COMMUNITY-LED ACCELERATED WASH (COWASH)

VOL C

VOLUME C

SCHOOL AND HEALTH WASH

IMPLEMENTATION USING WMP APPROACH



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COWASH IV FTAT

COWASH

NIRAS

ACRONYMS

Acronym	Interpretation
ASCA	Accumulating Savings and Credit Associations
BMC	Business Model Canvas
BoE	Bureau of Education
BoF	Bureau of Finance
BoH	Bureau of Health
BoW	Bureau of Water
CBE	Commercial Bank of Ethiopia
CHC	Community Health Committee
CLTSH	Community-Led Total Sanitation and Hygiene
CMP	Community Managed Project
CMPS	CMP Supervisor
COWASH	Community-Led Accelerated WASH in Ethiopia
DPO	Disabled Peoples Organization
FTAT	Federal Technical Assistance Team
GIS	Geographic Information System
GoE	Government of Ethiopia
GoF	Government of Finland
HEW	Health Extension Worker
HH	Household
IEC	Information, Education and Communication
KWT	Kebele WASH Team
M&E	Monitoring & Evaluation
MBS	Market Based Sanitation
MFI	Microfinance Institution
MHM	Menstrual Hygiene Management
MoE	Ministry of Education
MoF	Ministry of Finance
MoH	Ministry of Health
MoLSA	Ministry of Labor & Social Affairs
MoWE	Ministry of Water & Energy
MoWSA	Ministry of Women & Social Affairs
MSE	Micro and Small Enterprise
MSP	Multi Stakeholders Platform
NGO	Non-Governmental Organization
NWCO	National WASH Coordination Office
NWSC	National WASH Steering Committee
O&M	Operation and Maintenance
ODF	Open Defecation Free
OWNP	One WASH National Program
PMU	Project Management Unit
PTA	Parent Teachers Association
PTSA	Parent Teachers and Students Association
PWDs	People with Disabilities
RPMU	Regional Program Management Unit
RSU	Regional Support Unit
RWCO	Regional WASH Coordination Office
RWMU	Regional Water Management Unit
RWSC	Regional WASH Steering Committee
RWTT	Regional WASH Technical Team
SBC	Social and Behaviour Change
SDG	Sustainable Development Goal
SECRSM	Social, Environmental and Climate Risk Screening and Management
SLA	Saving and Loan Association
SLTSH	School-led Total Sanitation and Hygiene
ToT	Training of Trainers
TVED	Technical, Vocational and Enterprises Development
TVET	Technical and Vocational Education and Training
UAP	Universal Access Plan
VIP	Ventilated Improved Pit
VSLA	Village Saving and Loan Association
WASH	Water, Sanitation & Hygiene
WASHCO	Water, Sanitation & Hygiene Committee
WASH SLA	WASH Saving and Loan Associations
WAT	Woreda Appraisal Team
WIF	WASH Implementation Framework
WMP	Woreda Managed Project
WoE	Woreda Office of Education
WoF	Woreda Office of Finance
WoFED	Woreda Finance and Economic Development Office
WoH	Woreda Office of Health
WoLSA	Woreda Office of Labor and Social Affairs
WoW	Woreda Office of Water
WHO	World Health Organization
WSP	Water Safety Plan
WUA	Water Users Association
WWT	Woreda WASH Team

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Appendix 3: Forms for Institutional WMP Application, Appraisal and WWT Approval

Forms are not attached to this document and are available upon request:

Please contact FTAT at: www.cowash.org/contact-us
or email: cowashinfo@cmpethiopia.org
or download from: www.cowash.org

Annex	F.1	Institutional Water Supply Application form (4 pages)
Annex	F.2	Institutional Sanitation/Latrine Application form (3 pages)
Annex	F.3	Project follow-up sheet/tag (1 page)
Annex	F.4	Office-level appraisal report form for institutional WASH (2 pages)
Annex	F.5	Acknowledgement of receipt of project applications (1 page)
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Annex	F.8	WWT project approval form (2 pages)
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Annex 1. School Latrine/Sanitation Facilities Designs

