

Improving Sanitation Facilities and Management Field Guide

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1. Project Overview

- GIZ collaborates with the Philippine NGO A Single Drop for Safe Water Inc. **to improve sanitation facilities and the management of latrines** in 180 of the total 255 program schools as part of Component 2, GIZ collaborates with the Philippine NGO Fit for School Inc. which provides technical assistance to the Government of ARMM to adapt and up-scale DepEd's Essential Health Care Program (EHCP). The EHCP includes **daily handwashing with soap, toothbrushing with fluoride toothpaste, and bi-annual deworming as group activities in public elementary schools. Parents and the communities contribute manpower to construct group handwashing facilities.**
- **Cleaning and maintenance** of school latrines and the **clarification of roles and responsibilities** are the crucial bottleneck to improve school sanitation. Therefor the sanitation component focuses on:
 - **Developing Concepts for effective management of school toilets, particularly the systematic introduction of cleaning and maintenance activities**
 - **Clarifying roles and responsibilities**
 - **Including school communities**
 - **Rehabilitation and improvement of two (2) existing latrines**
- The project focuses on the rehabilitation and improvement of two (2) existing school latrines. These can be classroom toilets or communal toilets on the school ground. In case, a school has more non-functioning toilets, ASDSW Inc. and the school management select 2 latrines to be rehabilitated and beautified exemplarily. GIZ and ASDSW Inc. provide and repair manual and ASDSW Inc. staff offers training to the school community on how to rehabilitate and improve/beautify more toilets, if needed.
- **Proper implementation of EHCP is a pre-condition for taking the next step of improving school sanitation.** Studies have shown that efforts to increase usage of school latrines may pose a risk to children in the absence of sufficient hygiene behavior change, daily provision of soap and water, and anal cleansing materials. Therefore, **children must know when and how to wash their hands with soap before they start using the latrines at school.** Water, soap and handwashing facilities should always be available. This is guaranteed in schools that implement EHCP.

- Following the successful implementation of EHCP in ARMM, emphasis will be placed on **strong involvement of local communities**. The sanitation component will start with the provision of kick-start cleaning materials. It is expected that **DepEd ARMM's school nurses will support the schools** in the continued management of the maintenance of sanitation facilities to ensure the interventions supported by GIZ and A Single Drop for Safe Water Inc. are sustained.

2. Regional Stakeholders' Workshop

Preparation for Regional Stakeholders' Workshop



- Venue and schedule
 - In selection of the venue, considerations or criteria must be observed: accessibility, security, convenience (availability of audio visual equipment, spacious, private), and food.
- Staff assignment
 - Staff must play specific roles for the smooth flow of the program namely: Emcee (master of ceremony), speakers/presenters (ASDSW and partner org/s), documenters (minutes, photos and attendance), technical staff/engineers, and support staff (preparation, finance, restoration).
 - At least 2 days before the program date, the staff must have a general rehearsal of the program and presentations for mastery.
- Coordination
 - Prepare and send an invitation letter to the DepEd Regional Secretary down to the Schools Division Superintendents of the region (See attached sample letter.)
 - Via phone call, ask partners' confirmation of attendance at least two days before the program date for possible hotel accommodation reservation.
- Wash data (beneficiary school divisions)
 - The above-mentioned data is an important basis for planning. Make sure that the data is updated and accurate. In case there is no data given, consult the funder or partner (DepEd) to gain access to the said data before the conduct of the Regional Stakeholders' Workshop.
- Program
 - Check the objectives and content of the Regional Stakeholders' Workshops' Programme
- Presentations
 - Prepare and review the Power Point presentations
Note: Presentations must be commented and approved by the funder.
- Materials and equipment
 - Materials should be purchased and prepare the equipment listed below.

