



Rural Water Supply and
Sanitation Project in
Western Nepal Phase II

2015

VDC POST-ODF GUIDELINE AND MODEL PLAN



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List of Abbreviations

| | |
|-----------|--|
| DDC | District Development Committee |
| D-WASH-CC | District WASH Coordination Committee |
| GESI | Gender Equality and Social Inclusion |
| ODF | Open Defecation Free |
| RWSSP-WN | Rural Water Supply and Sanitation Project in Western Nepal |
| VDC | Village Development Committee |
| V-WASH-CC | VDC WASH Coordination Committee |
| WASH | Water supply, sanitation and hygiene |
| WCF | Ward Citizen Forum |

Foreword

The VDC Post-ODF Plan is a plan of the VDC, which supports sustaining the ODF status and achieving the total sanitation status in line with the ***National Sanitation and Hygiene Master Plan 2011***. Rural Water Supply and Sanitation Project in Western Nepal Phase II (RWSSP-WN II) hereby launches this Guideline and Model Plan to inspire its working districts in preparing VDC wide Post-ODF Plans.

The chosen planning and implementation approach is based on wide participation of various stakeholders, community groups, sector actors, private sector, religious and cultural groups. The strategy is to utilize their existing networks and context to communicate the focused messages on key sanitation and hygiene behaviours to wide audiences. Without mobilization of local level actors sustainable outcome is not possible. The aim is to create dynamic post-ODF planning process for the various community groups who will continue triggering the behaviour change and speed up the campaign.

This guideline elaborates the whole VDC post-ODF planning and implementation process by setting key outcomes for each phase and describing key activities for each step of the whole implementation process of post-ODF activities in VDC and ward levels. It provides also some examples for specific action plans. This guideline does not describe the Behaviour Change Communication methods, but focuses on the process and its main principles.

This Guideline includes recognition of best practices, lessons learned from the preparation of VDC WASH Plans during Phase I and II of RWSSP-WN (www.rwsspwn.org.np), and as well the VDC Water Use Master Plans as practiced over the past years by Rural Village Water Resources Management project (www.rvwrm.org.np) in Mid and Far Western Nepal. It applies the participatory, bottom-up planning approaches as envisioned by the Local Self-Governance Act 1999, and related regulations, which created a solid foundation. It also brings in the lessons learned in preparing VDC level WASH plans in RWSSP-WN project VDCs. This guideline is developed in line with the human rights-based approach to WASH. Issues related to disaster risk reduction are also incorporated in the guideline.

This guideline is work in progress and welcomes feed back from its users. If found useful and successful, it will be finalized towards the end of the RWSSP-WN II based on lessons learned, and shared in the national forums for continued learning and development.

RWSSP-WN Phase II
Pokhara, Kaski District, Nepal
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1 VDC POST-ODF PLANNING AND IMPLEMENTATION GUIDELINE

1.1 INTRODUCTION

This is the guideline for the VDCs and their VDC WASH Coordination Committees (V-WASH-CCs) who have declared their VDCs Open Defecation Free (ODF). This Post-ODF Plan supports the preparation and implementation through step-wise process and provides a model Post-ODF plan. The objective of the VDC Post-ODF Plan is to support sustaining VDC's ODF status, promoting total behavioural change in sanitation and hygiene, and targeting to total sanitation declaration of the VDC. The VDC Post-ODF Plan serves as a tool to collect all the necessary information on sanitation and hygiene situation of the VDC, analyse the data, agree the process, set the targets for total sanitation declaration and define promotional activities.

It is critical to make sure that the ODF status is sustained in long term and behavioural change is truly taking place in communities. The focus should be on genuine behavioural change because otherwise the changes will not be sustainable. The solution requires both the development of sanitation and hygiene facilities and promotion of behaviour change. Sanitation and hygiene is also very much about Gender Equality and Social Inclusion (GESI). Women and men, young girls and boys, have different needs and issues relating to both sanitation and hygiene. Also different social groups may have different issues, such as cultural and traditional taboos that relate to sanitation and hygiene, something specific for that social group or the specific location (such as taboos and related practices related to menstrual hygiene). GESI aspects apply to every step.

Access to sanitation is a basic human right. Therefore, it is necessary to continue supporting post-ODF activities. It should be ensured that the communities will have access to sufficient post-ODF support after ODF declaration so that the progress towards sustainable total behavioural change and total sanitation can be promoted.

Human Right to Sanitation

Everyone has access to sanitation which is safe, hygienic, secure, socially and culturally acceptable, provides privacy & ensures dignity.

As stated in the Government of Nepal **Sanitation and Hygiene Master Plan 2011**, the ultimate target is to have total sanitized VDCs/communities. The first step is the ODF declaration followed by the post-ODF phase. VDC Post-ODF Plan provides directive to the VDC to achieve the target of sustaining already achieved ODF status, improving hygiene status, and promoting total sanitation. VDC Post-ODF Plan is a product of participatory, bottom up and partially top down planning process. VDC Post-ODF Plan is to be a commonly accepted plan prepared by the communities under guidance of VDC, and thus reflecting local demand and responsibilities. Key success factors are the active role of V-WASH-CC and involvement of various stakeholders such as education sector, health professional, religious leaders, community based organisations etc.

VDC Post-ODF Plan can be prepared as a stand-alone plan or an integrated element of V-WASH Plan, Water User Master Plans or similar. The main difference is that V-WASH Plan has a wider scope including water supply in addition to sanitation and hygiene, thus being a more demanding planning process but having the benefit of an integrated approach. VDC Post-ODF Plan focuses purely on sanitation and hygiene in the post-ODF situation. It does not serve as a tool to plan rural water supply. However, it is necessary to address the question of water availability for sanitation and hygiene purposes and consider safety of drinking water. Poor water availability may become a constraining factor for sustaining good sanitation and hygiene behaviours. In case the VDC has a V-WASH Plan including Post-ODF activities, this guideline can be utilized to guide the implementation process of post-ODF activities in VDC, ward and sector levels.

1.2 KEY PRINCIPLES OF VDC POST-ODF PLAN

During the post-ODF planning process it is necessary to follow certain principles in order to be successful in the plan preparation but also in its implementation.

- Leadership of local government and management of community
- Active role of V-WASH-CC
- Wide participation of different stakeholders such as schools, religious leaders, community groups, health sector, private sector etc.
- Promote bottom-up approach of planning
- Fully participatory and inclusive process, taking into account the rights of people
- Capacity enhancement at local level
- Awareness of community in key aspects, clear messages and focused action
- Inventory and analysis of sanitation and hygiene facilities and behaviours
- Planning the relevant activities and setting targets
- Promoting long-term sustainability and behavioural change
- Integration of relevant climate change adaptation and disaster risk reduction aspects

1.3 FOCUS AREAS OF POST-ODF PHASE

In the Post-ODF Phase it is important to identify what are the priority areas when targeting sustained total behavioural change. Figure 1 shows the various layers in the process.

Firstly, ***true ODF is the foundation of post-ODF phase and basis for Total Sanitation.*** If this is not true, the Total Sanitation has no meaning. After VDC ODF declaration the focus should be on sustaining the ODF status. The promotion of toilet use should continue after ODF declaration to ensure that people are continuously and actually using toilets, that all family members use the toilets, that the toilets are maintained and hygienic, and that temporary solutions get upgraded to permanent ones. Various behaviour change communication tools must be used during the process. After ODF declaration there might be new houses built without toilets, landless people still do not have toilets or there is other type of lacking in the ODF status. Sometimes the lack of water for sanitation purposes may cause the problem of people actually returning back to open defecation practice. Therefore, in the post-ODF phase it is necessary to identify first the actual issues with the lack of toilet use, find solutions to sustain the toilet use and promote construction of new toilets if needed. See the Figure 1.

Secondly, the different behaviour change communication tools post-ODF phase the various sanitation and hygiene behaviours will be promoted through. In addition to toilet use various practices such as hand washing, personal hygiene, solid and liquid waste management and use of safe drinking water that are listed in Sanitation and Hygiene Master Plan as key behaviours to be followed up. Beside these, there are also other additional and extended sanitation and hygiene practices related to safe food, menstruation hygiene etc. to be promoted and applied.

Thirdly, after fulfilling the agreed total sanitation indicators the ward or VDC can be declared as total sanitation area. However, it should be emphasised that the declaration itself is not the ultimate aim but it should reflect the true change in sanitation and hygiene behaviour of people.

