

3 weeks

1. Enrolment  
of the shop in  
the strategy

1 day

2. Supply  
distribution  
and training

Until the end of the programme...

3. Monitoring  
of the shop



# 1. Enrolment of the shop in the strategy – 3 weeks

## 1.1 Assessment of the needs and prospection

## 1.2 First contact

## 1.3 Choice of the most appropriate reseller

## 1.4 Confirmation of participation

Assessment by the technical FF of the **needs in one area**:

- One community must not have to walk more than **20 km / 12 miles** to reach the bleach shop
  - The **number of shops has to be limited** in order to maintain a sufficient demand in each one
- If a need has been identified in one area, **identification of all eligible shops**.

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



### Information from the communities:

- Do you know a shop that sells bleach?
- Where do you usually buy your goods?
- Is this shop famous by the surrounding communities?
- How long has it been working? Do you think it is sustainable?
- Is the shop often open?
- Is the reseller often available?
- Do you have good relationship with the reseller?

### Information from the shop:

- Shop's profile (name of the reseller, location, contact, date of establishment)
- Sales and suppliers
- Customers
- Reseller's profile (interest, motivation, availability, education)

inter Aide Sierra Leone

SHOP INFORMATION - FIRST CONTACT	
FF name:	Date:
Storekeeper's name:	
Address:	
Chieftain:	
Section:	
Village:	
GPS coordinates	Latitude: Longitude:
Phone number:	
Date of establishment:	
Sales of bleach?	YES NO
Do some customers ask for bleach?	YES NO
Items sold in the shop:	
Location of the suppliers:	
Communities regularly buying in this shop:	
How long does he plan to continue his business?	
Knows bleach?	YES NO
Knows HHWT?	YES NO
Would be interested to sell bleach?	YES NO
Often has to travel?	YES NO
How many other sales persons to replace him?	YES NO
Can read and write?	Unknown Know but don't buy Know and buys
Opening hours/ days	Often closed Rarely closed Always open
Storekeeper's availability	Often absent Rarely absent Always there
Relationship to storekeeper's	None Bad Good Excellent
Motivation	1 2 3 4 5
Sustainability	1 2 3 4 5
Proximity	1 2 3 4 5
Availability	1 2 3 4 5
Seriousness	1 2 3 4 5

The FF fulfils the Shop information form from discussions with the reseller and the communities around

### Criteria to choose the most appropriate reseller:

- Motivation
- Sustainability
- Proximity
- Availability
- Seriousness

The chosen shop confirms or not its interest of participation in the HHWT strategy

## 2. Supply distribution and training – 1 day



**BLEACH STOREKEEPERS TRAINING  
AGENDA (2 HOURS)**

### 1/ Introduction (15 MIN)

- Introduction of IA staff and the storekeeper
- Purpose of the meeting
- IA's bleach strategy
- Important role of storekeepers

**2/ Explanation and signature of MOU (20 MIN)**

### 3/ Starting kit (10 MIN)

4/ HHWT training (30 MIN)

- HHWT steps with pictures
- Practical demonstration
- Evaluation

5/ Sales recording training (30 MIN)

Date	In	Out	Balance	Unit cost	Community	Remarks

### LIST OF VILLAGES TO BUY BLEACH

Chiefdom	Section	Village

## 6/ Suppliers (10 MIN)


- Suppliers contact
- Stock management
- Storage conditions

## 7/ Conclusion (5 MIN)

HHWT Bleach storekeepers training agenda light Nov 2016

*For the training, the FF is guided by the Bleach storekeepers training agenda*

## Explanation of IA HHWT strategy for shops



University of Limerick  
Limerick, Ireland

## MEMORANDUM OF UNDERSTANDING FOR BLEACH STOREKEEPERS

This MOU is an agreement between:

And

Inter Aisle Stores Limerick

Represented by \_\_\_\_\_

(Signature and Name)

\_\_\_\_\_

(Signature and Name)

For the selling of Covid bleach bottles to communities for the specific purpose of waste disposal.

**Inter Aisle's responsibilities:**

- provide the first rounds of bleach to the communities free to sell and make profit
- promote the storekeeper's business to the storekeeper

**Storekeeper's responsibilities:**

- purchase some bleach bottles to keep in stock at all times
- second hand sales is explained by Inter Aisle during the waste treatment
- set out the selling price of the bleach more than 1,000 L per litre the buying price to ensure the community can purchase bleach for waste treatment

This agreement is being made so that all waste treatment strategy is suitable for the future.

