Guide: A Single Drop for Safe Water, Inc. (ASDSW) WASH/PHATS Approaches

Goal:
"Change the perception of all stakeholders with respect to the rights and responsibilities of all individuals to Sustainable Development of WASH Services."

Big Ideas:

- *Sustainability can be attained at the Intersection of Demand, Governance and supply*
- *Community Demand is required to drive both the supply and governance of their WASH Services*
- *Good WASH Governance will only be attained by stimulating real demand through participation.*
- *Communities and their governments hold accountable and when necessary support the supply sectors to meet the demand for equitable services*

How ASDSW engages with its partners

Step by Step Process

Process	Objectives	Expected Outcome	Expected Output	Activities (Step by Step), Methodolgy	Duration	Remarks
A. Introduce WASH and its importance and Approaches (Start of Demand Creation Process) Buy-in	1. Having WASH-focused governance structures within the LGUs 2. Having planning system that integrates and prioritizes WASH 3. Having accountable and transparent service providers 4. Having all systems built with extensive community participation to create accountability and transparency of duty bearers that WASH services are provided as human rights 5. Having developed local capacity to implement sanitation projects 6. Having local budget that reflects community plans, recognizes community efforts by way of incentive system and apportions financial resources based on needs 7. Having a functional monitoring and evaluation system that tracks progress, costs and experience as input to better	Realize the importance of WASH and how a program like PhATS can facilitate improvements in the LGU WASH situation. Realize that they are sole owner of the Project and Process Fully aware on their responsibility in WASH Service Delivery	Counterpart (Sign of Commitment) determined (MWTF Composition, willing to be trained, shared resources) Plan of Activities and participation (Meeting, Orientation, Training etc.) Executive Orders, SB Resolution MWTF Created	1. **Social Preparation meetings with local chief executive and key local officials** (Health Office, Planning and Development Office, EWSM, Health Board) to introduce the team, project concept, gather support and set initial project activities. 2. **Governance Orientation with potential core members of the WASH Task Force**. Purpose of the orientation is to level off on the governance approach and expectations on the roles of key stakeholders — government, communities, and the project facilitator (ASDSW). See sample Governance Orientation Pack. 3. **Policy formulation** - WASH Task Force is formally created by an Executive Order and further supported by a Resolution.	2 weeks	See attached sample of Introductory Letter to LCE EO and MWTF Structure, TOR of MWTF, Minimum Requirement for WASH Governance TOR for MWTF

	program implementation 8. Having integrated WASH resilience in plans of LGUs located in conflict areas					
B. Do a WASH Inventory (WIN) (Actual Data gathering from the community and by the community)	1. Determine the coverage of access to sanitation facility (improved or unimproved latrines) and access to water at the Municipal level 2. Identify barangays with low WASH coverage 3. Understand the barriers to access WASH services in priority intervention areas	Realize that they need to understand fully their WASH situation Validate their real situation	Evidence-based report on the current situation of water, sanitation and hygiene in the locality in terms of access to water and sanitation facilities and hygiene practices.	**1. Preliminary** a. Identify Priority Barangays b. Review Records on selected barangays (Barangay Census if available) c. Key Informant Interview on selected barangays (Bgy. Officials and Community Leaders) **2. In-depth Assessment** a. Planning (define the respondents, b. set the sampling design; c. design the questionnaire and other survey tools; and recruit and train field supervisors and interviewers. d. Focus Group Discussion e. Household interview f. WASH Survey g. Consolidation and Report Preparation h. Present to GA for validation	2 weeks (depends on Coverage)	See Attached Proposed WIN Methodology and Results of Every Activities Sample of WIN Forms and Results
C. Municipal WASH Planning	1. To establish a roadmap for improving the delivery of WASH services; 2. provide a clear measure of achievements, 3. motivate key stakeholders to participate and hold them accountable to the sustained delivery of WASH services.	Realize that their needs should come from them through participation on the process. Realize that they their situation, problems and needs well and know how to solve and respond.	1. A three-year plan that outlines the local government priorities and strategic responses to its water, sanitation and hygiene needs. Known as MW4SP in the DILG, which is in line with the CDP-ELA, MLUP and LGU Sustainable Sanitation Plan (LSSP)	1**. Undergo a planning workshop with MWTF members** - The WASH plan is drafted through a series of workshop sessions with the MWTF members. A separate BCC plan should be completed alongside the WASH plan. 2. **Conduct a Community Investment Dialogue** Present the WASH Plan to the community through a series of consultation and dialogue. This is an opportunity to generate community commitment, demonstrate leadership and accountability. It is also through this series of dialogue where WSAs will be formed and elect officers that will manage the operation of the WASH facilities. See job description and qualifications requirement for each WSA officer post.	5 Days	See attached Results of WASH Plans, AIP Sample, CID Results, See sample EO or Municipal Resolution

