

## Chapter 15

### Instructions for use

#### 15.1 About these Guidelines

These Guidelines have been designed to help those who are involved in assessment and programme design for emergency sanitation interventions. Their overall aim is to enable fieldworkers to collect relevant information in a more structured and systematic way, and to use this to select appropriate interventions and to design and implement an effective programme. The emphasis has been on the gathering of critical information relevant to emergency sanitation as quickly and effectively as possible. This will enable the assessor to analyse the present situation as experienced by the affected population and to plan, recommend and conduct appropriate action. Specifically, the Guidelines will assist fieldworkers to:

- assess the sanitation and hygiene needs of the affected population;
- decide on the most critical sanitation and hygiene promotion interventions and implement these rapidly;
- select the most appropriate longer term sanitation and hygiene promotion interventions; and
- develop a plan for implementation.

These Guidelines are not designed to replace experience nor to make the reader a specialist in all skill areas, but to support a basic understanding.

The Manual (Chapters 1-14) is designed to act as a supporting document, which provides additional information regarding assessment, design and implementation.

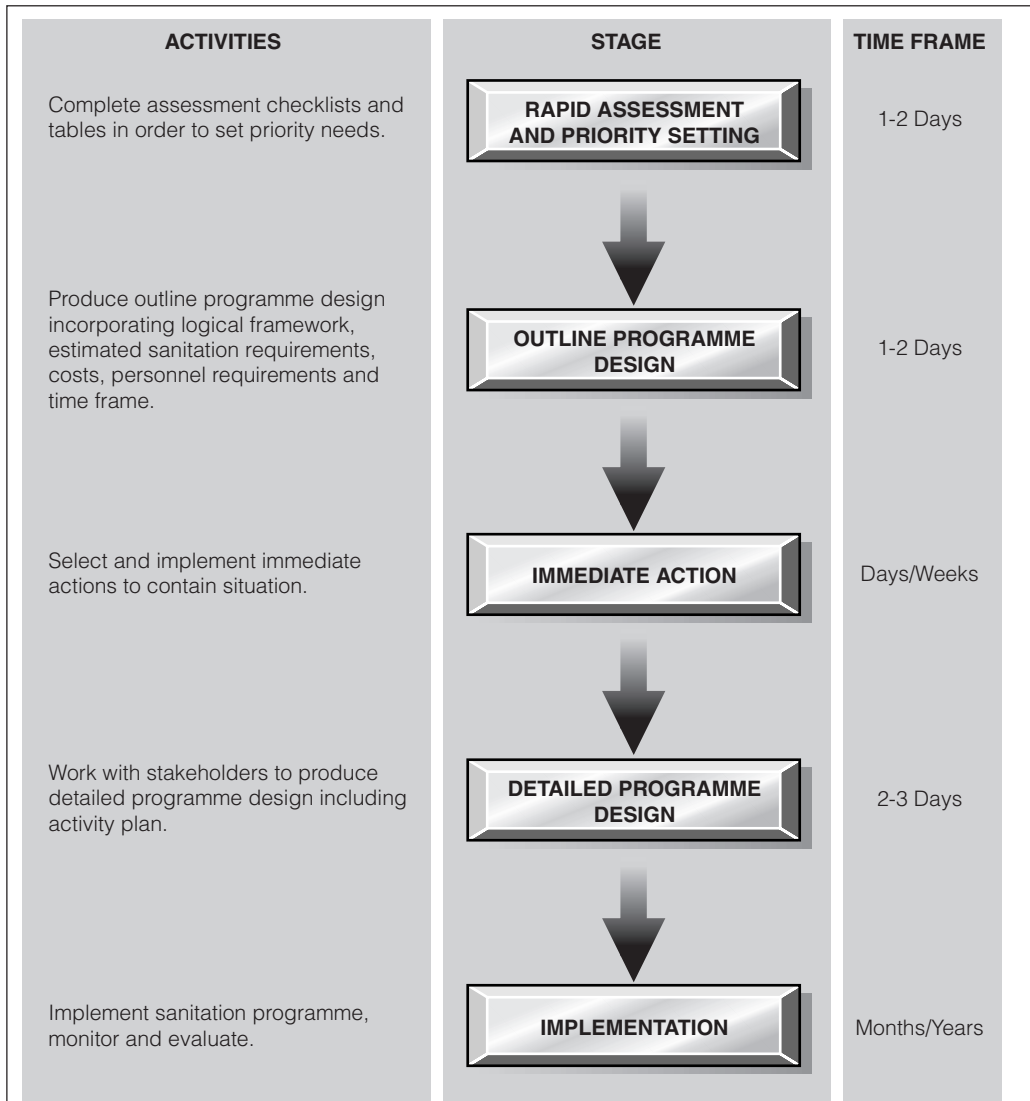
The Aide Memoire that accompanies this book briefly describes the purpose of each chapter of the Guidelines and acts as a summary of the overall process of assessment and programme design. This can be used to familiarise the user with the Guidelines process or by more experienced readers.