This agreement is signed in witness of local authorities to secure the agreement is upheld.

\_\_\_\_\_

(Signature and Name)

\_\_\_\_\_

(Signature)

This document will be read and signed in \_\_\_\_\_

Signatures of Inter Aisle

Signatures of the storekeeper

Signatures of the authority

A Memorandum of Understanding is signed between IA and the reseller in witness of local authorities to clarify the purpose of the bleach business

## Establishment of link with supplier

**BLEACH STORE KEEPER**

NAME: **Foday & Fonah Enterprise**  
ADDRESS: **2 Sylvanus Junction Makoni**  
PHONE NUMBER: **088-401-737/076-844-225**

**BACK-UP**

NAME: **M. Mohamed Mughrin**  
ADDRESS: **3 Upper East Street Freetown**  
PHONE NUMBER: **030-850-450 / 077-524-858 / 078-223-224**



The reseller receives a card with the name, address and phone number of the main supplier in Makeni and a back-up store in Freetown  
He/She also receives advices for stock management and storage

## Supply of starting kit



The reseller receives a starting kit (bleach bottles and syringes) free to sell

[illegible]

*Each reseller has the contact of the other resellers in case of issue (displayed in his book)*

## Training on chlorine use and sales recording



*The reseller learns how to record his sales in the notebook after drawing of the template*

**Rule:**

Number of bleach bottles supplied =  
Number of chlorination kits  
supplied in the communities around  
+ 3 bottles (with a minimum of 10)

Poster displayed in the shop to promote the bleach resellers



*The reseller learns how to treat water with chlorine (practical demonstration by the FF and poster displayed in the shop)*

### 3. Monitoring of the shop – *Until the end of the programme*

Time Frame	Frequency of follow-up visits
Between training and first refill	1 visit / month
After first refill	1 visit / 3 or 4 months

## Visit guided by the steps for follow-up of shops

Inter Aide Sierra Leone

### STEPS FOR FOLLOW-UP OF SHOPS

### 1/ Household water treatment

2/ Notebook for sales recording

Do all communities effectively come?

### 3/ Issues with bleach business

- Supply
- Money gathering
- Transportation
- Storage
- Stock management
- Other

#### 4/ New communities

## 5/ Non-IA's communities

*Note: Any important information from the visit has to be mentioned in the weekly report.*

### HHWT Steps for follow-up of shops light

Nov 2016

During the **follow-up visit**, the FF has to pay more attention to:

- **Understanding of the treatment procedure**
  - **Sales recording** in the notebook
- Any of these 2 points may lead to refreshment training.*
- Any particular **issue with the bleach business** (supply, money gathering, transportation, storage, stock management...)
  - If **non IA customers** come to buy bleach

If necessary, the **list of communities** to buy in this shop has to be updated.

## Continuous fulfilment of the resellers' data recording

Date	IN	OUT	BALANCE	COMMUNITY	REMARKS
18/03/16	10	—	10	liter Aide	Capita
11/05/16	—	01	09	One house	
11/05/16	—	01	08	Gubayama	
15/05/16	—	02	06	Nerehun	
19/05/16	—	02	04	Maki die	
22/05/16	—	01	03	Mabaina	
25/05/16	—	01	02	Maghamkato	
30/05/16	06	—	08	MaKen	
02/06/16	—	02	06	Kagleggeh	
20/08/16	—	02	04	Nerehun	
21/08/16	—	01	03	Gubayama	
25/08/16	—	01	02	one house	
27/08/16	—	01	01	Maghamkato	
27/08/16	—	01	00	Mabaina	
31/08/16	10	—	10	MaKen	
03/9/16	—	02	08	Mahindie	
10/09/16	—	01	07	Kagleggeh	
05/10/16	—	02	05	Nerehun	
10/11/16	—	01	04	Gubayama	
13/11/16	—	01	03	Maghamkato	
19/11/16	—	01	02	Mabaina	

[illegible]

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

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

*The FF reports the data from the reseller's notebook to his sheet at each follow-up visit – all sales from the last visit have to be recorded*

→ Analysis of **communities effectively buying chlorine** and **supervision of bleach business management**