



Rural Water Supply and Sanitation Project in Western Nepal Phase II

PUBLIC & INSTITUTIONAL TOILETS FEASIBILITY STUDY & SCHEME MONITORING FORMATS

Scheme name:

Scheme code:

District:

VDC:

Ward/s:

Draw map of the toilet location, showing the other buildings, water systems, roads etc.

FINAL JUNE 26, 2015

FOREWORD

This is a **Scheme Monitoring Book for Public and Institutional toilets**. It includes the Feasibility study format and three monitoring formats, the 3rd one being an optional visit.

The guiding principle is that certain activities, including trainings and plans, have to be done before proceeding to the next phase. Funds for **each installment should not be released unless recommended by the relevant monitoring team based on their field visit and as recorded in this book**.

The **participatory monitoring** visits can serve many purposes, they are not only for gathering information for the project purpose but rather, an opportunity for those involved with the construction and the future operation & maintenance to do a self-assessment and seek for guidance.

The monitoring visit and the information as verified and recorded in this Scheme Monitoring Book is made to

- guide the Institutional Management Committee and its Construction Committee from planning to implementation and towards sustainable future;
- ensure that the scheme is technically high quality and financially sustainable & transparent;
- capacitate the Institutional Management Committee to be motivated and accountable manager also in the future;
- ensure that the human rights base approach, GESI principles and the principles of good governance are truly mainstreamed across all aspects of a scheme, making the scheme gender, child and differently-abled friendly, accessible to all customers;
- contribute to further development of approaches to public, institutional and school sanitation in the RWSSP-WN especially as it relates to capacity building and post-construction packages.

The importance of a systematic approach to feasibility study and monitoring is highlighted by the evidence of the poor state of many public, institutional and school toilets, including some toilets built with RWSSP-WN funding. We are committed to provide sanitation for all without any discrimination, thus the gender, child and accessibility regulations of public and school toilets must be met in all cases. We are building toilets for the purpose that they will be used now and in the future, but this will not happen without true behaviour change in sanitation practices and management committees who are committed to maintain the toilets.

The recommended **contribution pattern** for the Public and Institutional toilets:

- ✓ DDC/VDC (80% Maximum)
- ✓ School (minimum 20%)

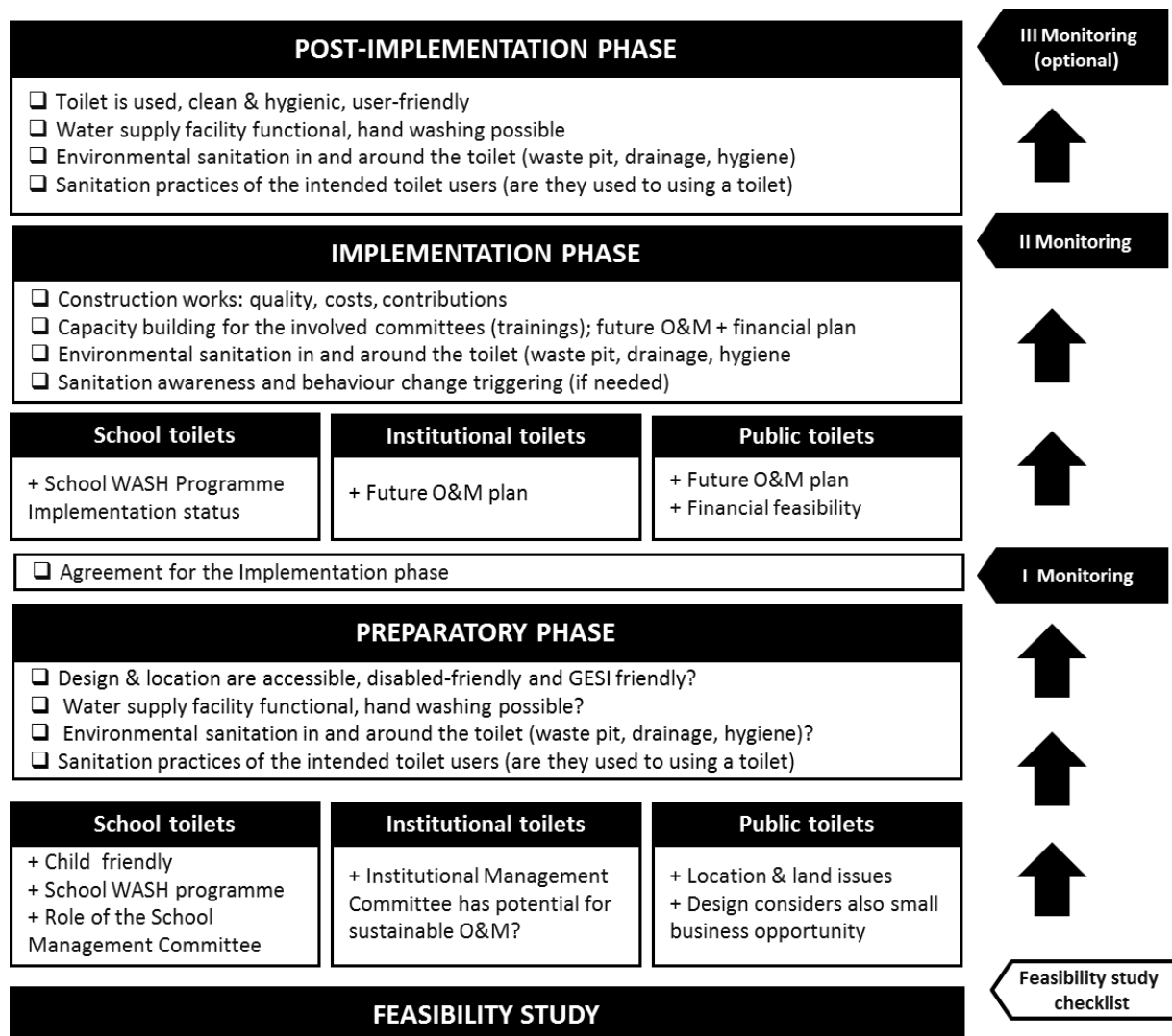
STEP-BY-STEP TO PUBLIC, SCHOOL AND INSTITUTIONAL TOILETS

Feasibility study: before proceeding to detailed technical designs or any other works, the Institutional Management Committee together with the RWSSP-WN/D-WASH Unit staff needs to verify that the proposed plan is acceptable in terms of: 1) location; 2) supporting infrastructure including water supply; 3) commitment for future Operation & Maintenance.

1st Monitoring aims to establish the overall feasibility and future sustainability of the scheme. At this point structural improvements and changes in technical design can be done (ref. access, child/gender/differently-able friendliness). Water facility and plans for who will take care of the facility in the future need to be considered already here.

2nd Monitoring verifies that the toilet is constructed as per plan, and makes recommendations for any missing issues. This monitoring will recommend for the financial clearance of the scheme.

3rd Monitoring (optional) will be done only in cases where it is suspected that the completed structure may not be sustainably managed. This format may also be used during the final year of RWSSP-WN Phase II to verify the status of all Public, Institutional and School toilets supported by the project.



ALWAYS TO BE UPDATED FOR THE DATES AND CHANGES

Note: the data below should be **updated/verified during each monitoring visits**; some data may change during the planning process

	X	Y	WP
GPS location of the toilet (coordinates MUTM)			

Type of toilet scheme: (tick one)	Public toilet	Institutional toilet	Other:
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Targeted Group:

Expected users per month:

MONITORING VISITS AND TEAMS

Monitoring Dates	year/month/date yyyy/mm/dd
First Monitoring:	
Second Monitoring:	
Third Monitoring:	

- Mark “Yes” if representative attends the monitoring visits:

Monitoring team	1st Visit	2nd visit	3rd visit	Remarks
DDC/DTO/DMC (1)	Yes/No	Yes/No	Yes/No	
RWSSPWN (1)	Yes/No	Yes/No	Yes/No	
VDC (1)	Yes/No	Yes/No	Yes/No	
V-WASHCC (1)	Yes/No	Yes/No	Yes/No	

(At least 1 technical person from DDC/DTO/RWSSPWN)

SUPPORT ORGANIZATION (SO)/ SUPPORT PERSONS (SP)

- Support Persons/Support Organization – verify names during each visit as these may add new name into relevant cell with a note for the date started
- Add lines as needed

Designation	Name (Mr./Ms.)	Total days worked in scheme site since the previous visit (not cumulative)				Remarks
		1 st Visit	2 nd visit	3 rd visit		

COMPOSITION OF INSTITUTIONAL MANAGEMENT COMMITTEE

- Users Committee composition – name list next page, verify names during each visit as these may change add new name into relevant cell with a note for the date started

Designation	Gender	Name	Ethnic Community				
	Ms/Mr		Dalit	Janjati	RM	DTC	Others
Chairperson*							
Vice-Chairperson*							
Secretary*							
Joint Secretary*							
Treasurer*							
Member							
Member							
Member							
Member							
Member							
Total							

FEASIBILITY STUDY CHECKLIST FOR PUBLIC & INSTITUTIONAL TOILET SCHEMES

Date of feasibility study: _____

GENERAL INFORMATION

Verify the data at the page 4!

Toilet demand:

Who did demand the toilet? (tick one)	V-WASH-CC/ VDC	Municipality	Institutional management committee	Other, specify:
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Date of decision:

If the VDC has a VDC WASH Plan, is the toilet scheme mentioned in it? **Yes** **No**

Existing toilets:

Is there an existing toilet in the same location/place? **Yes** **No**

If yes, is the existing toilet functional? **Yes** **No**

Does the existing toilet have operation and management plan? **Yes** **No**

Is the existing toilet sufficient for the number of users ? **Yes** **No**

Can the existing toilet be rehabilitated or used as part of new toilet? **Yes** **No**

If yes, specify which structures need to be rehab or constructed (please tick)

- Water supply
- Ramp/side railing
- Separate cabin for girls/boys
- Ventilation, light
- Drainage
- Waste pits
- Additional cubicles (extension)

Specify why the new toilet is demanded if there is already an existing toilet.

CONTRIBUTION AND LOCATION

How to manage the local contribution for toilet construction? *Tick options, add tentative sums in NPR if known:*

By allocation of VDC fund	By institution	Community contribution	Other, specify
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Is there contribution commitment for the construction? **Yes No**

Is the Institutional Management Committee acting as a Construction Committee? **Yes No**

If no, has IMC identified the Construction Committee Members **Yes No**

Proposed location of the toilet: (tick one) **Public land Private land Other**

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If private land, is the land owner willing to provide the land for a toilet? **Yes No**

Is the proposed location safe for women and girls? **Yes No**

Is the proposed location accessible for differently-abled people? **Yes No**

Is the toilet far enough from water sources nearby (i.e. no contamination risk)? **Yes No**

Is the toilet location on high level ground water area? **Yes No**

Is the toilet location on potential landslide area? **Yes No**

Is the toilet location on potential flood area? **Yes No**

Public toilets: Will the public toilet location be used after completing the toilet for other construction such as roads, buildings, bus parks etc.? **Yes No**

Has the Land use plan of municipality or VDC considered in selecting the location? **Yes No**

OPERATION AND MAINTENANCE

Is there sufficient water supply (cleaning, hand washing) for the toilet available? **Yes No**

Is there a need to provide water supply scheme for the toilet? **Yes No**

Is there possibility of O&M fund collection for regular operation? **Yes No**

Institutional toilets: Has the Institution Management Committee discussed about the future maintenance of toilets? **Yes No**