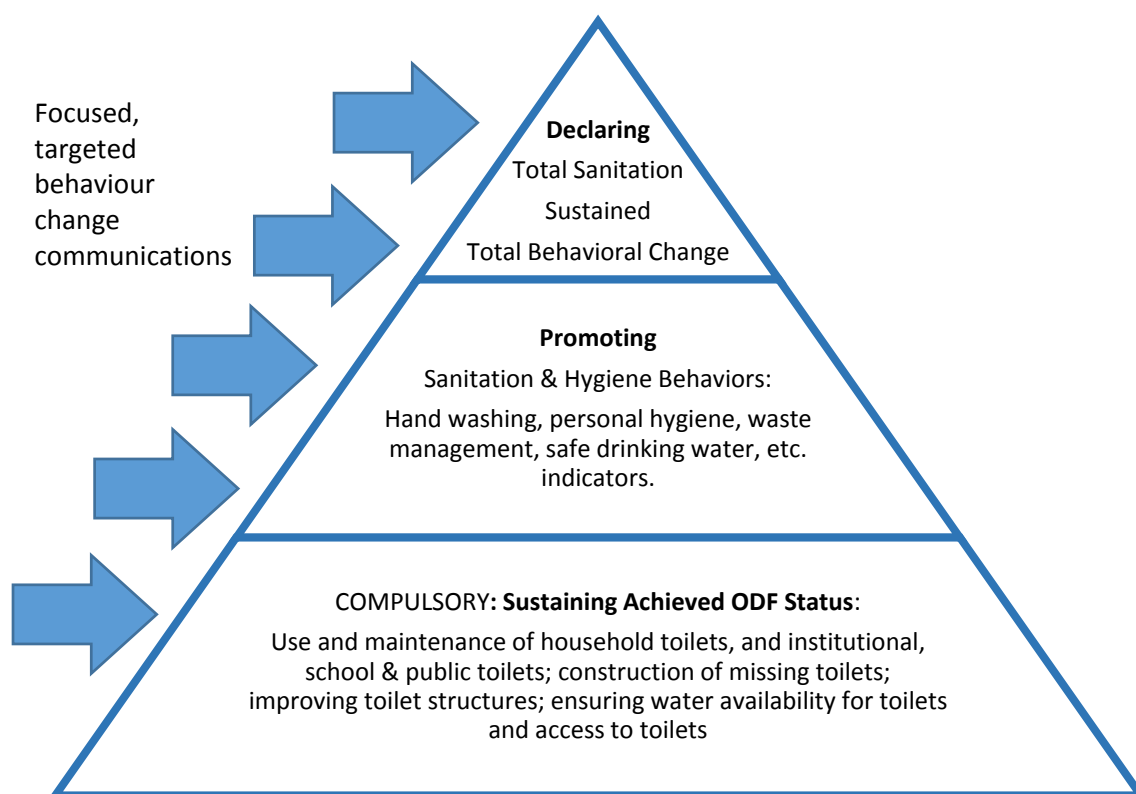


Figure 1 Focus areas of post-ODF phase

1.4 TOTAL SANITATION INDICATORS

According to the **Sanitation and Hygiene Master Plan 2068** prepared by the Government of Nepal, the following five key behaviours are the mandatory indicators for total sanitation. After the fulfilment of these five indicators village, ward or VDC can be declared as total sanitation area.

Five key hygiene and sanitation behaviours:

1. Use of toilets;
2. Practice of hand washing with soap or cleaning agent at critical times;
3. Safe handling and treatment of drinking water (e.g Point of Use treatment) at household level;
4. Maintenance of personal hygiene (regular nail cutting, bathing, cloth washing, daily combing, tooth brushing etc.), and
5. Proper solid and liquid waste management in and out of the home.

Including above-mentioned five key indicators, other basic indicators and advanced/extended indicators are proposed for total sanitation, see Table 1.

Basic indicators include among others the five main indicators (key hygiene behaviours) defined in the Sanitation and Hygiene Master Plan which are compulsorily for declaring total sanitation. Other basic indicators can also be included especially in case of making total sanitation model villages, and if stakeholders decided to include more indicators.

All advanced/extended indicators are not compulsory to be fulfilled for the declaration of total sanitation but if included they improve the quality of the process and result.

Table 1 Total sanitation indicators

| Basic Indicators | Advanced / extended indicators |
|--|--|
| Regular use of toilet | <ul style="list-style-type: none"> • Everyone should use toilet for excreting faeces and urine • Cleaning toilet regularly • Availability of soap and water for toilet |
| Washing hands with soap | <ul style="list-style-type: none"> • After use of toilet • Before making food, eating and feeding others • After touching garbage and poisonous things • Before taking care of sick people and children |
| Maintenance of personal hygiene and sanitation | <ul style="list-style-type: none"> • Cutting the nails regularly • Bathing and washing clothes • Combing hair regularly • Brushing teeth regularly • Maintaining personal materials and items clean |
| Drinking safe water | <ul style="list-style-type: none"> • Keeping water jars clean and covering them with a lid • Drinking water from the covered well, hand-pump and safe water sources • Drinking water from improved water supply system • Utilizing household level treatment methods if drinking water is not safe to drink (e.g. Point of Use treatment) • Water Safety Plan |
| Proper solid and liquid waste management in and out of the home | <ul style="list-style-type: none"> • Regular cleaning of houses and yards • Segregation and management of household waste • Management of household waste water • Management of animal sheds • Indoor air pollution free kitchens (improved cooking stoves) |
| Safe food | <ul style="list-style-type: none"> • Keeping utensils and kitchen clean and covering the food • Eating only properly cooked food • Proper and protected storage of food • Not mixing raw and cooked food • Consumption of safe and clean water and food |
| Menstruation hygiene | <ul style="list-style-type: none"> • Availability of clothes and pad • Safe place for sanitation and cleanliness • Maintenance of privacy • Availability of water for cleanliness |

1.5 CONTENT OF THE VDC POST-ODF PLAN

The VDC Post-ODF Plan aims at sustainable sanitation and hygiene behaviours. The priority aim is to guarantee that the ODF-status is sustained and if any lacking, the improvements will be carried out. The promotion and triggering related to key hygiene and sanitation behaviours continue and finally total sanitation status achieved. The Plan should be action oriented and dynamic, recognizing the wide participation of various groups and sector actors through their specific action plans.

The VDC Post-ODF Plan includes the basic information on the ODF and post-ODF situation of the VDC, demographic data, stakeholders, the current situation of toilet use and other hygiene behaviours of households, sanitation and hygiene materials availability, relevant human resources, the situation of institutional and school sanitation. Chapter 2 introduces the data collection formats. The Post-ODF Plan includes the **ward-specific action plans** and defines the ward and VDC level targets based on the agreed indicators. It contains the identification of

additional resources and monitoring arrangements. The implementation of Post-ODF Plan is strongly based on the sector and group wise action plans and their mobilization for carrying out the promotional activities. Without a wide scale approach with various actors, reaching all people of the VDC and achieving sustainable behaviour change in sanitation and hygiene will not be possible. The model content of the VDC Post-ODF Plan is provided in Chapter 2.

1.6 VDC POST-ODF PLAN PREPARATION AND IMPLEMENTATION PROCESS

The VDC Post-ODF Plan combines the current sanitation and hygiene condition of VDC, identifies the stakeholders, roles and responsibilities, defines the indicators to be followed up, sets the targets and describes the activities under sanitation and hygiene promotion in post-ODF phase. The plan is prepared closely cooperating with stakeholders and communities in leadership of VDC and V-WASH-CC. There must be ownership by the local authorities, political parties and communities. VDC approves the plan and district council endorses it. All stakeholders working in VDC should follow the plan and the described approach in order to ensure coordinated effort and avoid duplication.

The preparation and implementation of VDC-Post ODF Plan is based on a participatory process and community mobilization using group discussions, behaviour change communication tools etc. The community based organizations and various groups, networks, private sector actors are activated through interaction and focused action planning in their context. Field data is collected along the planning process from ward level and households as appropriate, possibly utilizing also the active local actors. The planning process serves as capacity building for V-WASH-CC, Ward Citizen Forum and stakeholders. The VDC Post-ODF Plan step-wise preparation and implementation process is presented in Figure 2. The Post-ODF planning and implementation process is divided into four phases:

- Preparation
- Planning and data collection
- Implementation
- Post-implementation

In the *Preparation Phase* the necessary background work will be carried out together with the VDC secretary including setting dates for the meetings and preparing material for them. In case, VDC already has an updated V-WASH Plan which includes a sufficient post-ODF section, it can be used as a starting point for implementing the post-ODF activities. In such situation, there is no need to repeat the post-ODF planning and data collection process described here. The outcome of the preparation phase is that the tentative planning process is prepared in coordination with the VDC secretary.

However if the VDC does not have a V-WASH Plan, it is necessary to proceed to *Planning and Data Collection Phase* where the VDC Post-ODF Plan will be prepared according to the model provided in this Guideline. Outcomes of the Planning and Data Collection phase are 1) VDC Post-ODF Plan prepared and 2) commitment to achieve Total Sanitation stated. This phase includes the first V-WASH-CC/Multi Stakeholder Forum meeting on Post-ODF planning, ward level post-ODF orientations with WCF and data collection, and the final planning workshop to produce the VDC-Post ODF Plan.

After completing the VDC Post-ODF plan, it will be implemented. The outcomes of the *Implementation Phase* are: Household and Institutional toilet use sustained and key hygiene behaviours practiced. Special focus should be on sustaining the ODF status and improving situation, if any lacking. This phase includes the post-ODF activities' implementation in different levels. WCF and sector stakeholders/groups should have active role in the implementation phase through carrying out their specific actions plans. V-WASH-CC and D-WASH-CC carry out the

necessary monitoring and approval for Total Sanitation declarations. Ward-wise and VDC-level Total Sanitation declarations should take place only after monitoring.

The Post-implementation Phase follows the declarations. V-WASH-CC should continue promoting and following up the Total Sanitation status. The outcome is long-term sustained total behavioural change in sanitation and hygiene. V-WASH-CC should not become inactive after declaration Total Sanitation declaration but to strive for long term improvements in sanitation and hygiene.