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Annex 2. Health Facility Latrine Designs

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Annex	2.3	Incinerator design and Placenta pit designs

Annex 3. Bill of Quantity for School Latrines

Annex	3.1	Bill of Quantity for School Latrine design for teachers
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Annex 4. Bill of Quantities for Health Facility Latrine Designs

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1. INTRODUCTION

The COWASH project, implemented in four phases since 2011, is part of Ethiopia's One WASH National program and is funded by the Governments of Finland (GoF) and Ethiopia (GoE), regional governments, and project beneficiaries.

Under COWASH IV, community water schemes are implemented using the CMP (Community Managed Project) approach, where financial and procurement management is conducted by WASHCOs, as described in Volume B: CMP Management Guideline for Community Water Schemes. However, WASH in schools and health institutions is implemented using the Woreda Managed Project (WMP) approach, where the Woredas are primarily responsible for project implementation.

This guideline provides the implementing bodies and government sector office staff with the major principles, procedures, and formats for promoting, preparing applications, evaluating, approving, financing, implementing, monitoring, and evaluating the WMP approach to water supply, latrines, and menstrual hygiene management (MHM) in schools and health institutions. Several school and health institution manuals and designs have been prepared under the leadership of the relevant ministries and the national WASH coordination office and distributed to the regions for use. The following documents are of particular relevance:

- Water Supply, Sanitation and Hygiene (WASH) Facilities in Schools Design and Construction Manual (November 2019), issued by the Ministry of Education (MoE)
- School WASH Facilities Operation, Maintenance and Management Training Manual (September 2022), issued by the MoE
- Healthcare Facilities WASH Guideline (May 2021), issued by the Ministry of Health (MoH)
- Health Centre and Health Post Water Supply, Sanitation and Hygiene Facilities Design and Implementation Manual (June 2012), issued by the MoH

Ethiopian procurement guidelines, standard tender documents and construction contracting forms should also be referred to.

This guideline does not replace those manuals/designs but provides concise guidance on implementing COWASH schemes using the WMP approach.

2. COMPONENTS OF SCHOOL AND HEALTH WASH

The Institutional WASH facilities to be implemented in COWASH IV are intended for schools and health institutions in the rural areas of the project woredas. The types of WASH facilities to be implemented in each institution are summarised below; design drawings and bills of quantities for the preferred, most commonly used types are provided in Appendix 4.

2.1 SCHOOL WASH FACILITIES

The MoE's "Water Supply, Sanitation and Hygiene (WASH) Facilities in Schools Design and Construction Manual, November 2019" provides various design options for latrine blocks,

Menstrual Hygiene Management (MHM) buildings, and water supplies, applicable to preschool, elementary, and high school.

2.1.1 Latrine Blocks

For COWASH, ventilated improved pit latrines are recommended over flushing-type latrines as they are relatively simple to build and maintain. They do not depend on a regular water supply; operation and cleaning require relatively little water. The design can be adapted for different circumstances, such as rocky formations or soft soil, and the blocks can be built relatively cheaply.

The number of latrine blocks/seats will be dependent on the number of female and male students in the school; typically, one latrine pit should serve 50 female students or 75 male students. Standard designs are available for either 3, 4, 6, 8 or 10-seat latrine blocks. For COWASH, the preferred arrangement for a typical school is to have three separate blocks:

For girl students: A four-seat latrine block (one suitable for children with disabilities and another fitted with a sanitary pad collection box for MHM), four adjacent urinals with partitioned walls and short doors for each urinal, and a hand-washing facility.

For boy students: A four-seat latrine block (one of which is suitable for children with disabilities) with an adjacent urinal area and a hand-washing facility.

For teachers/staff: A three-seat latrine block and a hand-washing facility.