The fieldworker will need to study these documents and preferably have training in their use prior to using them in the field. A Training Pack has been developed to support this document and may be obtained from the authors.

## 15.2 Approach

These guidelines cover all stages of programme design from initial situation analysis through design and implementation, to monitoring and evaluation (Figure 15.1). However, detailed designs of monitoring and evaluation systems are excluded, though suitable references are provided in the Manual. The guidelines are divided into three main stages:

- Rapid assessment and priority setting
- Programme design
- Implementation



**Figure 15.1. Stages in emergency sanitation programme design**

**15.2.1 Rapid assessment and priority setting**

The need for comprehensive assessment before intervention should not be underestimated. There is often a tendency in emergencies for fieldworkers to rush straight into implementation without conducting a detailed assessment. This assessment need not be overly time consuming but it is essential that all relevant information is collected and recorded. This minimises the likelihood of inappropriate actions and wasted time and resources.

The initial assessment stage is designed to gather key relevant information rapidly and analyse it quickly in order to prioritise intervention. This approach is designed to identify the need for immediate action as well as longer term interventions.

**15.2.2 Outline programme design and immediate action**

Following on from the rapid assessment stage is the outline programme design stage when a rapidly produced design is outlined. This is intended for submission to the agency headquarters or donor for initial approval of the programme and budget. Should immediate action prove necessary a range of appropriate options is provided for immediate implementation as soon as the outline design has been produced.

**15.2.3 Detailed programme design**

Once the outline design has been approved, a stage of more detailed data collection, analysis and consultation should occur. This should adopt a more participative approach involving all affected groups in the decision-making process.

**15.2.4 Implementation**

Following the detailed design the implementation of the longer term emergency sanitation programme can now be conducted. This should include management, contingency planning, monitoring and evaluation.

**15.3 Guideline user group**

These guidelines may be useful to a range of personnel involved in emergency sanitation programmes. These could include:

- national or local government personnel from the affected country;
- field staff from local or international organisations who may have limited previous experience in this task; and
- senior staff who have significant experience in the assessment, planning and implementation process in a range of different scenarios.

It is anticipated that personnel will usually work within a team comprised of either all nationals or a mixture of national and international personnel. The areas that require investigation are multi-disciplinary and include health, social and technical issues. Use should be made of personnel from these disciplines where they are available.

## 15.4 Relationship between emergency sanitation and other activities

Sanitation issues are clearly broad ranging and cannot be viewed in isolation. Priority setting and the selection of appropriate actions in a sanitation programme are affected by the available water supply, local geography, local resources and community health; as well as socio-cultural expectations and practices. It is therefore important that a co-ordinated multi-disciplinary approach is adopted where possible.

It is recognised within these Guidelines, however, that the person(s) conducting the initial assessment may also be responsible for programme design and implementation, is unlikely to have specialist knowledge in all the relevant fields, and may not have the support of a large team. For this reason, additional information and relevant information sources are provided in the Manual.