Objectives:

- To present EHCP, sanitation component; cleaning and maintenance to the stakeholders
- To orient the stakeholders on the process of project implementation
- To present "The Three-Star Approach"(simple, scalable, sustainable) on sanitation
- To conduct participatory workshop emphasizing the roles and responsibilities of each stakeholder

Content and Session Time:

Content	Session Time
Morning	<i>A total of 6 hours and 40 minutes</i>
Preliminaries (Registration of stakeholders and Invocation)	<i>30 minutes</i>
Introduction of ASDSW	<i>10 minutes</i>
Project Overview	<i>45 minutes</i>
Question and Answer	<i>15 minutes</i>
WaSH in Schools Orientation- Presentation on the Importance of Water, Sanitation and Hygiene in Schools	<i>45 minutes</i>
Question and Answer	<i>15 minutes</i>
Presentation on Maintenance of Sanitation facilities	<i>45 minutes</i>
Question and Answer	<i>15 minutes</i>
-----LUNCH-----	<i>1 hour</i>
Afternoon	
Sanitation project details-presentation and workshop on roadmap, roles and responsibilities	<i>1 hour</i>
Presentation of the next steps	<i>30 minutes</i>
Messages from the partners	<i>20 minutes</i>
Closing message	<i>10 minutes</i>

(Please see power point presentations per topic)

Methodology:

- Brainstorming
- PowerPoint presentation
- Participatory workshop using metacards
- Video presentations

Materials and Equipment:

Materials	Equipment
• Hand outs	• Projector
• Meta cards	• Laptop
• Notebooks, ball point pens, envelopes, adhesive tapes	• Microphone and sound system
• Permanent and whiteboard markers	• Camera
• Attendance sheets	
• PowerPoint presentations (Sanitation Messaging, General Orientation on WaSH, Operation and Maintenance in School)	

Handouts:

- Sanitation Messaging and Project Background
- Wash Orientation Presentation
- Operation and Light Maintenance Presentation
- Stakeholders' Workshop Programme

References:

- WaSH Manual
- Three Star Approach of GIZ and UNICEF
- F-Diagram

Expected output:

- Identification and agreement of pilot areas and schedules
- Stakeholders gained a deeper knowledge and understanding on the three star approach for sanitation component and importance of WaSH and Schools
- Partners identified their roles and responsibilities
- Key stakeholders expressed commitment and support for the success of the program

Key Messages:

- Cleaning and maintenance of school latrines and the clarification of roles and responsibilities are the crucial bottleneck to improve school sanitation.
- School community should develop concepts for effective management of school toilets particularly the systematic introduction of cleaning and maintenance activities.
- Each stakeholder must have clarified roles and responsibilities to ensure sustainability of school latrines' functionality and management.
- Rehabilitation and improvement of existing latrines shall be pursued with the participation of school community.

3. Cluster Meeting

Preparations for Cluster Meeting

- Clustering of schools
 - Oftentimes, the clustering is done by the School Division office since they know the geographical location of the schools. One cluster is usually composed of 6-10 schools. In case the schools are not clustered by the school division, the following must be considered: schools that are near to other beneficiary schools, and a proposed venue (usually located at the heart of the cluster) for the cluster meeting.
- Coordination visit with SDS and Division nurses
 - Conduct a courtesy visit with the SDS of the province to organize clustering of schools based on demographic location, assigned nurses per cluster of schools, schedule, venue and invited participants.
- Presentations:
 - It is important to make sure that data/information used in the presentations are updated. Thus, chances of error would be minimal. Also, don't forget to cite the references where the said information are taken. Printed copies shall be provided for the participants.
 - See power point presentations for cluster meeting.
- Cleaning kits
 - Purchase and prepare cleaning kits based on the number of toilets per school.
 - Note: If baseline data is available per school make sure to verify the actual number of toilets during the cluster meeting before distribution.
 - Make an inventory list of all cleaning kits.



- Prepare acknowledgement receipts.
- Cleaning kits (Pail, dipper, bleach, detergent, floor and toilet brush, toilet pump, cleaning cloth and spray bottle)
- Training materials and equipment
 - Prepare needed training materials, supplies and forms for the activity. See list of training materials and equipment below.
- Training of trainers
 - It is necessary to prepare the trainers before the activity to level-off on presentations and ideas. This will build confidence and mastery for the facilitators.
- Finance
 - Prepare budget beforehand, forecast your expected expenses for the activity.
- Staffing and Scheduling
 - Staff involve are the presenter, engineer and documenter. Schedules will be set upon coordination with the SDS. Make sure that the staff are available if a simultaneous Cluster Meetings will be conducted.