The pits of the latrine blocks are constructed from mortar-connected masonry, the floors are reinforced concrete, the superstructure is made of plastered hollow concrete blocks (although alternative locally available materials are also acceptable), and the roof is made of corrugated iron sheet over wooden roof purlins.

2.1.2 MHM Buildings

Construction of a separate dedicated MHM building, comprising a waiting room, a consulting room, a rest room, and a shower, has been piloted for schools in each region under COWASH IV, following the MoE standard design. According to MoE standards, any school provided with a latrine package is expected to have a separate MHM block. The Bureau of Education selected the woredas to pilot, and the respective woreda education offices selected the schools.

2.1.3 Water Supply

The type of water supply technology to be implemented for schools depends on the availability of the source. The following types are recommended for COWASH schools, depending on case-by-case feasibility:

- New/rehabilitated hand-dug wells with hand-pumps
- New/rehabilitated spring developments with on-site collection/collection chambers
- New/rehabilitated shallow wells with hand-pumps
- New/rehabilitated rural piped schemes from gravity springs
- New/rehabilitated rural piped schemes from deep-well sources

- New/Rehabilitated rural piped schemes from motorised springs
- New roof water harvesting
- New deep well drilling
- New shallow well or deep well drilling fitted with solar pumps where feasible
- Expansion to existing water systems

During the COVID-19 pandemic, all water supply sources were also equipped with hand-washing facilities.

2.2 HEALTH WASH FACILITIES

Health centres and health posts provide invaluable education, consultation and support on hygienic practices and methods of improving the health and sanitation conditions of the community, in addition to their primary roles as frontline health care providers.

The MoH's "Health Centre and Health Post Water Supply, Sanitation and Hygiene Facilities Design and Implementation Manual, June 2012" provides appropriate technology options for the construction of WASH facilities that health institutions can use.

VIP-type latrines are the only recommended system for health centres and health posts. The following packages are recommended:

For Health Centres: A five-seat latrine block, a hand-washing facility, an incinerator and a placenta pit.

For Health Posts: A two-seat latrine block, a hand-washing facility, an incinerator (if required) and a placenta pit (if required).

The type of water supply technology that health institutions can implement depends on the availability of the source. The types permissible for health institutions are the same as for schools.

3. ELIGIBILITY FOR FUNDING

3.1 KEY ISSUES

The critical issues in implementing the WMP approach for School and Health WASH implementation under COWASH are:

- Implementation will entirely depend on the institutions' initiatives, organised through institutional committees such as Parent-Teacher Associations (PTAs) or Community Health Committees (CHCs). These committees are responsible for submitting applications, following construction progress, and covering the finances for operating and maintaining the WASH facilities after construction.
- If these committees are found to be weak, training should be given to strengthen them so that they can handle activities during the project's implementation and for the Operation and Maintenance (O&M) of the WASH facilities.

- The woreda sector offices will provide technical and material support to institutions during and after the construction of WASH facilities.
- The institutions must demonstrate their willingness and capacity to cover the O&M costs (an upfront cost contribution is not mandatory). This can be in the form of:
  - A guarantee letter from the institution undertaking to manage the O&M of the facilities, including the possible sources of O&M funds or
  - A certified copy of the institution's annual budget clearly showing the allocation for O&M of WASH facilities.
- The investment fund for physical construction is directly transferred from the region to the woreda finance office, which administers it. Depending on the type of WASH facility implemented, technical support is provided by the woreda's water, health, or education offices.
- Although community contributions to construction are not obligatory for the institutions, any community assistance in providing construction materials, improving access roads, or providing storage services for construction materials and equipment is encouraged and appreciated.

3.2 ELIGIBLE APPLICANTS AND PROJECTS

Institutions that want to apply for funds from WMP have to fulfil the following criteria, with the types of facilities described and listed in Section 2 all eligible for funding:

- The institution should preferably be a primary school (up to grade 8), health post or health centre.
- The institution should be willing to establish or strengthen the existing WASHCO (PTAs for schools and CHCs for health institutions) to bear responsibility for construction and future operation and maintenance.
- The institution must prove its commitment to handling the proper management and maintenance of the latrines.
- Kebele support for the project must be proven by a support letter from the kebele administration.
- Applicants for water supply and sanitation who do not have either are given priority.
- Applicants for MHM facilities that have a water supply and latrines but no MHM rooms are given priority.
- Applicants for sanitation with functional but non-standard latrines are given second priority.