## 15.5 Time targets

Although any effective approach to emergency sanitation requires significant attention to assessment and planning procedures, it is essential that it is possible to conduct these stages rapidly in order to begin emergency implementation.

It is anticipated that each stage may be completed within the time frames outlined in Figure 15.1. These time periods will not be possible in every situation but are general targets.

## 15.6 Instructions for use

**Chapter 16** should be used to conduct rapid needs assessment and priority setting. The initial data collection process consists of a series of checklists designed for quick-fire quantitative and qualitative assessment for each sanitation sector. These should be completed systematically sector-by-sector.

Following this is a detailed data analysis procedure whereby the collected information should be recorded in tabular form and ‘common scores’ calculated for comparison between and prioritisation of various sanitation activities and sub-activities.

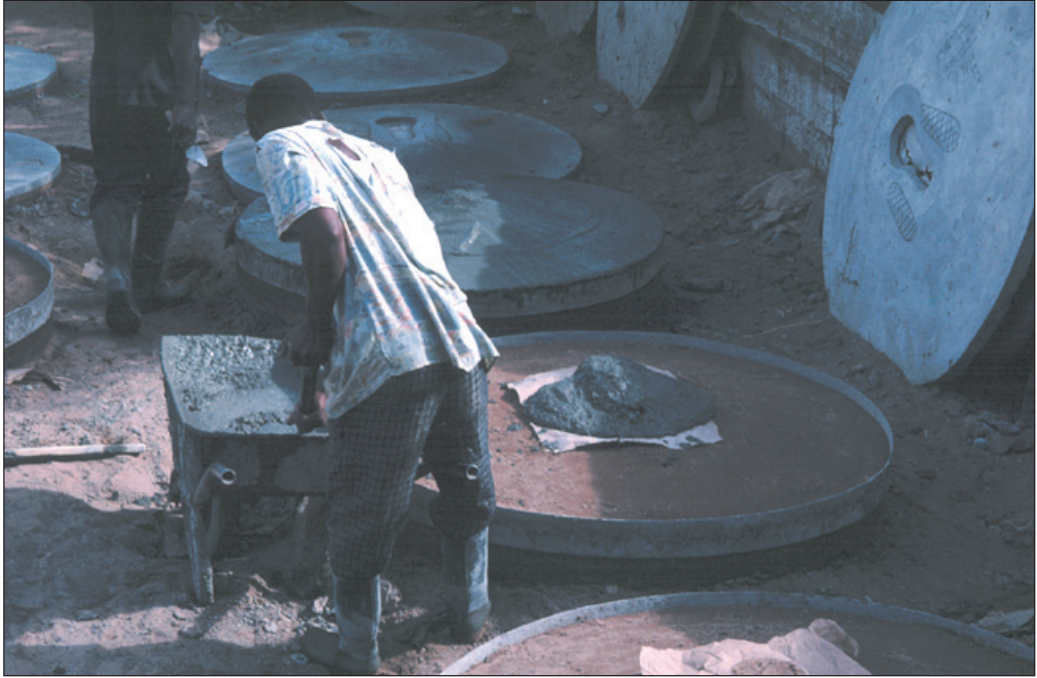
**Chapter 17** provides details of the procedure to create an outline programme design. By following the stages described, a rapidly produced but suitably detailed programme proposal may be drawn up. This is designed for submission to the donor for approval.

**Chapter 18** briefly describes the process used to plan and implement immediate actions directly following the outline programme design.

**Chapter 19** should be used for detailed programme design, involving the stakeholders and building on the initial design produced in Chapter 16. This outlines participative approaches that can be used to gather additional socio-cultural information and to analyse it in order to select appropriate actions for programme design and implementation.

**Chapter 20** should be used in implementation, monitoring and evaluation through to programme completion.

The **Case Study** demonstrates how the Guidelines have been applied in the field, with full worked examples for each section of the Guidelines.



**Producing latrine slabs in Mozambique**