Is it clear who will maintain the toilets? **Yes No**

Are any Institutional WASH program activities planned in addition to toilet construction? **Yes** **No**

Have the users been involved in any planning or O&M plans? **Yes** **No**

Public toilets:

Has the business options been considered, or any interested shop keepers involved? **Yes** **No**

Is it clear who will maintain the toilets? **Yes** **No**

Should the new toilet include an extra room for a small business/shop keepers who will maintain the toilet?
Yes **No**

For all toilets:

Is there available arrangement for the maintenance and cleaning of toilet? **Yes** **No**

If yes, specify the planned arrangement (the names also if known):

FEASIBILITY STUDY CONCLUSIONS

Is the scheme technically, financially and environmentally feasible to implement? **Yes** **No**

If no, specify.

Is the scheme feasible to implement in terms of sufficient Operation and Maintenance? **Yes** **No**

If no, specify.

Should the project include a component on creating sanitation awareness
Specify? **Yes** **No**

Should the project include a component on environmental sanitation
Specify? **Yes** **No**

Is the scheme recommended for design estimate preparation and further process? Yes No

If no, specify. You may list such as activities/commitments/other work that needs to be done, after which the scheme could be recommended for the preparatory phase

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ATTENDANCE

Sn	Ms/Mrs/Mr Full Name	Organization/ Committee	Position	Signature

Add rows/use extra sheet(s) as required.

1ST MONITORING FORMAT FOR PUBLIC & INSTITUTIONAL TOILET SCHEMES

I MONITORING AT THE BEGINNING OF IMPLEMENTATION PHASE

Documents must be on hand with the Monitoring Team:

- ✓ Feasibility Study
- ✓ Design Report and Cost Estimate
- ✓ Action Plan

Monitoring Date:

GENERAL SCHEME DATA

Verify the data at the page 4 - there may be changes!

FEASIBILITY STUDY DATA

Cross-check the following from the Feasibility Study by discussing with the proposed beneficiaries/ institutional management committee (IMC)/construction committee

Appropriate location of toilet	Yes	No
Accessibility considered	Yes	No
Gender aspects considered	Yes	No
Adequate water available	Yes	No
Sustainable O&M plan and arrangement	Yes	No
Contribution commitment	Yes	No
Were the conclusions made in the Feasibility Study format taken into consideration?	Yes	No
Toilet use and hand washing awareness raising component included	Yes	No
Solid waste and/or drainage water component included	Yes	No

Monitoring Team's Evaluation regarding credibility of collected data and information from observation:

Good Satisfactory Poor

If any difference specify/mention (if feasibility study not done, why?)

INSTITUTIONAL MANAGEMENT COMMITTEE AND ACTION PLAN

Has the institutional management committee (IMC) for the toilet construction and further management of the toilet been formed? **Yes No**

If yes, IMC details

Dalit		A/J		RM		TDC		Other		Total		Total
F	M	F	M	F	M	F	M	F	M	F	M	

Who did form IMC? Mass meeting / V-WASH-CC / VDC / SPs / Others, specify

Are there 50% female in IMC? **Yes No**

Who participated from V-WASH-CC/ VDC and SO/SP on IMC formation meeting?

Mr/Ms	Name	Organization	Designation

How many IMC meetings for construction of toilet have been organized so far?

Has the agreement for toilet construction been prepared? (Verify the agreement) **Yes No**

Has the action plan for toilet construction been prepared? (Verify the plan) **Yes No**

Has the IMC has opened their Bank account? **Yes No**
If not why?

Name of the Bank and location	Name	
	Location	
Bank account number and type		

Name and designation of bank account holders disaggregated by female and male:

Ms./Mr	Name	Designation

TECHNICAL: DESIGN AND COST ESTIMATION OF SCHEME

Has design and cost estimate been prepared and approved by DDC? **Yes No**

If yes, are there following components considered?