Objectives:

- To present general orientation on WaSH focusing on sanitation component
- To raise participants' awareness on the importance of cleaning and maintenance of latrines in school
- To present cleaning schedule template
- To get the participants' response on the upcoming follow up visit and community workshops
- To distribute kick-start cleaning materials to the beneficiary schools


Content and Session Time:

Content	Session Time
	<i>A total of 3 hours and 30 minutes</i>
Arrival and registration	<i>30 minutes</i>
Preliminaries (invocation; introduction of participants and ASDSW)	<i>20 minutes</i>
Project Overview	<i>10 minutes</i>
General Orientation on WaSH	<i>30 minutes</i>
Presentation on Cleaning and Maintenance of Latrines, Sanitation Planner and Kick Start Cleaning Kits	<i>40 minutes</i>
Next steps <ul style="list-style-type: none"> ○ Presentation of schedule for follow up visit 1 and community workshop ○ Commitment setting and counterparting ○ Exchange of identified contacts between ASDSW and participants 	<i>40 minutes</i>
Validation of actual number of toilets	<i>10 minutes</i>
Distribution of kick-start cleaning kits	<i>30 minutes</i>

Methodology:

- Lecture presentation
- Lecture-demo presentation
- Brainstorming
- Participatory workshop

Materials and Equipment:

Materials	Equipment
<ul style="list-style-type: none"> Hand outs 	<ul style="list-style-type: none"> Projector
<ul style="list-style-type: none"> Meta cards 	<ul style="list-style-type: none"> Laptop
<ul style="list-style-type: none"> Permanent markers 	<ul style="list-style-type: none"> Microphone and sound system
<ul style="list-style-type: none"> IEC (F-Diagram) 	<p>Cleaning Kit</p> 
<ul style="list-style-type: none"> Cleaning schedule template 	
<ul style="list-style-type: none"> Cleaning kit (bleach, pail, floor brush, toilet brush, detergent, cleaning cloth, toilet pump, spray bottle, dipper) 	
<ul style="list-style-type: none"> Attendance sheet 	
<ul style="list-style-type: none"> Vehicle log 	
<ul style="list-style-type: none"> PowerPoint presentations (Sanitation Messaging, General Orientation on WaSH, Operation and Maintenance in School) 	

Handouts

- Sanitation Planner
- Sanitation Messaging and Project Background
- Wash Orientation Presentation
- Presentation on Operation and Light Maintenance
- Cluster Meeting programme

References:

- WaSH manual
- Three-Star Approach of GIZ and UNICEF
- F-Diagram

Expected output:

- Distributed kick-start cleaning materials
- Set schedule for follow up visit 1 and community workshop
- Participants understood the importance of WaSH and operation and maintenance of latrines in school
- Participants discussed and levelled off expectations on the project
- Participants have been oriented on the making of pin schedule
- Distributed sanitation planners
- Gained schools' acceptance of the project

Key Messages:

- Following good WaSH practices ensures a healthy school community to function fully, allowing to develop their skills and potentials, thereby contributing fully to their economic, social, and political growth.
- Cleaning and maintenance of school latrines and the clarification of roles and responsibilities are the crucial bottleneck to improve school sanitation.

4. Assessment/ Follow Up Visit 1

Preparation for the Follow-up Visit 1



- Coordination
 - Call the principal and school nurse assigned at least 3 days before the visit to check the availability of the school on the set schedule.
- Finance
 - Prepare budget beforehand, forecast your expected expenses for the activity.
- Forms
 - Prepare the technical assessment form needed. Print copies of tool based on number of schools to be visited.
- Materials and Equipment
 - Prepare needed materials like steel tape, camera, clipboard and markers.
- Scheduling
 - Check schedule of field visits; anticipate major activities in schools, weather condition, holidays and security of the area.