Step-By-Step for VDC Post ODF Phase

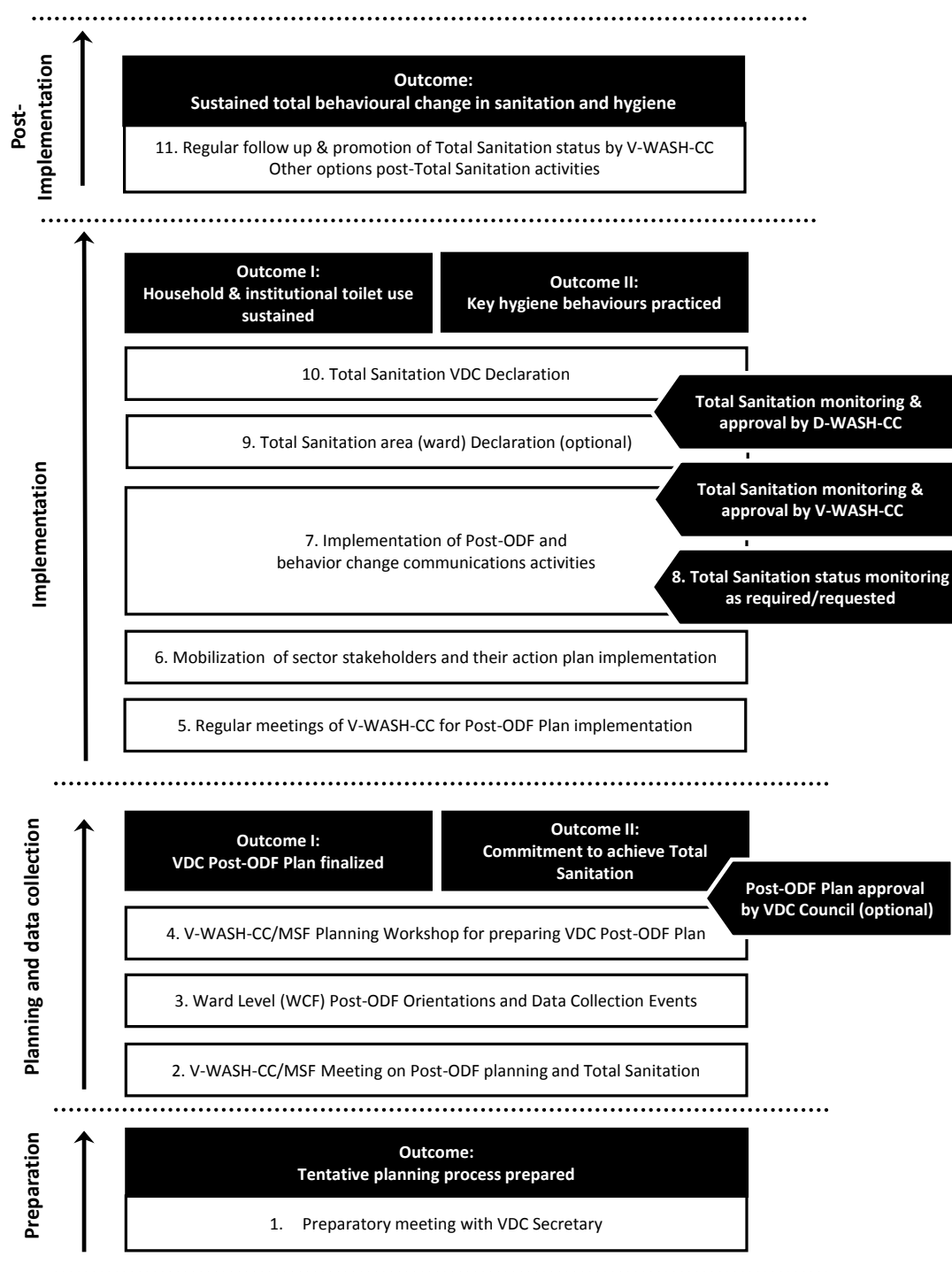


Figure 2 VDC Post-ODF Planning and Implementation Steps

Preparation Phase

Step 1: Preparatory meeting with VDC secretary

In this step, the main aim is to prepare and agree with the VDC secretary how the Post-ODF planning and implementation will be carried out in the VDC. This meeting prepares for the coming V-WASH-CC/Multi Stakeholder Forum meeting by stating the clear idea how the planning will proceed. The meeting dates will be set and invitations sent, meeting content agreed and prepared. If VDC has the V-WASH Plan, the meeting should decide if that can be used as a planning basis for the VDC's post-ODF activities. If yes, this meeting may decide to proceed directly to the implementation of post-ODF activities without the Planning and Data Collection phase unless there is a need for updating or verifying data.

Planning and Data Collection Phase

Step 2: V-WASH-CC/Multi Stakeholder Forum meeting on post-ODF planning and total sanitation

In this step, the main aim is to orient V-WASH-CC and other VDC level stakeholders about preparation of the Post-ODF Plan and related total sanitation issues, national policies, district plans and guidelines. The participants of the one-day Post-ODF planning programme will include all relevant stakeholders including political parties etc. They will agree on the plan preparation process and make a tentative plan for ward level orientations and data collection events accordingly. In this event, the stakeholders will commit to the planning and implementation process with the aim to sustain the ODF status of VDC and declare the VDC as total sanitation area. The VDC level actors will be mobilized for the further planning process and total sanitation campaigning as resource persons as applicable. Tentative targets can be prepared to support the planning process but they will be re-adjusted later on based on the ward level planning outcomes. It is important to create the momentum for sanitation and hygiene campaigning in the whole VDC by utilizing all possible groups, actors and methods. Coordination and mobilization are the key factors for successful involvement of Ward Citizen Forums and various sector actors. See Annexes 1-5 for model action plans.

Step 3: Ward level post-ODF orientations and data collection events

In this step, the main aim is to organize a one-day ward level event (Ward Citizen Forum) on Post-ODF planning and related total sanitation issues. The participants will be familiar about planning process and motivated to achieve the total sanitation status. At the same, the ward and household wise data on sanitation and hygiene will be gathered (either in the meeting or through household data collection depending on the reliability of the data). If possible, it might be good to use the local actors for data collection in order to develop also self-monitoring approach for the long-term sustainability. During the WCF meetings, it is important to mobilize participants for planning and further implementation of the ward level action plans. Tentative post-ODF activities for the ward level action plans will be discussed during the meeting.

Step 4: V-WASH-CC/Multi Stakeholder Forum planning workshop for preparing VDC Post-ODF Plan

In this step, the ward wise sanitation and hygiene data and ward wise action plans will be presented and combined. The VDC level data will be verified and the pre-set declaration targets will be re-adjusted according to the ward level action planning. The commitment to implement the plan will be re-stated based on the new targets and identified resource needs for implementation of certain post-ODF activities. VDC level monitoring arrangements for Post-ODF Plan implementation will be agreed by the stakeholders in order to verify the achievements for further total sanitation declarations and good quality of process and results. Important part of

the workshop is to mobilize different sector actors to prepare their specific action plans based on the overall VDC Post-ODF Plan. These sector action plans can be prepared as part of the planning workshop or they can be prepared later on during the implementation process depending on the decisions of the planning workshop. The VDC Council will approve the final Post-ODF Plan.

Implementation Phase

Step 5: Regular meetings of V-WASH-CC for Post-ODF Plan implementation

V-WASH-CC should have monthly or bi-monthly meetings in order to follow up and develop the post-ODF activities and Total Sanitation progress. V-WASH-CC will lead the post-ODF campaign and revise the action plans as per need. V-WASH-CC has a coordination role in promoting the Post-ODF Plan implementation.

Step 6: Mobilization of sector stakeholders and their action plan implementation

In this step, the various groups and sector-specific actors identified in the VDC level planning workshops will prepare their own post-ODF action plans and start implementing them. The aim is to cover as many groups as possible so that they can do sanitation and hygiene promotional activities in their respective areas. It is important to reach as many groups as possible and keep the messages clear and focused on sustaining ODF status and practicing the key hygiene behaviours. Among others, the following groups could be involved in the campaigning: media, mother groups, schools, religious groups, youth clubs, and Community Based Organizations; different networks, user groups, private sector (shop keepers, tea shops, hotels) and others. The action planning should aim at dynamic and behaviour change focused activities. Every group will prepare their own action plan for post-ODF promotional activities with time-scale and responsibilities and start the implementation of the possible activities in order to accelerate the behaviour changes process.

Step 7: Implementation of post-ODF and Behaviour Change Communications activities

In this step, various post-ODF and behaviour change communication activities are carried out in different levels including VDC, ward, schools, clubs, networks, etc. Various tools and participatory methods should have focused messages to use toilets, construct toilets and practice key hygiene behaviours. This step aims at changing the sanitation and hygiene behaviour of the people. It is important to monitor the effectiveness of the applied Behaviour Change Communications tools in order to adjust them according to the context.

Step 8: Total Sanitation status monitoring as required

The Total Sanitation progress will be monitored according to the defined responsibilities. The Post-ODF Plan/V-WASH Plan includes the sanitation and hygiene related baseline, so the progress can be measured based on that. The set indicators will be monitored as per the request of WCFs. The situation will be analysed and improvements suggested if any. See Annex 6 for model monitoring format.

Step 9: Total sanitation area (ward) declaration (optional)

Based on the fulfilment of the set Total Sanitation indicators the ward can be declared as Total Sanitation area. V-WASH-CC will monitor the progress and approve the potential declaration. Ward Total Sanitation declaration is optional.

Step 10: Total sanitation area VDC declaration

VDC can declare as Total Sanitation area based on the fulfilment of the set Total Sanitation indicators. D-WASH-CC will monitor the progress and approve the potential declaration. See Annexes 7-10 for Total Sanitation Declaration related documents.

Post-Implementation

Step 11: Regular follow up and promotion of Total Sanitation status by V-WASH-CC for sustainability

The Total Sanitation declaration itself is not the end-point of the total behaviour change in sanitation and hygiene. Therefore, V-WASH-CC should continue promoting the Total Sanitation status in the long run and ensure that it will be maintained. Sanitation and hygiene promotion should be continued and be integral part of different VDC level activities in schools, health posts, public locations etc.