Component	If yes (√)	Recommendations/issues to be followed up
Separate male and female blocks (sufficient)		
Privacy (direction of urinal, cabins etc).		
Doors' opening direction (opens outside)		
Inside lock (in cubicles)		
Outside lock (in the main doors)		
Windows (enough light inside)		
Ventilation (air in, air out)		
Water tank		
Hand washing basin/facility (water, drainage)		
Taps inside		
Mirror		
Urinal for males		
Women friendliness		
Sanitary pad bin		
Incinerator or burning place for sanitary pads		
Clothes hanging hooks		
Water availability inside		
Sufficient number of pans for girls		
Design addresses security and privacy for women (windows, doors, entrance, locks)		
Disable friendliness		
Ramp or otherwise easy access inside/wide door		
Non-slippery floors		
Something to hold onto/handle (in the cubicle)		
Door easily closed from inside		
Door wide enough for differently able friendly		
Child friendliness		
Urinals height accessible for children		
Enough light when door closed		
Wash basin reachable for children		
No high steps		
Environmental Sanitation		
Drainage arrangement sufficient		
Location of solid waste pit		
Location of the pit accessible when it will need to be emptied		
Other:		

Are there any conflict issues regarding the toilet location, design, cost etc. to be addressed **Yes No**

Comment of Monitoring Team regarding the any conflict issues or technical design and improvement:

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Total cost and different stakeholders cost contribution share of scheme (NPR)

Users cash (school)	Users kind	VDC cash	DDF cash	Others cash and kind	Total

OPERATION AND MAINTENANCE

Has the O&M plan been prepared? (Verify the plan) **Yes No**

If yes, does the plan address the following issues? You may add other relevant issues on blank rows

O&M Component	If yes (√)	Remarks and Specifications
Assigned caretaker / cleaner (who?)		
Cleaning schedule and responsibilities		
Locking and opening the toilet		
Purchase of soap, buckets, brush, cleaning agent		
Solid waste management		
O&M fund source identified (from where?)		
Continuous water supply for cleaning		
Sign boards, hoarding board		
Menstruation hygiene		
<i>For public toilets specifically:</i>		
Tariff decided		
Tariff collection arrangement		
Business opportunities identified		
Place for care taker		
Observation/guarding of the toilet		

Monitoring team's comments for the Institution WASH/public toilets to ensure that these facilities can be used and maintained in the future. Note if there are any changes needed in the technical plans to make sure that the facilities can be maintained and kept clean (i.e. check drainage, water availability, awareness raising amongst the future users, etc)

RECOMMENDATIONS

Recommendations – to be followed up during the next monitoring visit – these recommendations should be listed in the management committees register as well:

MONITORING TEAM

Monitoring team attended monitoring

(Ms./Mr.) Name	Organization/designation	Signature

SO/SP personnel attended during monitoring

Designation	Gender	Name	Ethnic Community					
	Ms/Mr		Dalit	A/J	RM	DTC	Others	

IMC members attended during monitoring

Designation	Gender	Name	Ethnic Community					
	Ms/Mr		Dalit	A/J	RM	DTC	Others	
Chairperson								
Vice-Chairperson								
Secretary								
Joint Secretary								
Treasurer								
Member								
Member								
Member								
Member								
Member								
Total								

Users attended during the monitoring

Designation	Gender	Name	Ethnic Community					
	Ms/Mr		Dalit	A/J	RM	DTC	Others	

Continue on the next page if needed

2ND MONITORING FORMAT FOR PUBLIC & INSTITUTIONAL TOILET SCHEMES

MONITORING AT THE END OF IMPLEMENTATION PHASE

Documents must be on hand with Monitoring Team:

- ✓ Agreement Paper
- ✓ Action Plan
- ✓ Design Report and Cost Estimate

GENERAL SCHEME DATA

Verify the data at the page 4 - there may be changes!

TRANSPARENCY

Has the design of structures been changed? **Yes** **No**

If yes, what? Has the design estimate been amended as per necessary process?

Is the materials rate as per the limit of approved rate? **Yes** **No**

If not, which materials and why?

Recommendations and comments of monitoring team about the procurement of construction material

Is the rate of material transportation as per the approved rate? **Yes** **No**

If not, which material and why?

Has institutional management committee (IMC) been kept/maintained following registers properly?

Meeting minute register	Yes	No
Bills and bharpai	Yes	No
Followed procurement process	Yes	No

If not, why?

Has the scheme Information Board been fixed at proper place? **Yes** **No**

If not why?

Was final Public auditing done on mass meeting? **Yes** **No**

How many people participated in the meeting?

How many participants were female?

If not done, reason and tentative next date:

Different stakeholders cost contribution share of scheme (NRs.) as per Public Auditing

	Community cash	Community kind	VDC cash	DDF cash	Others cash and kind
Estimated					
Actual					

TECHNICAL: DESIGN ESTIMATION VS MATERIAL & CONSTRUCTION QUALITY

Completed structures

Component	Estimated no	Completed no.	Quality/other remarks/ issues to be followed up
Doors (open outside?)			
Windows (enough light?)			
Ventilation (air in/air out?)			
Hand washing basin/facility (drainage? Water? Accessible/reachable?)			
Water tank			
Tap inside			
Inside lock (cubicles)			
Outside lock (main doors)			
Separate male and female blocks			
Pans for women			
Pans for men			
Urinals for women			
Urinal for men			
Mirror			
Sanitary pad/solid waste disposal bin			
Clothes hanging hooks			
Incinerator or burning place for sanitary pads			
Ramp/other easy access (no steps?_			
Wide door for differently able/Accessible doors both inside and outside			
Something to hold onto/handle /supports			
Other:			
Other:			

Suggestions and comments of monitoring team regarding the quality of construction works
(if low quality of works, necessary suggestion to users committee)

Any differences as per design cost estimate and actual construction? **Yes** **No**

If yes what and why?

Is the quality of non-local and local construction materials acceptable and as per plan? **Yes** **No**

Monitoring team's recommendations with regards to the quality of construction material
(if low quality of material, necessary suggestion to construction committee)

Summary from the previous table – cross-verify:

Are constructed structures differently-able friendly **Yes** **No**

Are constructed structures women friendly **Yes** **No**

Are constructed structures child friendly **Yes** **No**

If no, why and what can be still be improved?

Remaining material after construction

Material Name	Unit	Quantity	Remarks/plan for their use

OPERATION AND MAINTENANCE

Is there sustainable operation and maintenance plan? **Yes No**

If yes, is there some innovative idea, business involvement etc.? Something that could be shared with other public/institutional/school toilet schemes?

If not, please suggest them and prepare management plan including O&M plan (see the 1st monitoring format for guidance), issues and date for follow up:

Do they have plan of O&M fund collection? **Yes No**

If yes, what are the service charges?

Per person- Rs. for urination/ and Rs..... for defecation.

Per student per month Rs. /

If other way: how to manage fund

If not, please suggest how to collect O&M fund:

RECOMMENDATION OF MONITORING TEAM

The toilet is recommended for completion and ready for use? **Yes No**

Sanitation, hygiene and safety point of view - If not, what should be done?

Surface:

Pan/commode:

Hand washing place with soap:

Privacy:

Drainage:

O&M:

User-friendliness/access:

Other recommendations (for instance with regards to business ideas for public toilets)

MONITORING TEAM

Monitoring team attended monitoring

(Ms./Mr.) Name	Organization/designation	Signature

SO/SP personnel attended during monitoring

Designation	Gender	Name	Ethnic Community				
	Ms/Mr		Dalit	A/J	RM	DTC	Others

Construction committee/ICM members attended during monitoring

Designation	Gender	Name	Ethnic Community				
	Ms/Mr		Dalit	A/J	RM	DTC	Others
Chairperson							
Vice-Chairperson							
Secretary							
Joint Secretary							
Treasurer							
Member							
Member							
Member							
Member							
Member							
Member							
Member							
Total							

Users attended during monitoring

Designation	Gender	Name	Ethnic Community				
	Ms/Mr		Dalit	A/J	RM	DTC	Others

Continue on the next page if needed

3RD MONITORING FORMAT FOR PUBLIC & INSTITUTIONAL TOILET SCHEMES (OPTIONAL)

MONITORING AT ANY TIME – OPTIONAL FOLLOW UP

INSTITUTIONAL MANAGEMENT COMMITTEE

Is the institutional management committee (IMC) functional and maintaining the toilet? **Yes No**

Should the IMC be re-shuffled? **Yes No**

The current IMC details

Dalit		A/J		RM		TDC		Other		Total		Total
F	M	F	M	F	M	F	M	F	M	F	M	

Are there 50% female in IMC? **Yes No**

MANAGEMENT PLAN

Describe the management systems of the toilet: who is the caretaker? How s/he is paid? What kind of contractual relationship is there in between the ICM/owners of the facility and the caretaker/manager of the toilet? Who pays the water, electricity? Who pays the cleaning materials and other similar running costs?

<i>Estimates</i>	<i>Minimum</i>	<i>Average</i>	<i>Maximum</i>	<i>Remarks</i>
<i>Monthly income</i>				
<i>Monthly expenditure</i>				
<i>Users per month</i>				

FUNCTIONALITY OF THE TOILET

Is the constructed toilet functional and in use?

Yes No

Overall condition of the toilet?

Good / Average / Poor

Specify the condition of structures

Structure	Total number	Number non-functional/broken	Repair needs/other observations
Doors (in and out)			
Ventilation			
Hand washing basin/facility has water and is used?			
Hand washing basin/facility has good drainage?			
Water tank in place, has water			
Taps functional			
Locks inside and outside exist?			
Cubicles look used			
Urinals used?			
Mirror – still in place?			
Sanitary pad/solid waste disposal bin was in place and still is?			
Clothes hanging hooks were in place and still exist?			
Incinerator or burning place for sanitary pads and other solid waste			
Ramp/other accessible access still accessible?			
Handles, rails in place?			
Walls – any damage?			
Floors – non slippery?			
Water supply functional?			

If any other structural repair needs, specify:

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OPERATION AND MAINTENANCE

Is there regular operation and maintenance of the toilet? **Yes No**

O&M Component	If yes (√)	Remarks and Specifications
Assigned caretaker / cleaner (who?)		
Place for a care taker		
Business opportunities identified		
Observation/guarding of the toilet		
Locking and opening the toilet		
Cleaning schedule and responsibilities		
Solid waste management/environmental sanitation around the block maintained		
O&M fund source identified (from where?)		
Tariff decided		
Purchase of soap, buckets, brush, cleaning agent		
Spare parts (what has been bought so far?)		
Continuous water supply for cleaning		
Toilet use and hand washing awareness raising		
Sign boards, hoarding board		
Other:		
Other:		

Any other issues to be improved especially regarding gender, child and disabled friendliness, sustainability?

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MONITORING TEAM

Monitoring team attended monitoring

(Ms./Mr.) Name	Organization/designation	Signature

SO/SP personnel attended during monitoring

Designation	Gender	Name	Ethnic Community				
	Ms/Mr		Dalit	A/J	RM	DTC	Others

Management/Construction committee/users/caretaker/others attended during monitoring

Designation	Gender	Name	Ethnic Community				
	Ms/Mr		Dalit	A/J	RM	DTC	Others
Total							

Continue on the next page if needed