Objectives:

- To conduct brief orientation on the sanitation project background
- To validate/gather school's current WaSH Data
- To conduct technical assessment of existing sanitation facility as basis for intervention
- To observe school's willingness and participation
- To check the completeness of cleaning materials, number of pin schedules made, correctness of the duly filled out sanitation planner
- To provide feedbacks on the sanitation facilities status and sanitation management of schools
- To take photos of the sanitation facilities, pin schedules made, and filled out sanitation planner for proper documentation

Content and Session Time:

Content	Session Time
	<i>A total of 3 hours (Duration may vary depending on the number of latrines assessed.)</i>
Orientation on the background of the project	<i>15 minutes</i>
Validation school's current WaSH Data	<i>15 minutes</i>
Technical assessment of latrines' physical structure; checking of pin schedules, cleaning kits and sanitation planner; photo documentation (simultaneously conducted)	<i>2 hours</i>
Feed backing	<i>30 minutes</i>

Methodology:

- Focus group discussion
- Ocular inspection

Materials and equipment:

Materials	Equipment
• Markers	• Steel tape
• Masking tape	• calculator
• Bond papers	• Clip board
• ballpoint pen	• camera
• Technical Assessment Tool	• PML kit (as need arises)
• WaSH Data Form	• GPS (as need arises)
• Vehicle log	

Expected Output:

- Conducted inspection of sanitation facilities
- Identified possible/ appropriate interventions
- Validated/gathered schools' current WaSH data.
- Conducted brief orientation on the sanitation project.
- Gained school commitment on counter parting of manpower.
- Checked completeness of cleaning material, # of pin schedule, and correctness of duly filled out Sanitation Planner.
- Submitted photo documentation and duly filled out WaSH Data Form and Technical Assessment Tool.

Key Messages

- Community participation has a great impact on the improvement of sanitation status of the school.
- Adapting the creation of sanitation emergency plan (Sanitation Planner), making of weekly pin schedule on cleaning and maintenance as well as regular provision of cleaning materials plays a large part on the established or planned system of sanitation management.

5. Community Workshop

Preparation for Community Workshop

- Finance
 - Prepare budget beforehand, forecast your expected expenses for the activity and staff travel.
- Coordination
 - Call the principal to inform and affirm for the said workshop 3 days before the actual activity. Confirm if the participants needed are available on the given date. Participants from school community are composed of School Principal, School or District nurse, BLGU and PTCA Officers.
- Training materials
 - Make sure that training materials have been prepared and packed. See the list of materials in conducting community workshop below.



- Presentations and workshop template
 - Prepare the following:
 - resource map template
 - sustainability plan template
 - IEC (f-diagram)
 - sanitation ladder photos
- Forms
 - Prepare the following:
 - Man power template
 - Program of work

Objectives:

- To present results (validated WaSH Data) of the follow up visit 1 and technical options on sanitation
- To orient the school community on the importance of WaSH in the school community
- To map out available resources in the school or within the community
- To formulate a sustainability plan for proper management of facilities
- To mobilize the school community thru voluntary manpower counterpart
- To distribute remaining cleaning kit/s if any

Content and Session Time

Content	Session Time
	<i>A total of 3 hours and 30 minutes</i>
Preliminaries (invocation, welcome address by school, introduction of ASDSW, participants and visitors, and presentation of objectives)	<i>20 minutes</i>
Project Overview	<i>10 minutes</i>
WaSH Orientation (F- Diagram, Sanitation ladder)	<i>30 minutes</i>
Presentation of technical options	<i>30 minutes</i>
Community Resource Mapping	<i>30 minutes</i>
Sustainability Planning Workshop	<i>50 minutes</i>
Next steps: Scheduling for next visits, distribution of manpower template and affirming labor counterpart, distribution of additional cleaning kits	<i>30 minutes</i>
Closing Program	<i>10 minutes</i>

Methodology:

- Lecture presentation using visual aid
- Demonstration using drawing
- Presentation of engineering results
- Workshop using templates for resource mapping and sustainability plan
- Brainstorming

Materials and Equipment

Materials	Equipment
<ul style="list-style-type: none"> • Manila Paper 	<ul style="list-style-type: none"> • Laptop
<ul style="list-style-type: none"> • Ballpoint pen 	<ul style="list-style-type: none"> • Camera

• F – Diagram	• Clip board
• Attendance sheets	• Projector
• Permanent marker	• Sound system
	• Microphones
• Meta cards	• Tables and Chairs
• Acknowledgement receipts	• Blackboard
• Manpower template; Resource mapping template; Sustainability plan template	• Tarpaulin (for projector)
• Masking tape	• Storage box
• Vehicle Log	• Scissors
	• Meter stick
	• Steel tape
	• Stapler and Staple wire

Reference:

- WaSH manual
- F – Diagram
- PODS manual

Expected Output:

- Validated WaSH data and technical options on sanitation
- Mapped out available resources and formulated sustainability plan
- Distributed additional cleaning kits based on the actual data
- Oriented the school community on the importance of WaSH
- Gained commitment from the school community to provide required number of manpower during repair or construction activity

Key Messages:

- Sustainability
- Outsourcing
- Commitment
- Manpower Counterpart
- Sense of Ownership



6. Follow Up Visit 2

Prparation for the Follow-up Visit 2

- Finance
 - Prepare budget beforehand, forecast your expected expenses for the activity and staff travel.
- Coordination
 - Coordinate with the principal for him/her to contact the local skilled workers and ensure their attendance.
- Documents
 - Prepare the following:
 - Bill of Materials and Program of Works
 - Printed copies of sustainability plan and resource map
- Materials
 - Prepare the needed material such as camera, ballpoint pen, notebooks

Objectives:

- to retrieve duly filled out manpower template
- to present Program of Works (POW)
- to finalize arrangement for lead man accommodation and storage area for construction materials
- to conduct manpower orientation
- to give the school copies of Resource Map, Sustainability Plan and Program of Works

Content and Session Time:

Content	Session Time
	<i>A total of 2.5 hours</i>
Review of community workshop outputs	<i>30 minutes</i>
Orientation of workers and presentation of Program of Works	<i>1 hour</i>
Checking of lead man accommodation and storage	<i>30 minutes</i>
For new construction, lay out of septic tank and latrine location (optional)	<i>30 minutes</i>

Methodology:

- focus group discussion
- ocular inspection

Materials:

- copies of Resource Map, Sustainability Plan and Program of Works
- attendance sheet, vehicle log
- camera
- bond papers

Expected Outputs:

- retrieved filled out manpower template
- presented POW
- conducted manpower orientation
- provided copies of Resource Map, Sustainability Plan and Program of Works

7. Project Implementation Phase

Components: *New Construction, Repair of existing toilet, Beautification of latrines*

Preparation for Project Implementation Phase

A. Preparatory stage

- Finance

- Prepare budget beforehand, forecast your expected expenses for the implementation, staff travel and lead man allowance and salary.
- Procurement of construction materials
- Coordination
 - Engineer assigned must properly coordinate stakeholders of school community for the implementation of repair and construction, therefore, smoothen the intervention and avoid delays.
- Hiring and orientation of Lead men
 - Management should select capacitated skilled workers willing to work in remote areas. Engineers will give orientation regarding repair and construction activities.
- Staffing and scheduling
 - Construction manager prepares detailed action plan for the whole phase of construction indicating assignment of engineers and projection of the target end date.
- Forms
 - Prepare the following:
 - Goods Receiving Note (GRN)
 - Service contract
 - Acknowledgment Receipts
 - Purchase Order



B. Construction Stage

- Coordination
 - Continuous coordination of engineers with the school management, lead men and ASDSW logistics
- Construction tools and materials
 - Follow-up with the logistics on the procurement of construction tools and materials.
- Delivery of materials
 - Logistics should coordinate with the engineers assigned in the school to facilitate delivery of materials from different suppliers.
- Lead men deployment
 - Deployment happens one day before the construction starts and Engineers will conduct detailed orientation with the lead men and school manpower to give instructions on construction.
- Site set up and lay – out
 - For new construction:
 - Prepare lay – out for the septic tank location and structure. Give instructions to the lead man assigned.
 - For repair:
 - Give instructions to the lead man assigned on how to rehabilitate old structures that needs repair.
- Construction activities
 - Check program of works and action plan. Engineers will be conducting strict supervision during the construction. Prepare supervision scheme and monitoring schedules.
- Forms
 - Prepare the following:
 - Program of works
 - Design plans
 - Monitoring log

- Leadman's timesheet

Objectives:

- To repair and beautify existing school latrines making them user-friendly
- To construct quality sanitation facilities (if none) based on the technical assessment
- To mobilize community manpower counterpart
- To provide continuous supervision and monitoring of works done

Procedure of Implementation:

1.) Pre – Implementation Period and Its Duration

Number	Process or steps of new construction	Duration
1.	Technical Assessment and Recommendation	2 hours per toilet
2.	Preparation of Bill of Materials and Program of Work	1 hour per toilet (engineer with experience of project)
3.	Summary of Bill of Materials	1 hour per toilet
4.	Procurement and purchasing of construction materials <ul style="list-style-type: none"> • Request • Purchase order • Canvass • Delivery of purchase order to supplier 	➤ 20 minutes per toilet ➤ 10 minutes per toilet ➤ 1 to 3 days ➤ 1 day
5.	Delivery of materials	1 day per school
6.	Hiring of Lead men	3 days with interview
7.	Review and approval of BOM	20 minutes per toilet (ASDSW)

2.) Implementation Period and its duration

New Construction (2 – Door communal with Rain Water Harvesting)

Number	Process or steps of new construction	Duration
1.	Lead man deployment and orientation of manpower	1 day
2.	Lay-out of new septic tank and structure	2 hours per toilet
3.	Excavation of new Septic Tank and Soak Pit installation	2 days per toilet
4.	Foundation <ul style="list-style-type: none"> ➤ Column ➤ Wall footing 	1 day per toilet
5.	Concrete Hollow Blocks Filing including Septic tank	5 days per toilet
6.	Roof framing and roofing	2 days per toilet
7.	Door Jamb and Grills installation	1 day
8.	Flooring <ul style="list-style-type: none"> 8.a) Piping 8.b) Bowl installation 	1 day per toilet
9.	Lavatory Installation	half day
10.	Rainwater catchment installation	1.5 day per toilet
11.	Plastering and smooth finishing (inner and outer)	5 days per toilet
12.	Floor, hand washing and wall tiling	2.5 days per toilet
13.	Mirror installation	30 minutes

14.	Painting(inner and outer) 14.a) First coat 14.b) Second coat	<i>3 days per toilet</i>
15.	Door and accessories installation	<i>1 day per toilet</i>
16.	Final Clearing	<i>1 day per toilet</i>

New Construction Daily Works (2 – Door Communal with Rain Water Harvesting)

DAYS Process	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	X															
2	X															
3	X	X														
4			X													
5				X	X	X	X	X								
6									X	X						
7									X							
8.a											X					
8.b												X				
9											1/2					
10												X	1/2			
11									X	X	X	X	X			
12												X	X	1/2		
13													X			
14.a														X	X	X
14.b														X	X	X
15																X
16																X

- Rest day of workers in between the 2 weeks period
- Working days only apply to communal 2 – door new construction (without delays)
- A total of 16 working days with 1 lead man, 2 skilled, and at least 3 unskilled laborers
- Delivery of Materials is not included. This is scheduled during pre- implementation period.

New Construction (Attached 2 – Door with Rain Water Harvesting)

Number	Process or steps of new construction	Duration
1.	Lead man deployment and orientation of manpower	<i>1 day</i>
2.	Lay-out of new septic tank and structure	<i>2 hours per toilet</i>
3.	Excavation of new Septic Tank and Soak Pit installation	<i>2 days per toilet</i>
4.	Foundation ➤ Column ➤ Wall footing	<i>1 day per toilet</i>
5.	Concrete hollow blocks filing including septic tank, soak pit and hand washing facility	<i>7 days per toilet</i>
6.	Roof framing and roofing	<i>2 days per toilet</i>
7.	Demolish the classroom wall	<i>1 day</i>
8.	Door Jamb and Grills installation	<i>1 day</i>
9.	Flooring 9.a) Piping 9.b) Bowl installation	<i>1 day per toilet</i>
10.	Lavatory Installation	<i>half day</i>
11.	Rainwater catchment installation	<i>1.5 day per toilet</i>
12.	Plastering and smooth finishing (inner and outer)	<i>5 days per toilet</i>

13.	Floor, hand washing and wall tiling	2.5 days per toilet
14.	Mirror installation	30 minutes
15.	Painting(inner and outer) 15.a) First coat 15.b) Second coat	3 days per toilet
16.	Door and accessories installation	1 day per toilet
17.	Final Clearing	1 day per toilet

New Construction Daily Works (Attached 2 – Door with Rain Water Harvesting)