1.7 VDC POST-ODF PLAN PREPARATION SCHEDULE

The preparation of VDC Post-ODF Plan is to be completed in fairly short time and the planning process itself should act as awareness raising, triggering and mobilization process. Since water supply is not the component of the VDC Post-ODF Plan there is no restriction when the plan is prepared. Only consideration is the availability of the community people and therefore the planning process should not overlap with the peak agricultural activities. Below is the proposed preparation time-line that can be adjusted according to the actual situation. It is important to realize that it is important to mobilize various groups at the same in the VDC for post-ODF and total sanitation activities in order to create more visible campaign and greater momentum and pressure for the behaviour change. See table 2 for tentative Post-ODF Plan preparation timeline.

Table 2 VDC Post-ODF Plan preparation timeline

| Steps | Week | | | | | | | |
|--|------|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1. Preparatory meeting with VDC secretary | | | | | | | | |
| 2. V-WASH-CC/Multi Stakeholder Forum meeting on post-ODF planning and Total Sanitation | | | | | | | | |
| 3. Ward level (WCF) post ODF orientations and data collection events | | | | | | | | |
| 4. V-WASH-CC/Multi Stakeholder Forum planning workshop for preparing VDC Post-ODF Plan | | | | | | | | |

1.8 ROLES AND RESPONSIBILITIES

VDC is the lead agency in preparation of the VDC Post-ODF Plan and DDC provides guidance and monitors the activities. Ward Citizen Forum and V-WASH-CC prepare the VDC Post-ODF Plan in full participation of the community and various groups and sector stakeholders. DDC provides technical backstopping in key bottlenecks of VDC Post-ODF Plan preparation e.g. VDC level planning meetings and orientations, and activation of ward level groups. VDC will actively lead the process and create ownership over the Plan. If there are any relevant stakeholders working in VDC, they should also be involved in the process. However, the group/sector-wise action planning for post-ODF is the key element of the planning process in terms of achieving wide coverage and sustainability. Their involvement and mobilization is one of the key factors for a successful implementation of the activities. See Table 3 for additional information.

Table 3 Key stakeholders, key roles and responsibilities

| Stakeholder | Key roles and responsibilities |
|---|---|
| District Development Committee and District Technical Office | <ul style="list-style-type: none"> – Provide guidelines, formats, financial and technical assistance for VDC Post-ODF Plan preparation. – Assist VDC for Post-ODF Plan mobilization and marketing. – Endorse VDC Post-ODF Plan in district council. – Support the post-ODF and total sanitation campaign as per the VDC Post-ODF plan. |
| Village Development Committee (VDC) | <ul style="list-style-type: none"> – Provide necessary support for the Post-ODF Plan preparation. – Finance for VDC Post-ODF Plan preparation. – Approve VDC Post-ODF Plan from VDC council. – Submit the plan to DDC for endorsement. – Search additional resources for VDC Post-ODF Plan implementation by proposing it to different agencies. |
| VDC level Water, Sanitation and Hygiene Coordination Committee (V-WASH-CC) | <ul style="list-style-type: none"> – Lead and coordinate the VDC Post-ODF Plan preparation process. – Support the facilitation team in Post-ODF Plan preparation. – Prioritize the identified activities and set the targets. – Mobilize the community for implementation of the VDC Post-ODF plan. – Submit the plan to VDC council for approval. – Monitor the implementation of the VDC Post-ODF Plan. |
| Ward Citizen Forum (WCF) | <ul style="list-style-type: none"> – Actively participate in planning process at ward level. – Aware community on total sanitation and mobilize various groups, sector actors for preparing their post-ODF action planning. – Implement the ward level post-ODF action plan. – Monitor the post-ODF and total sanitation activities. |
| Community groups, various sector actors, networks, private sector, religious groups etc. | <ul style="list-style-type: none"> – Prepare their own context specific post-ODF action plans utilizing their networks, contacts, existing activities etc. – Promote post-ODF and total sanitation activities in practice in their working/influence areas. |

2 VDC POST-ODF MODEL PLAN

This chapter supports the planning process as described in the previous chapter. The following chapters outline the content of the plan including the background information, data tables, working strategy with the targets and the action planning and monitoring arrangements. This model plan is supposed to be modified to reflect the planning outcome. The text of the model plan will be replaced and changed as required by the actual information and agreed issues during the planning process in each specific VDCs.

2.1 BACKGROUND

2.1.1 District Introduction

In this chapter, describe the district briefly including for example the following issues: number of VDCs and municipalities, population, the date of district ODF declaration or targeted date, overall sanitation and hygiene situation, number of ODF VDCs, total sanitation wards, main WASH stakeholders, annual WASH budget, and sanitation and hygiene strategies or commitments prepared in the district. Among others, you can use the District Strategic WASH Plan or other similar as reference for this chapter.

2.1.2 VDC Introduction

In this chapter, describe the VDC briefly including issues such as population, social and ethnic information, and distance from district headquarters, ODF declaration date, general sanitation and hygiene status, main WASH stakeholders, and annual WASH budget. This is only introduction since the following chapters will have more details about the VDC's sanitation and hygiene status.

2.1.3 Post-ODF Movement

Describe how the sanitation and hygiene campaign was started in the district (why and for what purpose) and what are the main efforts taken and messages used especially in the area of total sanitation promotion. What is the purpose of the VDC Post-ODF Plan and why such plans should be prepared? Describe what kind of programmes and resources are needed for post-ODF promotion. District Post-ODF Strategy can be used as a source of information.

2.1.4 Total Sanitation Indicators

In this chapter, describe the total sanitation indicators based on the national and district level policies/strategies that will be followed up also as part of the monitoring of this VDC Post-ODF Plan and also when declaring the wards and VDC as total sanitized. The indicators are briefly explained in Chapter 1.4 and therefore not repeated here. This chapter gives the framework what kind of behaviours will be promoted during the post-ODF phase. If the ODF status is not sustained in VDC, it should be emphasised as the priority indicator. The target planning will be included in the later chapters.

2.2 SANITATION AND HYGIENE STATUS OF VDC

In this chapter, describe the sanitation and hygiene status of the VDC based on the following information tables. Fill in the tables with the necessary data and if needed write a short analysis of the collected data, especially if there are exceptions or issues regarding the reliability of the data. This data is collected during the VDC and ward level orientation and planning meetings or if necessary from the household level.

2.2.1 VDC Level Sanitation and Hygiene Stakeholders

In this chapter it is important to identify the all the important stakeholders, actors and support agencies in the VDC who can participate in the post-ODF and total sanitation promotion. Identification of the stakeholders is crucial for the wide post-ODF campaigning taking into account different CBOs, community groups, networks, religious groups, private sector, schools etc. The main VDC level organisations (Table 4) and budget support organisations (Table 5) relevant for post-ODF activities can be listed here. This will help also in identifying the relevant sector actors/groups to be included in the implementation of the plan.

Table 4 Description of organisations in the VDC

| S. N. | Name of Organisation | Working wards | Estimated sanitation & hygiene budget | Remarks |
|-------|----------------------|---------------|---------------------------------------|---------|
| 1. | | | | |
| 2. | | | | |
| Etc. | | | | |

Source:

Table 5 Description of budget support organisations in the VDC

| S. N. | Name of Budget Support Organisation | Working wards | Estimated sanitation & hygiene budget | Remarks |
|-------|-------------------------------------|---------------|---------------------------------------|---------|
| 1. | | | | |
| 2. | | | | |
| Etc. | | | | |

Source:

2.2.2 Household Toilet Facilities and Use

In this chapter, describe the sanitation facilities in the household level providing the data in ward-wise (Table 6). This data will provide the basis for improving the toilet use since that is one of the key-areas for sustaining ODF status of the wards and VDC. It will also give the analysis whether the water supply is sufficient for sanitation and hygiene purposes. Even though this plan is not for addressing the water supply investments, in some cases the lack of water for toilets may become a constraining factor for achieving ODF and total sanitation and therefore the Post-ODF Plan can identify critical gaps in water supply from the sanitation and hygiene perspective. That applies to institutional, school and public toilets as well.

Table 6 Description of ward wise household toilet facilities and use

| Ward | Total no. of households | No. of permanent toilets | | | No. of temporary toilets | | No. of households without toilets | | No. of households with sufficient water supply | |
|--------------|-------------------------|--------------------------|----------|----------------------------|--------------------------|----------|-----------------------------------|-------------|--|----|
| | | Used | Not used | Structures need to improve | Used | Not used | No. of households | Main reason | Yes | No |
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |
| 6. | | | | | | | | | | |
| 7. | | | | | | | | | | |
| 8. | | | | | | | | | | |
| 9. | | | | | | | | | | |
| Total | | | | | | | | | | |

Source:

Table 7 Biogas and Ecosan toilets

| Ward | Total no. of households with permanent toilets | Number of Biogas toilets | | Number of Ecosan toilets | | |
|--------------|--|--------------------------|-----------------------------|--------------------------|-----------------------------|---------------------------|
| | | Number | Structures need improvement | Number | Structures need improvement | Urine used in agriculture |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| Total | | | | | | |

Source:

2.2.3 Household Sanitation and Hygiene Facilities and Practices

In this chapter, describe the sanitation and hygiene facilities and practices in the household level providing the data in ward-wise. This data will give the basis for improving the toilet use since that is one of the key-areas for sustaining the ODF status of the wards and VDC.