3.3 ELIGIBLE COSTS

To be considered eligible in the context of the WMP approach, costs must:

- Be used only for the WASH facilities packages described in Section 2
- Be mentioned in the budget estimate annexed to the field appraisal report
- Be cost-effective and within acceptable market prices
- Be incurred during the execution/implementation of the project.

4. APPLICATION PROCESS

4.1 SUPPORT FROM ZONE SECTOR DEPARTMENTS AND BUREAUS

Although the implementation of the WASH projects is to be handled by the woreda sector offices, support from the zone sector departments and the regional bureaus is necessary. The zone sector departments and bureaus that are expected to provide support to the woredas are:

- Zone water departments and water bureaus
- Zone education departments and education bureaus
- Zone health departments and health bureaus
- Zone finance departments and finance bureaus
- Zone construction departments and construction bureaus.

The support expected from the zones and bureaus would typically include:

- Site selection for well drilling and design of rural piped schemes
- Tender document preparation and cost estimation
- Tender analysis for the contracting of the latrines and water schemes construction
- Construction supervision.

4.2 APPLICATION FORMAT AND BUDGET ESTIMATE

Applications must be submitted to the Woreda WASH Team (WWT) in the formats given in Annex F.1 for water schemes and Annex F.2 for latrines/sanitation facilities, along with the stated supporting documents.

The kebele WASH team members and the woreda water, health, and education offices should be available to assist in preparing the applications. The Regional Support Unit (RSU) staff should translate the forms into the region's working language.

Budget estimates are required as part of the application. Applicants should pay particular attention to them, as the budget estimate is part of the appraisal criteria for WWT's project approval. The woreda water, health, and education offices must prepare information on the estimated average construction costs for the specific institutional facilities, updated annually, as a basis for the estimate. This information shall be made available to the Kebele WASH Team.

4.3 DESK APPRAISAL

Applications shall be delivered to the office appropriate to the type of WASH facility:

- Applications for water schemes for both health and education institutions shall be submitted to the CMP Supervisor at the Woreda Water Office
- Applications for latrines/sanitation facilities for health centres/posts shall be submitted to the COWASH focal person at the Woreda Health Office
- Applications for school latrines or sanitation facilities should be submitted to the COWASH focal person at the Woreda Education Office.

The Application is registered/filed as Application No. XX/EFY (XXXX), and attached with an Application follow-up form (Annex F.3).

The CMP Supervisor or health/education office focal person performs a desk appraisal in the presence of the applicant, following the criteria detailed in Annex F.4 to verify the following administrative compliance:

- Is the requested water point construction/rehabilitation/expansion technology type eligible for financing by the WMP for institutions?
- Is the requested sanitation/MHM scheme eligible for COWASH financing?
- Are the requested sanitation components for construction eligible for financing for the respective institution?
- Is the estimated cost of the project realistic/reasonable?
- Does the application contain the following?
    - A list of committee members (PTAs for schools & HCs for health institutions)
    - A commitment from the institution to cover future O&M of the facilities
    - The seal of the institution submitting the application
    - A recommendation letter from the kebele administration.

Following the desk appraisal, the applicant will receive a receipt (Annex F.5) acknowledging the submission of the application and confirming whether it is administratively compliant. If the application is compliant, the Woreda Appraisal Team (WAT) will conduct a field appraisal, preferably before the next WWT meeting or within 15 days.

In case of non-compliance, the applicant will receive a written explanation of the reason(s) and will be given instructions on how to complete the application satisfactorily.