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Process																			
1.	X																		
2.	X																		
3.	X	X																	
4.			X																
5.				X	X	X	X	X	X	X									
6.								X	X										
7.											X	X							
8.										X									
9.a												X	X						
9.b												X	X						
10.										X									
11.													X	1/2					
12.											X	X	X	X	X	X			
13.															X	X	X		
14.																	X		
15.a																	X	X	X
15.b																	X	X	X
16.																			X
17.																			X



Repair and Beautification Duration

Number	Process or steps of new construction	Duration
1.	Septic tank <ul style="list-style-type: none"> Excavation Filing 	2 days per toilet 2 days per toilet
2.	Bowl replacement	1 day per toilet
3.	Wall repair and extension	1.5 to 2 days per toilet
4.	Plastering of wall (inner and outer)	3 days per toilet
5.	Tiling of floor and wall	2 days per toilet
6.	Roof repair	1 day per toilet
7.	Door and Door jamb replacement	2 days per toilet
8.	Window Grills Installation	half day
9.	Rain water harvesting	2.5 days per toilet
10.	Soak Pit	1 day per toilet
11.	Piping (with access of waste water and floor drain)	1 day per toilet
12.	Painting	2 days per toilet
13.	Mirror installation	1 hour per mirror

- These are maximum number of days per component or category of repair
- Man power needed for repair and beautification: Lead man(1), Skilled(2), Labor(3)

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8. Hand-over and WaSH in Schools Day



Objectives

- To hand-over the completed sanitation facilities
- To present the work done at all schools along with the Sustainability plans, Cleaning schedule schemes and Sanitation Planner
- DepEd to acknowledge the work done and commit to support the installed infrastructure.
- To raise awareness for WASH in schools and support to the EHCP.

Program

- I. Invocation
- II. Introduction and Project Overview by GIZ
- III. Presentation per School by School Principal
 - a. (Best practices, Challenges, behavioral change)
 - b. (Importance of Sanitation Planner and Cleaning Pin Schedule and how did they adopt this?)
 - c. (Management of School Community/mobilizing the community)
 - d. (Sustainability plan – management of School latrines)
 - e. School nurses will gather success stories in the schools regarding good sanitation practices of the children and document it thru video that will be presented individually.
- IV. Message from DepEd

- V. Open Forum
- VI. Video presentation of works done
- VII. Closing Remarks by ASDSW

Methodology

- Individual presentations of output (video presentation, photos and power point)
- Open Forum

Materials and Equipment

Materials	Equipment
• F – Diagram	• Laptop
• Attendance sheets	• Camera
• Permanent marker	• Projector
• Masking tape	• Sound system
	• Microphones
• Tarpaulin for the activity	• Tables and Chairs
• Certificates of turn-over	• Blackboard
• Picture frames for certificates	• Tarpaulin (for projector)
•	• Storage box
•	• Scissors

Expected output

- Facilities handed-over to each school.
- Schools presented their success stories and future plans.
- Received support from DepEd for the sustainability and scaling up of intervention.
- Schools commitment and awareness on WaSH raised.
- Lessons learned documented

9. Attachments

- **Presentations**
 - 01 Regional Stakeholder Workshop_Project Presentation_v4
 - 02 WASH presentation_v3_edited_chris
 - 03 Operation and (light) Maintenance_v7
 - Program for Stakeholders Workshop
 - WASH and Sanitation Ladder
 - GIZ_FFS_ASDSW_Sanitation Messaging
- **Forms**
 - Attendance Sheet
 - Technical Assessment Tool
 - Acknowledgement Receipt for Cleaning Kits
 - Manpower commitment form
 - Goods Receiving Note (GRN)
 - Service Contract
 - Purchase Order and Canvass Form
 - Monitoring form
- **Template**

- Resource Mapping template
- Sustainability Plan template
- Report template
- **Construction Plan**
 - Drawings and Designs for construction
 - Bill of Materials (BOM) per school
 - Program of Works (POW) per school
- **IEC Materials**
 - F-diagram
 - Sanitation Ladder
 - Proper Hand washing
- **Documentation**
 - Stakeholders Workshop
 - Cluster Meetings
 - Community Workshops
 - Before and After photos of latrines including Sanitation planners and Cleaning pin schedules
 - Contact list of schools
 - Status of Implementation
 - Invitation letters
 - Certificate of turn-over
 - Follow-up visit 1 assessments