Table 8 Description of ward wise sanitation and hygiene status

| Ward | Total no. of households | No. of hand washing place/plate | No. of utensil drying rack | No. of HH water purification | No. of Waste management | | No. of ICS* |
|--------------|-------------------------|---------------------------------|----------------------------|------------------------------|-------------------------|------------------------------------|-------------|
| | | | | | Solid (waste pit) | Liquid waste (kitchen garden etc.) | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |
| 9. | | | | | | | |
| Total | | | | | | | |

*Improved cooking stove

Source:

2.2.4 Availability of Sanitation and Hygiene Materials

For sustaining sanitation and hygiene behaviour in the long-run people have to be able to purchase toilet construction and other hygiene materials. If there are no materials available, it may become a constraining factor. Involvement of private sector is crucial to increase the awareness and guide people in toilet construction by using appropriate and affordable materials and designs.

Table 9 Availability of sanitation and hygiene materials

| S. N. | Particular | Ward No. | | | | | | | | | If only outside VDC | |
|-------|--------------------------------|----------|---|---|---|---|---|---|---|---|---------------------|-----------------------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Name of the place | Distance (km or time) |
| 1. | Pan and pipe | | | | | | | | | | | |
| 2. | Cement and rod | | | | | | | | | | | |
| 3. | Toilet brush & cleaning agents | | | | | | | | | | | |
| 4. | Soap, brush, toothpaste | | | | | | | | | | | |
| 5. | Nail cutter | | | | | | | | | | | |
| 6. | Comb | | | | | | | | | | | |
| 7. | Chlorine (Piyush) | | | | | | | | | | | |
| 8. | Filter | | | | | | | | | | | |
| 9. | Other | | | | | | | | | | | |

Source:

2.2.5 Availability of Human Resources for Sanitation and Hygiene

For sustaining sanitation and hygiene behaviour, it is necessary identify the existing capacitated human resources. What kind of capacity building would be beneficial for maintaining the ODF status and achieving total sanitation?

Table 10 Availability of human resources for sanitation and hygiene

| Human Resources (mark the number of persons if any) | Ward no. (number or skilled human resources) | | | | | | | | | Total no. |
|---|--|---|---|---|---|---|---|---|---|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| Improved cooking stove mason/s | | | | | | | | | | |
| Female Community Health Volunteers | | | | | | | | | | |
| Local Latrine Builder/s | | | | | | | | | | |
| Resource person/s for sanitation and hygiene | | | | | | | | | | |
| Skilled person/s for making toilet rings | | | | | | | | | | |
| Skilled person/s for making pans | | | | | | | | | | |
| Other: | | | | | | | | | | |

Source:

2.2.6 School Sanitation and Hygiene

Describe here the situation of the school toilets, water supply for toilets and GESI aspects. School toilets should be properly maintained and be example of proper sanitation facilities.

Table 11 Condition of school toilets (gender sensitivity and use)

| S. N. | Name of school | Toilet available (yes/no) | Toilet in use (yes/no) | Separate toilet for boys and girls (yes/no) | Menstruation hygiene facility (yes/no) | Number of toilet sufficient (yes/no) |
|-------|----------------|---------------------------|------------------------|---|--|--------------------------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| Etc. | | | | | | |

Source:

Table 12 Condition of school toilets (water availability and accessibility)

| S. N. | Name of school | Hand washing place nearby (yes/no) | Sufficient water at toilet (yes/no) | Accessible for differently able (yes/no) |
|-------|----------------|------------------------------------|-------------------------------------|--|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| Etc. | | | | |

Source:

2.2.7 Institutional Sanitation and Hygiene

Describe here the sanitation and hygiene situation of the institutions. GESI aspects must be considered.

Table 13 Condition of institutional toilets (GESI and water availability)

| S. N. | Name of institution | Toilet available (yes/no) | Toilet in use (yes/no) | Separate toilet for men and women (yes/no) | Hand washing place (yes/no) | Sufficient water at toilet (yes/no) | Accessible for differently able (yes/no) |
|-------|---------------------|---------------------------|------------------------|--|-----------------------------|-------------------------------------|--|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| Etc. | | | | | | | |

Source:

2.2.8 Public Toilets

Describe here the condition of public toilets including the water supply and GESI aspects.

Table 14 Condition of public toilets

| S. N. | Name of public toilet or location | Toilet maintained (yes/no) | Toilet in use (yes/no) | Separate toilet for men and women (yes/no) | Hand washing place (yes/no) | Sufficient water at toilet (yes/no) | Accessible for differently able (yes/no) |
|-------|-----------------------------------|----------------------------|------------------------|--|-----------------------------|-------------------------------------|--|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| Etc. | | | | | | | |

Source:

2.2.9 Disaster Risks to Sanitation and Hygiene Facilities

Various disasters such as floods and landslides may cause destruction of sanitation and hygiene facilities and pollution of drinking water as well. Climate change is expected to make the situation even worse due to changes in rainfall intensity and timing. Therefore, it is necessary to be prepared for landslides, flooding, heavy rains, excess runoff water etc. Also in case of emergency, some preparedness activities for sanitation and hygiene are recommended as per the Sanitation and Hygiene Master Plan.

Describe here briefly, if during the past 10-20 years there have been disasters having *impact on sanitation and hygiene facilities and practices*, such as direct destruction of toilets, or water pollution due to flooded toilets, etc. If the VDC has prepared a Local Adaptation Plan of Action, that can be utilized as secondary information source for past disasters and impacts and also proposed activities.

Table 15 Pass disasters and impact on sanitation and hygiene facilities/practices

| S.N. | Disasters (during past 10-20 years) | Year | Ward(s) | Impact on Sanitation and Hygiene Facilities and Practices |
|------|--|------|---------|--|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| Etc. | | | | |

Source:

2.3 VDC POST-ODF PLAN

The hygiene and sanitation situation should be continuously improved in VDC level and the ODF status sustained. The aim is to achieve total behavioural change in sanitation and hygiene and declare total sanitation in all wards and the whole VDC. It is important to involve all stakeholders in post-ODF campaigning and activities in order to achieve good results. This VDC Post-ODF Plan is prepared after realizing the need at the VDC level to coordinate and implement the post-ODF intervention for achieving the total sanitation status. Firstly, the current sanitation and hygiene status and available resources are identified, and secondly, the practical action plan is prepared for the implementation of sanitation and hygiene promotional activities.

2.3.1 Vision

The vision of the VDC Post-ODF Plan is that everyone in the VDC has access to sanitation, hygienic living environment, and better health condition through the sustained long-term ODF status and total behavioural change in sanitation and hygiene. The vision should be modified according to the planning process discussion.

2.3.2 Objectives and Targets

The following objectives will be fulfilled after the preparation of this plan:

- It will support to sustain the achievement of ODF for long-term.
- It will promote the personal, household, institutional and environmental sanitation.
- It will support making the institutional, public and household toilets permanent and user friendly and accessible.
- It will support using local means and resources regularly in a planned way.

After implementing the action plan for total sanitation, and fulfilling the criteria, the VDC will be declared as total sanitation VDC. Define here the targets by when then the wards and the whole VDC will be declared as total sanitized. You can define also the target dates for each total sanitation indicator fulfilment. See Annex 7.

2.3.3 Guiding Principles for Post-ODF and Total Sanitation Activities in VDC

Policies and Methods

1. Following the National Sanitation and Hygiene Master Plan and other relevant guidelines/ policies in district and national levels for sustainable implementation of post-ODF and total sanitation activities.
2. If required preparing sanitation and hygiene related rules and regulations according to the decisions of V-WASH-CC to create enabling environment for supporting post-ODF activities and total sanitation achievement, e.g. VDC specific code of conducts.
3. Following strictly the **no-subsidy** policy for construction of household sanitation and hygiene facilities.
4. Expanding the post-ODF and total sanitation campaign by providing encouragement, respect and reward. Behavior change should primarily take place through positive approaches and punishment and penalty systems are not encouraged.
5. Following the Community Led Total Sanitation and School Led Total Sanitation to accelerate post-ODF and total sanitation campaigning.

Participation and Cooperation

6. VDC, V-WASH-CC, Ward Citizen Forum, taking responsibility of involving all in post-ODF and total sanitation promotion.
7. Promoting the post-ODF and total sanitation campaign through cooperating, coordinating and dividing responsibilities among various organizations such as governmental and non-governmental organisations, Ward Citizen Forum, media and journalists, social workers, political parties, water user committees, forestry user committees, schools, private sector (shop owners etc.), mother groups, youth clubs, women and Dalit networks, ethnic networks, religious groups, community based organisations etc.
8. **Ward Citizen Forum** undertaking the role of Ward WASH Coordination Committee and selecting local level sanitation and hygiene mobilizers/ triggerers /motivators from their respective ward and using them as resource persons in post-ODF campaign; Ward Citizen Forum representing ward, implementing post-ODF action plan, utilizing human resources, monitoring the action plan implementation.
9. Collaborating with the **local private sector** (shop keepers, local vendors etc.) for the easy access and availability of the sanitation, hygiene and toilet construction materials in affordable price and including different options; managing the availability of materials like pan, pipe, cement, rod, cleaning agents, brush, soap, toothpaste, comb, nail cutter etc. within the village area.
10. Ensuring the commitment of the whole community to work towards total sanitation status in order to reach all people and guarantee good quality of the results.

Planning

11. Preparing post-ODF action plans for VDC, wards, different sector actors through participatory process and based on the VDC level plan priorities; managing budget and implementation, monitoring and evaluation in a systematic and efficient way.

12. Identifying the means and resources available and required based on the local context for promoting post-ODF activities.

Coordination

13. Coordinating between the stakeholders for good and efficient implementation; meetings conducted once a month among all stakeholders for operational implementation of the activities related to the sanitation and hygiene in the VDC.