The WAT comprises representatives from the woreda water, education, health, and agriculture offices trained to appraise WASH facility applications at the field level.

4.4 FIELD APPRAISAL

The WAT members will conduct the field appraisal (following Annex F.6 for water schemes and Annex F.7 for sanitation schemes) to verify that the proposed WASH facilities meet feasibility criteria. The WAT team should include:

- At least two water office experts trained in assessing institutional water scheme applications should be appointed for water schemes. A health office focal person should be appointed for health institution water schemes or an education office focal person for school water schemes. In addition, a Woreda Agriculture Office expert is recommended for water safety planning.
- For sanitation schemes in health institutions, a health office focal person and one engineer from the woreda water office (if unavailable at the health office) or one engineer from the construction office (if the water engineer is unavailable).
- For sanitation and MHM schemes in schools, an education office focal person and one engineer from the woreda water office (if the health office's engineer is unavailable) or one engineer from the construction office (if the water engineer is unavailable).

Each appraisal team is expected to have at least one technical expert and one expert who can cover sanitation, gender, information, education and communication (IEC), and management-related aspects. The appraisal includes the following key criteria:

4.4.1 Appraisal for Water Schemes

- Importance of the project to the community: What is the condition, distance, and current use of the existing water source? Are there any developed water schemes that serve the institution's community? In the case of rehabilitation, what is the current state of the facilities? What is the number of beneficiaries (students in schools and patients per day in health institutions) and staff at the institution? Is the construction of the water scheme a priority?
- Social feasibility: Is the institutional WASHCO organised (PTA or HC)? Is the disability data in the application reliable? Is the design of the water scheme friendly to disabled persons? Is there an agreement with the landowner where the water scheme is to be constructed if it is outside the school compound?
- Technical feasibility: Is the proposed source suitable for development and use in terms of quantity, quality, accessibility, location, and convenience? In the case of rehabilitation, what are the defects or types of rehabilitation work required?
- Environmental feasibility: Are drainage, fencing, and other protection measures provided? Has a risk management and monitoring plan been prepared? Are the potential climate change and environmental risks manageable?
- Project implementation costing: Has a project implementation plan been prepared? Is the project cost feasible and realistic after revising the unit prices according to the field appraisal?
- Project Sustainability: Is the institution committed to covering O&M costs, and has it planned how to raise the funds? How will spare parts be made available? How will water quality be ensured? What type of training do the members need for O&M?

4.4.2 Appraisal for Sanitation/Latrine Schemes

- The project's importance to the community: Are any existing facilities available at the institution, and what is their condition? What is the number of beneficiaries (students in schools and patients per day for health institutions) and staff at the institution? Is latrine construction a priority need for the institution?
- Social feasibility: Is the institutional WASHCO organised (PTA or HC)? Is the disability data in the application reliable? Do female students participate in site selection? Do the selected sites provide girls with privacy and security? Is the design of the latrines suitable for disabled persons?
- Technical feasibility: Is the selected site convenient for development and use? Is it close enough to the classrooms or health patient blocks to be convenient, yet far enough to avoid nuisance and odour? What are the soil conditions? Is there space for future expansion?
- Environmental feasibility: Are drainage, fencing, and other protective measures provided? Is the site suitably distanced from any water sources to avoid contamination?
- Project implementation costing: Has a project implementation plan been prepared? Is the project cost feasible and realistic after revising the unit prices according to the field appraisal?

- Project Sustainability: Have the roles of each stakeholder been defined in managing the facilities? How will the cleaning be handled? How will the O&M costs be covered? What type of training do the members need for O&M?

Site selection for school latrines and MHM facilities is a vital component of the scheme and should be done after consultation with the girls, boys and teachers. There are various factors to consider to ensure the facilities are of optimum benefit:

- The distance from the toilet block to the classroom should be at least 30m. Latrines over 50m away may be too far for a small child.
- There should be some distance between the latrine and the school's boundary wall. Latrines placed at the boundary may encourage students to leave school, and girls who are too close to the boundary may feel insecure.
- Latrine blocks need sufficient adjacent space (5-10m) for suction trucks to access and de-sludge their contents.
- The distance between the boys' and girls' toilets should be decided through consultation; a distance of at least 20m may be needed to ensure the girls' privacy and security.
- Latrine blocks should be a minimum of 30m downstream of any well or borehole to avoid contamination.
- Future school expansion plans need to be considered.
- Soil conditions need to be investigated so that the site avoids rocky outcrops, unstable ground conditions, and depressions with a shallow water table. If there is any doubt, a small earth auger can be used to test ground conditions.
- Drainage needs to be considered to ensure rainwater cannot flood the pit.
- The prevailing direction of the wind should be considered to ensure odours are usually blown away from the populated areas.
- The latrines need access for people with disabilities; the design may need to include pathways.

The appraisal team may propose budget corrections, site re-selection, or other corrective actions during the appraisal process. If these can be agreed upon immediately, the application can be revised and reappraised straightaway.

The appraisal team will complete the approval form in Annex F.8 and submit its field appraisal report to the WWT for approval.

4.5 WWT APPROVAL

After receiving the field appraisal result, the WWT will decide whether to approve, postpone, or reject the proposed project. The WWT makes its decision using the form in Annex F.8. Applicants will be informed of the result in writing (Annex F.9).

5. FINANCIAL MANAGEMENT

The Woreda Finance Office is responsible for managing and reporting funds at the woreda level. As the sources of funds for institutional WASH implementation are from both the GoF and GoE, the Bureau of Finance (BoF) needs to report on its fund use for each funding source.

Once funds for the institutional WASH implementation are at the BoF from the donor or regional government budget sources, the investment fund management operates at both regional and woreda levels. The management of funds at those levels is separated into financial and operational responsibilities, as shown in the following table:

Table 5.1: Financial & Operational Responsibilities in the Management of Funds

Management level	Financial Responsibility (Disbursement of money, accounting, fund requests etc.)	Operational responsibility (Giving direction and approvals)
Regional level	Finance Bureau/Water Bureau/Health Bureau/Education Bureau	Regional WASH Technical Team (RWTT)
Woreda level	Finance office	Woreda WASH Team (WWT)

6. PROCUREMENT AND CONTRACTING

The procurement process, which must follow government regulations, involves the relevant water, education or health offices preparing the tender documents in collaboration with the woreda finance office. The woreda finance office is responsible for advertising the tender, and the woreda procurement committee is responsible for evaluating the tender, with the participation of either a water, education, or health office expert, depending on the sector.

After the tender has been evaluated, the head of the relevant water, education, or health office signs a contract agreement with the successful contractor.

During construction, the WASH office technical expert is responsible for construction supervision and liaising with the contractor regarding payment claims. The sector office expert/supervisor checks payment requests and approves them with the sector office head, who then requests that the finance office release the payment to the contractor.

If there is a construction office in the woreda, an engineer from the construction office should supervise the construction of intuitional latrines. The construction office engineer may also participate in the tender process.

7. PROJECT COMPLETION/HANDING OVER

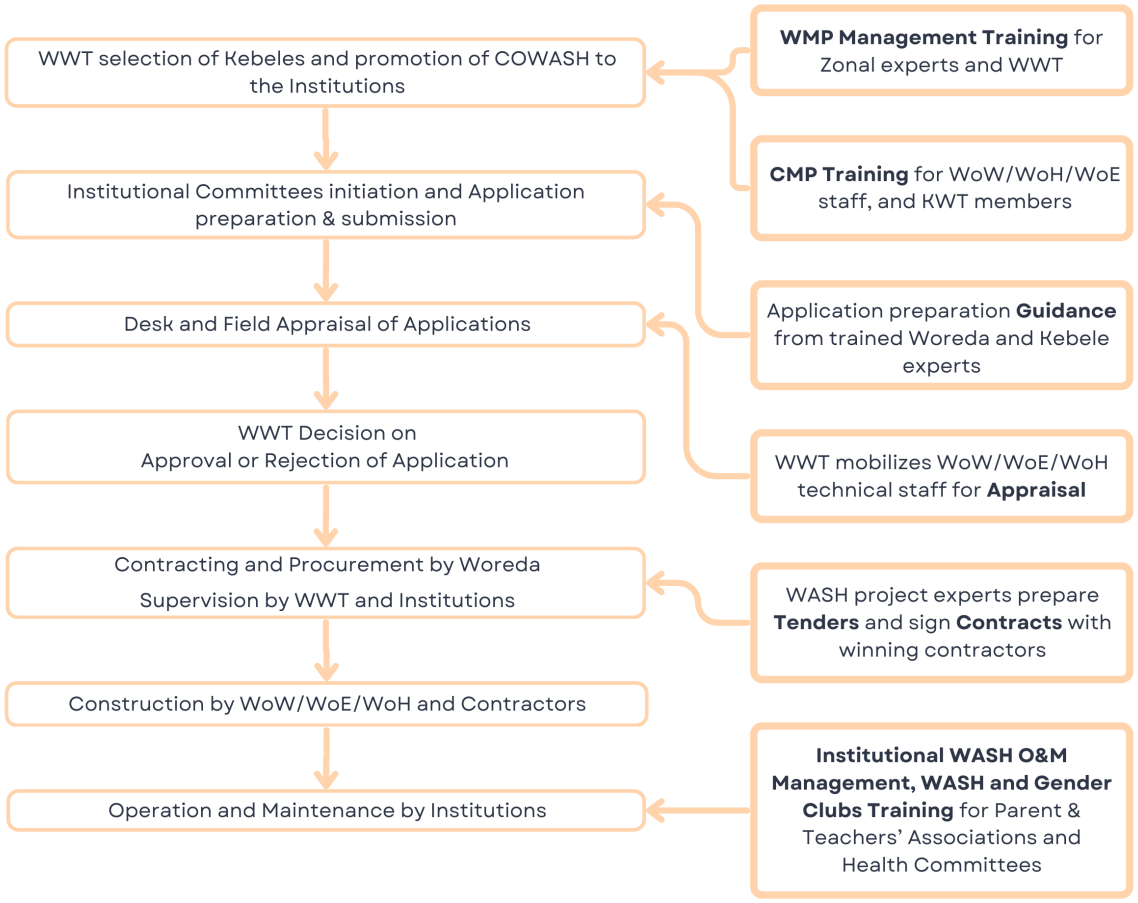
As the implementation of the institutional WASH facilities does not fully follow the CMP approach, a formal handing over of the completed project to the institution is required; a handing-over certificate is prepared and signed, with one copy retained by the Contractor, one by the woreda sector office, and one by the institution committee. The woreda finance office retains a portion of the final payment for one year to account for repairs of any defects.

After the WASH facilities are constructed, the institutional WASHCOs should regularly monitor their condition and discuss with the institutional community to support their management and maintenance.

8. TRAINING OF STAKEHOLDERS

Figure shows the whole cycle of the WMP approach, indicating some of the training required.

Figure 8.1: The WMP Cycle for School and Health WASH



Once the WASH facilities are constructed, the project enters the O&M phase, during which different stakeholders need to be involved.

In schools, PTAs, school administration staff, students, WASH and gender clubs, cleaners/ janitors, guards, and water operators (depending on the type of water supply technology) need to be provided with appropriate training to operate and maintain the facilities properly.

In health institutions, the administrative staff, water scheme operators (depending on the type of water supply technology), and cleaners must be given appropriate training to operate and maintain the facilities properly.

9. FORMATS FOR APPLICATION, APPRAISAL AND APPROVAL

The formats provided in Appendix 3 are required for preparatory activities for school and health WASH implementation (application preparation, appraisal, and WWT approval). The fund management and reporting formats shall follow the GoE system and are not included in this manual.