BELOW ARE FOR CONSOLIDATED VERIFICATION FORM ONLY		
8	How many cases of diarrhoea were recorded by the clinic last year?	976
9	How many cases of diarrhoea were recorded by the clinic this year?	904

ODF Observations

#	Observation question	Yes	No	Remarks
1	Are all household latrines being used?	Yes		Of surveyed but SAG says all
2	Are all households and the village surroundings free of faeces	Yes		No faeces seen
3	Are all latrines built with superstructures and a door allowing privacy to the user?	Yes		Not all have locks
4	Are all latrines well maintained and clean? (Walls, floor and seat / hole)	Yes		Those seen
5	Do all the pits have covers?		No	One without of those seen but SAG says others have
6	Do all latrines have a handwashing facility nearby with soap or ash; and water?	Yes		
7	Are all handwashing facilities being used?	Yes		Some had dry soap but the day was hot
8	Are children's faeces properly disposed of?	Yes		
9	Are all sanitary products, children's diapers and anal cleansing materials properly disposed of?	Yes		Waste pit
10	Do all households cover their stored water?	Yes		
11	Are all households using a form of treatment for their drinking water?	Yes		Most people said they put water in the sun and some boil
12	Is all solid waste disposed of properly?	Yes		Waste pits with covers
13	Is all liquid waste disposed of properly (household waste water etc.)?	Yes		No standing water
14	Are all latrines at least 30m away from water points (boreholes or wells)?	Yes		
15	Are there latrines and handwashing facilities in schools (if there is a school)?		No	Latrines but no handwashing
16	Are there latrines and handwashing facilities in Clinics / Health Centres (if there is a clinic)?	Yes		
17	Are there latrines and handwashing facilities in markets or community gathering areas ?	Yes		Flush toilets

Other comments:

ODF Verification Checklist

Village profile

Village name:	Village	Total Population:	1233	Date of ODF claim:	16th April 2016
Name of M&E Team leader:	Frank Molefi	Contact details for M&E Team (contact person):	72345678	Does the community have a SAG team:	
Date of verification survey:	3rd March 2016	Date village was triggered (if known):	Not known	Name & contact details of SAG team contact:	Pauline Nkape 71234567

General Information & numbers

#	Description	Responses
1	Has the community ever been certified ODF before? If Yes, when?	No
2	If Yes, when was the community Certified ODF?	No
3	Who previously certified the community ODF?	No
4	Total number of households in the community?	95
5	Number of households visited in the verification survey?	94
6	Number of households in the community with latrines	90
7	If not all households have latrines, where do people from those households without a latrine defecate?	Bush
THE QUESTIONS BELOW ARE FOR CONSOLIDATED VERIFICATION FORM ONLY		
8	How many cases of diarrhoea were recorded by the clinic last year?	1413
9	How many cases of diarrhoea were recorded by the clinic this year?	1120

ODF Observations

#	Observation question	Yes	No	Remarks
1	Are all household latrines being used?		No	Some seem very clean and not used
2	Are all households and the village surroundings free of faeces	Yes		No faeces seen
3	Are all latrines built with superstructures and a door allowing privacy to the user?	Yes		Not all have locks
4	Are all latrines well maintained and clean? (Walls, floor and seat / hole)	Yes		Some were very very clean - seemed not used
5	Do all the pits have covers?	Yes		
6	Do all latrines have a handwashing facility nearby with soap or ash; and water?	Yes		Some had no water
7	Are all handwashing facilities being used?		No - don't know	Some had dry soap but the day was hot
8	Are children's faeces properly disposed of?	Yes		Saw some children using latrines
9	Are all sanitary products, children's diapers and anal cleansing materials properly disposed of?	Yes		Waste pit
10	Do all households cover their stored water?		No	Some containers without lids
11	Are all households using a form of treatment for their drinking water?	Yes		Most people said they put water in the sun and some boil
12	Is all solid waste disposed of properly?	Yes		Waste pits but no covers on pits
13	Is all liquid waste disposed of properly (household waste water etc.)?	Yes		No standing water
14	Are all latrines at least 30m away from water points (boreholes or wells)?	Yes		
15	Are there latrines and handwashing facilities in schools (if there is a school)?	Yes		
16	Are there latrines and handwashing facilities in Clinics / Health Centres (if there is a clinic)?	Yes		
17	Are there latrines and handwashing facilities in markets or community gathering areas ?	Yes		

Other comments:



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Certificate of Training in the ODF Verification Process

Topics covered:

- ❖ Briefing on the ODF Verification process
- ❖ The ODF Definition
- ❖ The Verification indicators and checklist tool
- ❖ Practical application of the toolkit
- ❖ Data entry of Verification summaries



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2016



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