Implementation

14. While performing the annual program and budget allocation by DDC, VDC and other stakeholders, prioritizing post-ODF and total sanitation activities.
15. Ensuring proper operation and maintenance of public, institutional and school toilets of the VDC for making them permanent and sanitized, as well as improving the condition of household toilets regularly.
16. Establishment of VDC sanitation fund in the name of VDC level Water Supply, Sanitation and Hygiene Coordination Committee (V-WASH-CC) for conducting post-ODF promotional activities. For this, V-WASH-CC and stakeholders deciding about how much amount of money should be allocated by different institutions annually.
17. Conducting competitions between villages, tolls, wards for the declaration of total sanitation and creating encouraging and enabling environment for declarations. According to the decision made by V-WASH-CC, rewarding and encouraging individual, persons, institutions and groups after analyzing their contribution to post-ODF and total sanitation.
18. Active involvement of VDC, community and schools for promoting the post-ODF and total sanitation campaign based on the action plan and taking responsibility for the implementation of decisions made by V-WASH-CC.

Resources

19. After the analysis of post-ODF situation, identification of sanitation and hygiene condition of VDC, creating enabling environment to mobilize local means and resources through local groups and sector actors. Identifying and training resource persons related to the sanitation and hygiene, skilled labor, masons for toilet construction and ring/pan making.

Monitoring

20. Conducting meetings regularly at the ward and VDC level; sharing about the monthly progress, faced difficulties, possible challenges, and new initiatives; preparing sub-targets for the coming month in every monthly meeting.
21. Monitoring and following-up the details related to the total sanitation indicators defined by the district and updating the total sanitation data; adjusting activities based on the findings.
22. Collecting data whether the total sanitation indicators have been fulfilled by households or not and utilizing that when providing facilities or recommendation to households from VDC.

23. Introducing a sanitation card system with record keeping system by Ward Citizen Forum in cooperation with V-WASH-CC. Using stickers for identifying total sanitation status of wards and households after total sanitation declaration.

Capacity Building and Awareness Raising

24. Conducting awareness raising and capacity building on post-ODF and total sanitation based on the action plans of wards and sector specific groups.
25. Developing the sanitation and hygiene promoting skills of teachers, VDC secretary, health post in-charge, development workers, social mobilizers of NGOs, representatives of clubs and others to conduct awareness raising on post-ODF and total sanitation.
26. Establishing a sanitation desk in the health post and providing information about total sanitation to the patients and their family members visiting the health post and increasing the awareness through various local media. Health Post should systematically promote hand washing with soap by having a functional hand washing facility WITH soap available for its customers.

2.3.4 Required Resources for VDC the Post-ODF Plan Implementation

The implementation of the VDC Post-ODF Plan requires human resources and financial resources. In chapter 2.2.1 stakeholders and support organisations working in the VDC have been identified. The following list includes the potential human resources to be utilized during the planning and implementation (*modify the list according to the situation in the VDC*). Also the available and required financial resources for the VDC Post-ODF Plan implementation have been analyzed.

a) Identification and Utilization of Human Resources

- V-WASH-CC and Ward Citizen Forums
- VDC level networks.
- Teachers, students, school management committee, teacher-parents association, junior Red Cross and children clubs.
- Representatives of governmental, non-governmental, and development agencies
- Triggerers
- Female health volunteer workers
- Social mobilizers
- Cooperative institutions
- Religious and cultural groups, leaders and representatives of those groups
- People affiliated in the groups gathered on the local level (mothers' groups, female groups, children's club etc)
- Leaders and representatives of political parties
- Nepal Red Cross Society, sub-branches and their members
- Skilled human resources on the local level such as: carpenters, masons, resource persons related to the sanitation and hygiene
- Media houses and journalists
- Private sector actors (shops etc.)
- Staff and drivers of public transport companies
- Others, etc.

b) Identification of Financial Resources for VDC Post-ODF Plan Implementation

Table 16 Identification of financial resources

| S.N. | Source | Annual Budget |
|------|--|---------------|
| 1. | VDC Sanitation Fund | |
| 2. | Annual sanitation and hygiene related program of VDC | |
| 3. | Matching funds | |
| 4. | Forest User Committees | |
| 5. | Contribution by Ward | |
| 6. | Collection from punishment/ fines | |
| 7. | Donation, prize etc. | |
| | Total | |

c) Identification of Required Financial Resources for VDC Post-ODF Plan Implementation

Table 17 Identification of required financial resources

| S. N. | Main activities | Budget |
|-------|-----------------|--------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| Etc. | | |
| | Total | |

2.3.5 Post-ODF and Total Sanitation Activities

Describe in this chapter briefly the main activities according to the following categories. Include various types of activities. Ward specific and sector specific action plans, if prepared during the planning process, can be attached to the VDC Post-ODF Plan. See model action plans in Annexes 1-5.

- Household Toilet Facilities and Use
- Household Sanitation and Hygiene Facilities and Practices
- Availability of Sanitation and Hygiene Materials
- Availability of Human Resources for Sanitation and Hygiene
- School Sanitation and Hygiene
- Institutional Sanitation and Hygiene
- Public Toilets
- Disaster Risk Reduction in Sanitation and Hygiene

2.3.6 Activities after Total Sanitation Declaration

Define in this chapter some main activities that will be continued after Total Sanitation declaration. Total sanitation declaration is not the end but the work continues to ensure that the behaviour change is sustained for long-term. It is suggested to plan advanced level sanitation and hygiene related activities that would be implemented by community in the future. For this, there are many opportunities for example in waste management (re-use and recycling of materials), dry toilets, water quality issues, drainage, improvement of toilets, construction of public toilets etc. Continuous awareness raising is needed, and especially school-based sanitation and hygiene programs are recommended.

2.3.7 Challenges and Opportunities in Implementation of the Post-ODF Plan

In implementation of the Post-ODF Plan there can be various risks and opportunities. In the following tables, some main risks including suggested actions and opportunities and have been identified (**update according to the discussion during the planning process**).

Table 18 Risks in VDC Post-ODF Plan implementation and suggested action

| S.N. | Risk or Challenge | Suggested Action or Solution |
|------|--|------------------------------|
| 1. | Unclear roles and responsibilities (V-WASH-CC or others) | |
| 2. | Unclear action plans, budget allocations etc. | |
| 3. | Poor implementation and monitoring of action plans | |
| 4. | New households and migrant households do not have toilets | |
| 5. | Poor condition and maintenance of institutional and public toilets | |
| 6. | Irregular practice of sanitation and hygiene behaviours, total behaviour change not truly taking place | |
| 7. | No common commitment or responsibility taking among the community groups and stakeholders | |
| 8. | Triggering and awareness raising not widely and systematically implemented | |
| 9. | Volunteers become inactive soon after training | |
| 10. | Negative behaviour change communication messages used too often | |
| 11. | Not utilizing different communication channels | |
| 12. | Subsidies remaining, no true behaviour change | |
| 13. | Too much pressure to achieve total sanitation declaration which is seen as 'final destination' | |
| 14. | Hardware focus, behaviours out of focus in the process | |
| 13. | Others etc. (modify accordingly) | |

Table 19 Opportunities in VDC Post-ODF Plan implementation

| S.N. | Opportunities |
|------|--|
| 1. | After the successful ODF achievement the community is committed and motivated to work for total sanitation |
| 2. | Active V-WASH-CC supporting Ward Citizen Forums to take role of Ward WASH Coordination Committee |
| 3. | Active participation and mobilization of stakeholders and community organizations such as mothers groups, clubs, networks, shop keepers etc. |
| 4. | Strong leadership and community ownership of the campaign will create sustainable results. |
| 5. | Line agencies responsibility and role to support post-ODF and total sanitation activities |
| 6. | Others etc. (modify accordingly) |

2.4 MONITORING AND EVALUATION

For the effective operation and successful total sanitation campaign in the VDC, monitoring will be done from the district level, VDC level, ward level and local community level. V-WASH-CC will appoint the monitoring team for the VDC and ward levels according to the requirement. After defining the monitoring arrangements as part of the VDC Post-ODF Plan preparation, the set total sanitation indicators will be followed-up regularly. The monitoring team should prepare the report after filling the monitoring format of total sanitation indicators. Based on the findings of the monitoring team, the activities will be modified to respond to the current challenges. Innovative self-monitoring practices is a recommended option as part of the monitoring and long-term behaviour change.