				3. **Secure legislative and budget support** - Advocate for the adoption of the WASH plan, and appropriation of funds for priority WASH projects through a municipal / provincial board resolution and/or executive order. 4. Resource mobilization through external funding - Priority WASH projects may likely entail additional funding, not only coming from the Municipal LGU, but also from external sources — e.g., DILG Salintubig Program, LWUA loan facility, other donors.		
D. Implementing WASH Initiatives	Intends to build the capacity of WSAs to implement a viable water and sanitation projects (facility). They own, assess, plan, propose, implement and manage	Realize that they own, assess, plan, propose, implement and manage	1. Priority projects in the WASH plan are implemented with A technical and management training program for local leaders and other community members on setting-up and running a Water and Sanitation Association (WSA). With Tariff, WSA Structures and officers, Polices, Financial Management System and technical for maintenance and expansion 2. Project Proposal 3. Approved Project	1. **Planning for priority WASH project** - The MWTF leads the crafting of the project proposals, with support from the Technical Working Groups for the technical details, work and financial plan of the project. 2**. Resource mobilisation** - Funding for priority WASH projects may either come from the LGU, national government agencies or other external donors (multilateral agencies, charitable organisations, private sector). Lobbying 3. **Set-up a Trust Fund and start procurement process** - The Trust Fund (or a subsidiary ledger under an existing Trust Fund) may be set-up only for the duration of the WASH priority project, or throughout the lifetime of the WSA if the latter will be directly managed by the LGU. See Guide to Ring-Fencing of Local Government-Run Water Utilities (WSP, 2012). 4**. People Offering Deliverable Services (PODS) Training for WSAs** - Elected WSA officials will go through technical and management trainings which will support them in understanding institutional and legal requirements of running a WASH facility, including its administration, commercial, financial, and social aspects. See People	3 days 4 weeks	See attached Result of Proposal Making, PODS Training and its Manual

				Offering Deliverable Services Training Module 5**. WASH Infrastructure Construction** - Construction activities can start soon as procurement have been done. 6. Operation and Maintenance Training - Key WSA technical staff and community members will be trained on the requirements of operating and maintaining WASH facilities. 7**. Launch the WSA operation and the WASH facility** - Use this event to promote principles of transparency and accountability by way of sharing the policies of the WSA, introduce the officers of the WSA and MWTF, and share feedback mechanisms available to the community.		
E. Monitoring WASH Situation	1. Increase development effectiveness by enhancing the availability of information, strengthening citizen voice, and promoting dialogue and consultation. A stronger citizen voice empowers the poor and increases the chance of greater responsiveness on the part of the government to their needs. 2. Improve governance by sharing the result of monitoring activities so as to allow ordinary citizens access to information, voice their needs, and demand accountability and, thus increasing the chances of effecting positive change.	Spreading the Good News Keeping the right track of WASH Plan	1. Monitoring activities are regularly conducted throughout the year involving MWTF and the WSA BOD and management, and results are reported back to the community. 2. Monitoring Plan	1. **WSA submits monitoring report to MWTF** based on agreed key performance indicators (KPI). See sample KPIs. **2. MWTF regularly reviews the WSA operations, the WASH plan targets and remaining tasks / projects - Monitoring is done at two levels:** a) *to ensure that municipal level WASH targets based on the WASH plan are progressively achieved over time; and,* b) *to ensure that WSAs continue to deliver expected service levels, appropriate user fees are imposed (i.e., do not overcharge consumers), and that the services meet the applicable standards of quality and public safety. The MWTF reviews the WSA operation and decides on appropriate support to be provided, or sanctions needed to safeguard public interest. The MWTF revisits the objectives of the WASH plan, and*	1 Day	See Attached Monitoring Plan, Results of Monitoring

				looks at remaining WASH needs and plans for next iteration of WASH projects. 3. **MWTF shares monitoring results with the general public through publication, general assembly of the barangays or the WSAs, or through mass media.** MWTF also encourages the use of a local feedback mechanism which the general public can use to share their suggestions and complaints.		

Note: Will appreciate the beauty of this process when you go through and experience.