1. Enrolment of the community in the strategy
2. Preparation of the community
3. Training
4. Short and medium term monitoring and evaluation
5. Long term monitoring and evaluation

3 weeks 1 month 1 day 6 months 6 months
1. Enrolment of the community in the strategy – 3 weeks

1.1 Selection of the community and first contact

**Prospection** by the FF in a new area:
- Contact the paramount chief to be introduced to all section chiefs
- Contact the section chiefs to identify all eligible villages and record their name in the prospection book

The FF writes the name of all eligible communities in his prospection book

**First contact** by the FF with all eligible villages to gather general information

The GPS coordinates of the community are recorded to locate it on a map

The FF fulfils the Village information form during the first contact

1.2 Request letter

Demand responsive approach:
- the community writes an **official request** letter of their most pressing needs and sends it to IA’s office
- validation by IA

After the first contact, a village which thinks that its needs can be addressed by the answer proposed has to write an official request letter

The FF fulfils the Village information form during the first contact

1.3 Simplified initial house to house survey

After this survey a meeting is planned if the community is interested to receive explanations about the HHWT strategy.

The survey is done house by house – all pot owners are interviewed

After reception of the request letter, the FF goes back to the community to get **precise information about the village** (population, health, hygiene and sanitation) through a **house to house survey**.

The FF uses the Simplified house to house survey form, guided by the Guidelines on house to house surveys

1.4 IA’s HHWT strategy explanation

The strategy meeting aims at explaining the purpose of HHWT, the content of the starting kit and the organization of money contribution

The strategy meeting agenda

For the strategy explanation, the FF is guided by the Strategy meeting agenda

The FF calculates how much the community will have to pay using the Bleach contribution calculation

After the strategy meeting, the community confirms or not its interest to enter into the HHWT strategy
2. Preparation of the community – 1 month

2.1 Explanation and formation of water committee

Explanation of the roles and responsibilities of the different positions expected in the water committee:
- Chairman
- Chairlady
- Secretary
- Chlorinators
- Chief-adviser

For the water committee meeting, the FF is guided by the Water committee meeting agenda.

The community itself elects or appoints the water committee members.

After election, all committee members sign the Water committee formation sheet.

2.2 Hygiene and sanitation sensitization

Messages for hygiene and sanitation sensitization focused on how to avoid water contamination.
Strong participation expected of the chlorinators as hygiene promoters.

For the sensitization, the FF is guided by the Hygiene and sanitation meeting agenda.

At the end of the sensitization meeting, a poster of diarrhea causes and prevention measures is displayed in the community.

2.3 Money contribution follow-up

The water committee is responsible for organizing the money contribution to get the chlorination kit (and then for refill).

Total supply paid:
- 25% by the community
- 75% by Inter Aide

A Receipt for community bleach kit purchase is given to the community, another one is kept by IA.

After this initial contribution, the community will still have to contribute for the purchase of chlorine.

First bottle(s) of chlorine (1/chlorination kit) purchased by the community in preparation of the training. All the next ones will also be bought by the community.

2.4 Supply distribution

For the supply distribution, the FF is guided by the Supply distribution agenda.

Distribution of the supply
Advises for use and maintenance
Advises for purchase of new material

A Recipe for community bleach kit purchase is given to the community, another one is kept by IA.

2.5 Purchase of chlorine by the community

The community receives a card with the name, address and phone number of the bleach reseller, and of a back-up one.
3. Training – 1 day

Community’s understanding of IA’s HHWT strategy

- What does chlorine do in water?
- What are the key messages to avoid diarrhea?
- What makes them to contribute?
- What does the kit contain?
- How will they manage if they lose or damage some material?
- Where to buy the chlorine?
- Who are the water committee members? What are their responsibilities for each of them? Is it good or bad?
- For how long they think they will work?
- How long will IA assist the community?

Training on chlorination

The chlorinators are trained in front of everyone to see the process.

Treatment of all containers by the chlorinators under IA supervision after demonstration on one container by IA.

Poster of chlorine use explanation delivered at the end of the training and displayed in the community.

Conclusion of the chlorination

The chlorinators and some random villagers have to explain the steps and place the pictures of each step in the right order.

Training of the secretary and decision of water committee management plan

The template is drawn in the notebook and the secretary is trained for fulfilling it.

The water committee decides a management plan (treatment organization, material, money contribution, meetings...) that the secretary writes down in his book.

Evaluation of the level of understanding of the community

For the training, the FF is guided by the Community training agenda.
### 4. Short and medium term monitoring and evaluation – 6 months

<table>
<thead>
<tr>
<th>Step</th>
<th>Time since training</th>
<th>Number / Frequency of follow-up visits</th>
<th>Activities</th>
</tr>
</thead>
</table>
| 4.   | 3 days              | 1 visit                               | DPD tests in all households  
 Acceptance (fears and complains) of HHWT by all pots  
 Refreshment training by the FF |
|      | 1 to 2 weeks        | 1 visit                               | DPD tests in all households  
 Refreshment training focused on chlorinators and secretary |
|      | 1 month to 6 months | 1 visit / 1 to 3 month(s)  
 *(depending on the acceptance of the community)* | Random DPD tests in some households  
 Money contributions and chlorine refill  
 Acceptance of HHWT by all pots |
| 5.   | 6 months to 1 year  | 1 visit / 1 to 3 month(s)  
 *(depending on the acceptance of the community)* | Random DPD tests in some households  
 Long term acceptance of HHWT by the community assessed through follow-up visits and data from resellers notebook |

During the **follow-up visit**, the FF has to pay more attention to:
- Understanding of the treatment procedure
- Recordings in the notebook

Any of these 2 points may lead to refreshment training.
- Money contribution
- Chlorine supply
- Community work
- Local source conditions
- Hygiene and sanitation

Any of these points may lead to advices by the FF.

→ Any important information recorded in the **weekly report**.

### 5. Long term monitoring and evaluation – 6 months

After a one year monitoring, some communities will benefit from an **improvement of their local source** according to:
- Population
- Motivation and continuous use of bleach
- Water shortage
- Accessibility

During the follow-up visit, the FF fulfils the Follow-up form for communities and reports the main results (% of pots with treated water and % of good FRC) in the monitoring notebook.

One year after training, a **redo of the house to house survey** is done to assess the program’s impact on health and sanitation.

The Form for local source improvement is used to prioritize communities.

For the follow-up visits, the FF is guided by the **Steps for follow-up of communities**.

![Image of improved local source](image-url)