Annex 1 Post-ODF Action Planning Model Format

*This format can be used for ward / community / group level post-ODF action planning.
 Define first the targets and then the specific activities to achieve the targets.*

| S.N. | Target | Deadline |
|------|--------|----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| Etc. | | |

| S.N | Activity | Time-frame | Implementation Responsibility | Monitoring Responsibility | Budget |
|------|----------|------------|-------------------------------|---------------------------|--------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| Etc. | | | | | |

Annex 2 Model Action Plan of V-WASH-CC for Post-ODF Activities

(This action plans follows the step-wise process described in the guideline, the specific activities can be modified as per need and discussion)

District Name:

VDC Name:

Name of Field Coordinator:

WASH Facilitator:

Health Promoter:

| S. N. | Step (following the steps of the Guideline) | Details of activities | Date | | Responsibility | |
|-------|--|---|------|----|----------------|------------|
| | | | From | To | Main | Supporting |
| 1 | Preparatory meeting with VDC Secretary | Conduct meeting with VDC secretary and finalize V-WASH-CC meeting, preparation of Post ODF strategy & action plan date | | | | |
| 2 | V-WASH-CC/Multi Stakeholder Forum Meeting on Post-ODF planning and Total Sanitation | Discussion of Roles and responsibilities of V-WASH-CC as per Sanitation Master Plan | | | | |
| | | Discussion on need of Post ODF strategy and process of preparation | | | | |
| | | Discussion on sanitation and hygiene situation after ODF declaration (# of Toilet permanent/temporary, toilet use, waste bin/pit, hand washing plate, Water Safety Plan etc.) | | | | |
| | | Discussion on Total Sanitation indicators and how to analyse the data | | | | |
| | | VDC level monitoring committee formation and developing code of conduct for Total Sanitation | | | | |
| | | Prepare VDC level Total Sanitation action plan with roles and responsibilities (work distribution) | | | | |
| | | Action plan for Ward level data collection (who, where and when?) | | | | |
| | | Develop an action plan for coordination and networking with Female Community Health Volunteers, child club and other networks active in VDC with budget allocation | | | | |
| | | Other: | | | | |
| 3 | Ward Level (WCF) Post-ODF Orientations and Data Collection Events | Orient each WCFs on post-ODF planning and Total Sanitation; prepare tentative action plans with WCF to promote Total Sanitation | | | | |
| | | Collect the necessary sanitation and hygiene data for the Post-ODF plan together with WCF. | | | | |
| | | Other: ?? | | | | |

| | | | | | | |
|---|--|---|--|--|--|--|
| 4 | V-WASH-CC/Multi Stakeholder Forum Planning Workshop for preparing VDC Post-ODF Plan | Create working environment between political parties and V-WASH-CC for supporting the Total Sanitation program. | | | | |
| | | Presentation of sanitation hygiene status and Total Sanitation indicators developed at Ward level. | | | | |
| | | Develop vision, mission objectives, strategies and action plan to achieve the Total Sanitation status of VDC through group work | | | | |
| | | V-WASH-CC action plan preparation with budget such as; posting Total Sanitation message banner at public place, notice for Total Sanitation , audio messages, rally, Radio/FM mobilization, school program etc. | | | | |
| | | Finalize the VDC-Post ODF Plan | | | | |
| | | Other: ? | | | | |
| 5 | Regular meetings of V-WASH-CC for Post-ODF Plan implementation | Review of Total Sanitation progress | | | | |
| | | Refinement/update of action plan | | | | |
| | | Develop Monitoring plan as per the progress status | | | | |
| | | Posting Total Sanitation progress/update at public place and VDC office in monthly basis | | | | |
| | | Other: ? | | | | |
| 6 | Mobilization of sector stakeholders and their action plan implementation | Organize planning and mobilization meetings with various sector stakeholders and groups. Define specific activities for their action plans. Support their implementation. | | | | |
| | | Mobilization of schools, Female Community Health Volunteers, religious gurus, local leaders, natural leaders, social workers etc. | | | | |
| | | Other: ? | | | | |
| 7 | Implementation of Post-ODF and Behaviour Change Communications activities | Posting of Total Sanitation messages, indicators and other extension activities, poster, pamphlet etc. at school, institutions, offices and in major public places | | | | |
| | | Campaign for toilet upgrading | | | | |
| | | Develop the community level Total Sanitation indicators -awareness activities, video show, rally, FM, Radio jingle | | | | |
| | | Orientation to Micro bus/Bus drivers etc. | | | | |
| | | Awareness raising campaign at VDC level | | | | |
| | | Other: ? | | | | |

| | | | | | | |
|----|---|--|--|--|--|--|
| 8 | Total Sanitation status monitoring as required | Ward level field monitoring of Total Sanitation situation as per the request of WCF | | | | |
| | | Situation analysis of Total Sanitation indicators achievement and suggestion to WCF (ready to declare Total Sanitation or not) | | | | |
| | | Suggest activities to be done for Total Sanitation declaration | | | | |
| | | Distribution of Sanitation identity card | | | | |
| | | Other: ? | | | | |
| 9 | Total Sanitation area (ward) Declaration (optional) | Decide the date for Total Sanitation declaration date of each ward | | | | |
| | | Facilitate Ward level Total Sanitation declaration | | | | |
| | | Provide certificate and reward for Total Sanitation declared Wards | | | | |
| | | Other: ? | | | | |
| 10 | Total Sanitation VDC Declaration | Extension of Total Sanitation activities | | | | |
| | | Request D-WASH-CC for monitoring of VDC for Total Sanitation situation | | | | |
| | | Management of D-WASH-CC monitoring of VDC for Total Sanitation | | | | |
| | | DWASHCC will provide permission letter for Total Sanitation if all indicators are fulfilled, if not suggest activities to be done | | | | |
| | | Prepare Total Sanitation declaration if permission letter received from D-WASH-CC | | | | |
| | | Conduct Total Sanitation declaration preparation meeting(invitation, agenda finalization, distribution of roles and responsibilities, reward for people and institutions' who has contributed for Total Sanitation achievements) | | | | |
| | | Conduct Total Sanitation declaration ceremony | | | | |
| | | Other: ? | | | | |
| 11 | Regular follow up and promotion of Total Sanitation status by V-WASH-CC for sustainability | Continuous follow up by V-WASH-CC | | | | |
| | | Other: ? | | | | |

Annex 3 Model Action Plan of WCF for Post-ODF Activities

(This is a model action plan and the activities can be modified as per need and discussion)

District Name:

VDC Name:

Name of Field Coordinator:

WASH Facilitator:

Health Promoter:

| S. N. | Main activity | Details of Activities | Date | | Responsibility | |
|-------|--|--|------|----|----------------|------------|
| | | | From | To | Main | Supporting |
| 1 | Meeting with Ward Citizen Forum | Discuss about sanitation & hygiene behaviour change activities, Total Sanitation indicators and action to be done to achieve status | | | | |
| 2 | Ward level Multi-stakeholders workshop on post ODF/Total sanitation indicators | Discussion of Roles and responsibilities of WWASHCC/WCF | | | | |
| | | Create working environment between political parties and WCF/WWASHCC for supporting the Total Sanitation program. | | | | |
| | | Discussion on sanitation and hygiene situation after ODF declaration (# of Toilet permanent/temporary, toilet use, waste bin/pit, hand washing plate, Water Safety Plan) | | | | |
| | | Ward level WASH related data collection | | | | |
| | | Discussion on Total Sanitation indicators and data analysis | | | | |
| | | Prepare action plan to work with Female Community Health Volunteers, child club, mothers group & various networking groups | | | | |
| | | Ward level monitoring committee formation and developing code of conduct for Total Sanitation | | | | |
| | | Prepare ward level Total Sanitation action plan with roles and responsibilities (work distribution) | | | | |
| | | Other: ? | | | | |
| 3 | Regular Meeting of WCF/WASHCC-Monthly | Review of Total Sanitation progress at ward level | | | | |
| | | Refinement/update of action plan | | | | |
| | | Develop Monitoring plan as per the progress status | | | | |
| | | Posting Total Sanitation progress/update at public place and WCF community building in monthly basis | | | | |
| | | Posting of Total Sanitation messages, indicators and other extension activities, poster, pamphlet etc. at school, Institutions, offices and in major public places | | | | |

| | | | | | | |
|---|--|--|--|--|--|--|
| | | Other: ? | | | | |
| 5 | VDC level Total Sanitation/Behaviour Change Communications extension activities and upgrading of toilet | Posting of Total Sanitation messages, indicators and other extension activities, poster, pamphlet etc. at school, Institutions, offices and in major public places | | | | |
| | | Campaign for toilet upgrading | | | | |
| | | To develop the community level Total Sanitation indicators -awareness activities, video show, rally, FM, Radio jingle | | | | |
| | | Awareness raising campaign at ward level | | | | |
| | | Mobilization of Schools, Female Community Health Volunteers, Religious Guru local leader, natural leader social workers | | | | |
| 6 | Total Sanitation status monitoring by monitoring team | Ward level field monitoring by Monitoring team in regular basis | | | | |
| | | Distribution of Sanitation identity card for those HHs who achieved all Total Sanitation indicators | | | | |
| | | Situation analysis of Total Sanitation indicators achievement and suggestion to WCF (ready to declare Total Sanitation or not) | | | | |
| 7 | Total Sanitation area (Ward) or Toile declaration | Send request letter to V-WASH-CC for field monitoring | | | | |
| | | Facilitate Ward level Total Sanitation monitoring by V-WASH-CC members | | | | |
| | | Facilitate Ward level Total Sanitation declaration and date for declaration | | | | |
| | | VWASHCC will provide permission letter for Total Sanitation if all indicators are fulfilled, if not suggest activities to be done | | | | |
| | | Extension of Total Sanitation activities | | | | |
| | | Prepare for Total Sanitation declaration if permission letter received from V-WASH-CC | | | | |
| | | Conduct Total Sanitation declaration preparation meeting (invitation, agenda finalization, distribution of roles and responsibilities, reward for people and institutions who has contributed for Total Sanitation achievements) | | | | |
| | | Conduct Total Sanitation declaration ceremony | | | | |
| 8 | Regular Follow up of Total Sanitation status for sustainability by WCF | Continuous follow up by WCF | | | | |
| | | Other: ? | | | | |

Annex 4 Model Action Plan of Schools for Post-ODF Activities

(This is a model action plan and the activities and details can be modified as per need and discussion)

District Name:

VDC Name:

Name of Field Coordinator:

WASH Facilitator:

Health Promoter:

| S.N. | Main activity | Details/Points of Discussion | Date | | Responsibilities | |
|------|---|--|------|----|------------------|---------|
| | | | From | To | Main | Support |
| 1 | Meeting with SMC, teachers, students and Child Club Awareness Centre | Situation Analysis of School <ul style="list-style-type: none"> Physical facilities (Toilet availability, Usability, water availability, cleanliness, Rubbish-bin availability etc.) Cleanliness of school surroundings, Total Sanitation messages | | | | |
| 2 | Teachers/students orientation about post ODF/Total Sanitation | <ul style="list-style-type: none"> Orientation on Total Sanitation indicators Girls mensuration hygiene education Facilitation on developing Total Sanitation indicators of school | | | | |
| 3 | School cleanliness campaign, monitoring and regular meeting | <ul style="list-style-type: none"> Regular monitoring of school sanitation status-Toilet use status, cleanliness, water and cleaning materials available (soap, broom) Users friendly toilets (Gender, child and disable person) Waste bin, solid and liquid waste management Water and soap available near toilet for hand washing | | | | |
| 4 | Community monitoring | <ul style="list-style-type: none"> Community monitoring by school children and teachers for Total Sanitation (toilet use and cleanliness) Drying rack availability, Solid and liquid waste management, Households yard and surroundings cleanliness Community cleaning campaign weekly basis Sanitation card and Total Sanitation indicator households monitoring | | | | |
| 5 | Sanitation extension activities and rally | <ul style="list-style-type: none"> Observation and monitoring of community level sanitation with Rally, sanitation message play card demonstration Updating action plan for completion of Total Sanitation indicators | | | | |
| 6 | School level monitoring for Total Sanitation | <ul style="list-style-type: none"> Send letter to V-WASH-CC for monitoring for School Total Sanitation declaration Facilitate monitoring for V-WASH-CC | | | | |
| 7 | School yard Total Sanitation declaration | <ul style="list-style-type: none"> Prepare Total Sanitation declaration programme Organize Total Sanitation declaration programme Received Total Sanitation certificate and place hoarding board at school compound as Total Sanitation declared School | | | | |

Annex 5 Model Action Plan of Female Community Health Volunteers for Post-ODF Activities

(This is a model action plan and the activities and details can be modified as per need and discussion)

District Name:

VDC Name:

Name of Field Coordinator:

WASH Facilitator:

Health Promoter:

| S.N. | Main activity | Details of activities / points of discussion | Date | | Responsibilities | |
|------|--|--|------|----|------------------|---------|
| | | | From | To | Main | Support |
| 1 | Meeting with Female Community Health Volunteers | <ul style="list-style-type: none"> • Orientation on Total Sanitation indicators and need of the day (Discuss about Total Sanitation indicators and benefit of sustaining ODF, cleanliness and health outcome of Total Sanitation) • Orientation on data collection formats • Discussion on roles and responsibilities of Female Community Health Volunteers • Action plan preparation • Provide information about reward for model Female Community Health Volunteers | | | | |
| 2 | Data collection | <ul style="list-style-type: none"> • Household visits • Data collection on given formats | | | | |
| 3 | Awareness programme at community level | <ul style="list-style-type: none"> • Conduct Awareness program with mothers group • Discuss about Total Sanitation indicators and benefit of sustaining ODF, cleanliness and health outcome of Total Sanitation • Video show, support to WASH facilitator on community rally and sanitation campaign • Update Total Sanitation status of household level(Ward) | | | | |
| 4 | Regular meeting of Female Community Health Volunteers (monthly) | <ul style="list-style-type: none"> • Review and update Total Sanitation status of ward level in regular meetings of Female Community Health Volunteers • Discuss about challenges and solution and suggested action for challenge mitigation | | | | |
| 5 | Total Sanitation declaration | <ul style="list-style-type: none"> • Participate in Total Sanitation declaration programme • Perform the assigned roles | | | | |
| 6 | Regular follow up for sustaining Total Sanitation status | <ul style="list-style-type: none"> • Regularly discuss about the Total Sanitation status in mothers group meeting • Inform V-WASH-CC if support needed for sustaining Total Sanitation status at ward/VDC/household level | | | | |

Annex 6 Total Sanitation Monitoring Model Format

(This model format can be used for household level Total Sanitation monitoring. The Total Sanitation indicators should be modified according to the agreed policy of the district.)

VDC:

Ward:

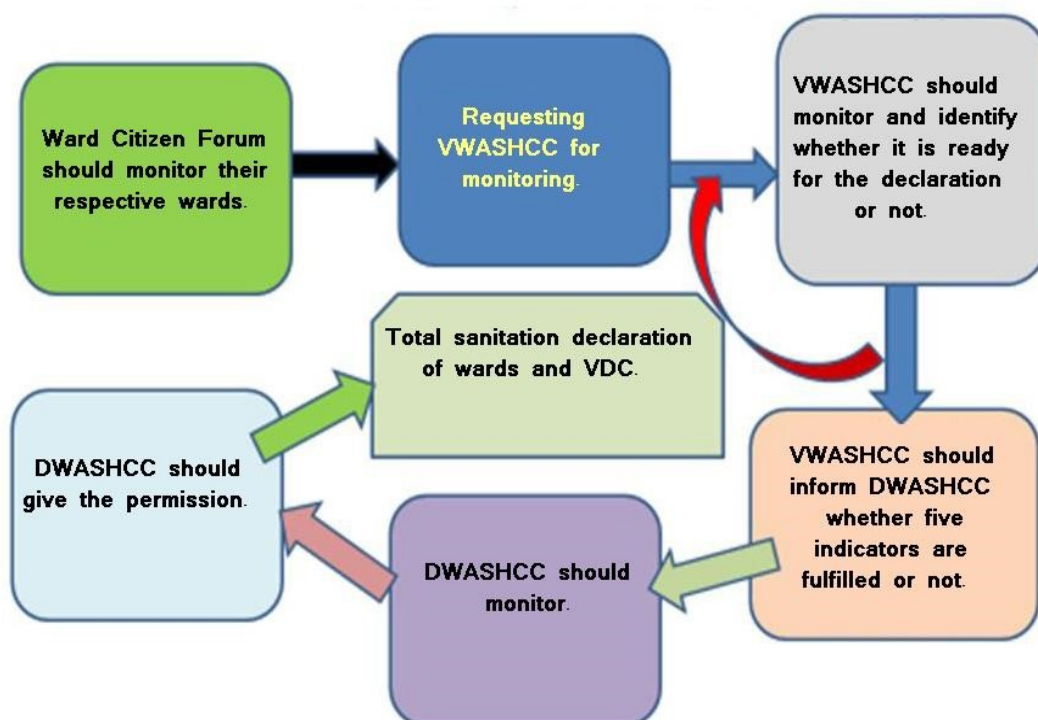
Monitoring Date:

| S.N | Household Name | Total Sanitation Indicators (REVISE TOTAL SANITATION INDICATORS ACCORDING TO THE AGREED POLICY) | | | | | | | | Ready for Total Sanitation (yes/no) |
|------|----------------|---|----------------------------------|--|---------------------------------------|---|--------------------|-------------------------------|--------|-------------------------------------|
| | | Use of toilet (yes/no) | Practice of handwashing (yes/no) | Point of use treatment of water (yes/no) | Personal hygiene maintenance (yes/no) | Waste management, solid & liquid (yes/no) | Safe food (yes/no) | Menstruation hygiene (yes/no) | Other? | |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| Etc. | | | | | | | | | | |

Monitoring Team: (name, designation, organization, signature)

Annex 7 Total Sanitation Declaration Method for VDC

Total Sanitation Declaration Method



Annex 8 Total Sanitation Commitment Letter Model

Applied on the total sanitation declaration day.

Modify the text according to the situation of the VDC/ward.

Commitment Letter

As a result of the total sanitation campaign we all, the residents living in this VDC/Ward, have been changing our sanitation and hygiene behaviour.

We are now using regularly toilets, washing our hands with soap at critical times, using safe drinking water, maintaining personal hygiene and taking properly care of waste inside and outside our houses.

We are taking care of the cleanliness of environment and public places, using and maintaining public toilets.

We are making sure that there are functional and school toilets accessible for both male and female students.

From this date xx.xx.xxxx onwards we are committed to follow the key sanitation and hygiene behaviours in our VDC/ward.

In the presence of XXXX and witnessed by XXXX, we declare our VDC/wards as total sanitation area.

Annex 9 Total Sanitation Declaration Certificate Model

Modify the text accordingly.

District Water Supply, Sanitation and Hygiene Coordination Committee (D-WASH-CC)
Of

.....

Total Sanitation Declaration Certificate

..... VDC,

Ward No.....

..... district, VDC, ward no..... village/community has successfully achieved the total sanitation status through improving the sanitation and hygiene condition and changing their sanitation and hygiene behaviour. With the expectation of sustaining the improved sanitation and hygiene condition and total sanitation behaviours, this ward no..... is declared as Total Sanitation area on today, date, and this certificate has been provided.

Secretary
Office Chief

Water Supply and Sanitation Sub-Division Office

Chairman
Local Development Officer

DDC Office

Annex 10 Total Sanitation Declaration Timeline Format

| VDC name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|--|------------|---|---|---|---|---|---|---|---|----|----|----|-------------|---|---|---|---|---|---|---|---|----|----|----|------------|---|---|---|---|---|---|---|---|----|----|----|
| S. N. | Total Sanitation Declaration | First year | | | | | | | | | | | | Second year | | | | | | | | | | | | Third year | | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1. | Ward No. 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Ward No. 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Ward No. 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Ward No. 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Ward No. 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Ward No. 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | Ward No. 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Ward No. 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Ward No. 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | The whole VDC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. | sanitation and hygiene activities after Total Sanitation Declaration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |