



**MINISTRY OF HEALTH**

# **ODF RURAL KENYA 2013**

**Verification and Certification of ODF Communities  
Guidelines, Processes and Tools**



**February 2013**



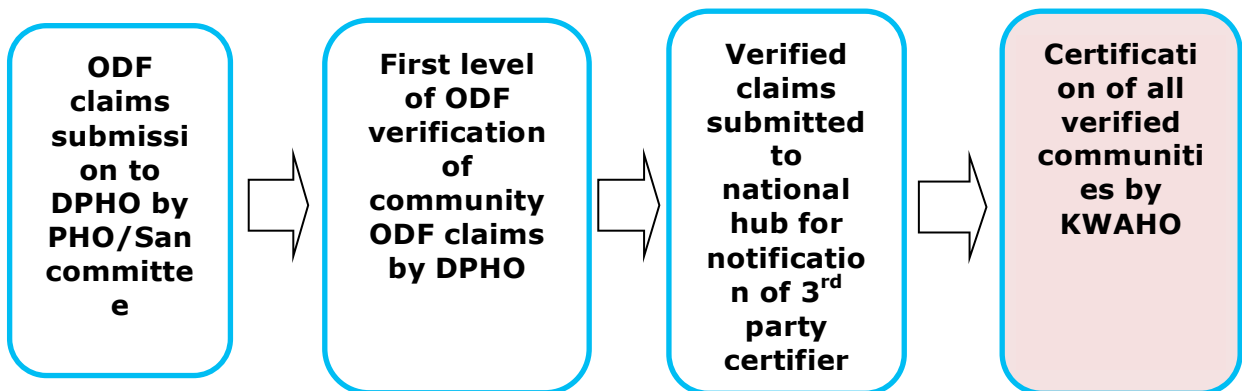
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## 1.0 Background

CLTS was adopted by the Government of Kenya as a national sanitation strategy in 2011 following successful piloting by sector players since 2007. Significantly, between 2010 and 2011 this initiative registered impressive results with over 1,000 villages (571,231 people) attaining open defecation free status. Consequently, in May 2011, the Government and partners launched the ODF Rural Kenya 2013, campaign which aims at eradicating Open Defecation (OD) in Rural Kenya by 2013.

Verification and Certification are integral components of CLTS. They are critical for assuring quality and sustainability of ODF conditions and collective behaviour change. From the launch of the ODF campaign, verification of ODF claims were carried out by District Public Health Officers from the Ministry of Public Health and Sanitation while certification was carried out by a third party, namely Kenya Water and Health Organisation (KWAHO), a Non-Governmental Organisation. This process of verification and certification is illustrated in Figure 1 below.



**Figure 1 Current model of verification and certification**

As the name "third party" implies, certification should be conducted by entities (organizations, government agencies, community organizations, consultants) that are not directly involved in the implementation of CLTS activities. The involvement of the third party brings in a fresh outlook to the process, ensures quality and credibility of CLTS process, makes the community realize their inherent potential and triggers enthusiasm to the neighbouring communities.

Although the verification and certification process had largely been successful with many lessons learnt, CLTS stakeholders continually expressed concerns about the speed and cost of certification in the context of the road map to ODF rural Kenya by 2013. In this regard, a consultative process under the leadership of the Ministry of Public Health and Sanitation was initiated. The Sanitation Technical Working Group was mandated to consolidate views and recommend a suitable approach to the Ministry. It was collectively agreed that the verification

and certification process be reviewed to ensure their adherence to the following core principles:

- a. Cost effectiveness
- b. Institutionalization of the process
- c. Objectivity
- d. Speed
- e. Acceptance and use by all stakeholders

At the verification level, the current model (Figure 1) used from May 2011 – January 2013 satisfies criterion a – cost effectiveness, b – institutionalization, and e – acceptance by all stakeholders; but does not satisfy c criterion of objectivity. This is because the verification is carried out by the District Public Health Officer alone, whose job it is to implement CLTS. The permanent model shown in Figure 2 addresses this gap with the use of district level verification supervision team. At the certification level, the current model (Figure 1) satisfies the core principles of objectivity but it does not satisfy the principles of cost-effectiveness, institutionalization, timeliness and acceptance/use by all stakeholders. In light of the above, the Government of Kenya has developed these guidelines to address the concerns of timeliness and institutionalization. It is expected that all stakeholders nationwide will use this method from September 2013. To leverage the experience of KWAHO in third party certification, KWAHO will build capacity of county level teams to carry out certification. Once a county level team has been established, they become responsible for carrying out certification within the county. In addition KWAHO will ensure quality control of the certification process as described in section 3.3.5 of these guidelines.

The guidelines, processes and tools are outlined in the sections below.

## 2.0 Definition of terms

**Verification:** This is inspection and assessment carried out officially to assess whether a community is open defecation free as claimed by community after it has assessed itself using agreed criteria. In the Kenyan context, since the verification is carried out by a team and therefore objective, the community can celebrate and put up the sign post of open defecation.

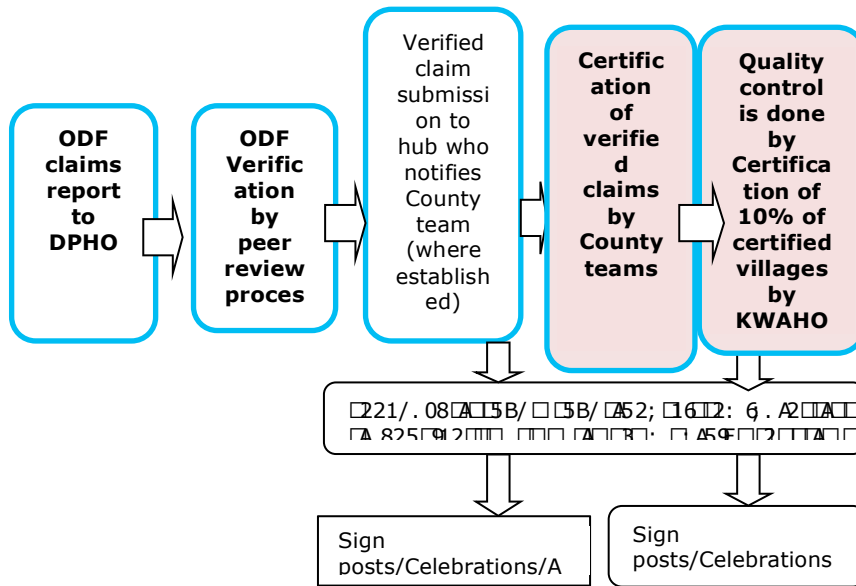
**Certification:** This is the confirmation and recognition of the open defecation free status of a community after verification according to stipulated criteria. In the Kenyan context of the transitional and permanent models, it will serve as a check and balance mechanism for the verification process.

**Open Defecation Free:** This refers to a situation in which there is no exposure of faeces to the air or external/open environment in a community.

When the connection between poor human excreta disposal and eating shit, triggers action towards latrine construction, proper hand washing and improved hygiene, it leads to open defecation free communities<sup>1</sup>.

### 3.0 Process

The ODF verification and certification will comprise 3 key processes namely; community self-assessment, verification and certification. The processes are illustrated in Figure 2 below.



**Figure 2: Workprocess for certification**

#### 3.1 Step 1: Community self-assessment process

The first step in the ODF certification process is an internal process of community self-assessment. A community that has been triggered and believes it has achieved ODF status according to the stipulated criteria, conducts a self-assessment which is facilitated by the **Public Health Officer**.

- i. The community selects a day after its self-declared ODF date when it will conduct the exercise.
- ii. The CLTS committee and natural leaders conduct the self-assessment test using the Community Self-Assessment tool (Annex 1a and 1b).
- iii. The Public Health Officer working in the area supports the community in the self-assessment exercise.

<sup>1</sup> Sanitation Drive to 2015 (UN-Water, 2015).

- iv. The group that conducted the exercise briefs the whole community on the outcome of the exercise and the result discussed
- v. If the community feels it is not prepared for the external verification, conduct the self-assessment again.
- vi. Once the community is satisfied that it is ready for the external verification, it notifies the District Public Health Officer through the Public Health Officer.

### **3.1.1 Criteria for ODF self-assessment**

- No exposed human excreta within the community/households (this means a complete absence of exposed faecal matter that can be accessed by houseflies, whether in toilet facilities, chamber pots, surrounding bushes/shrubs or refuse dumps etc).
- All households have access to a latrine which should not facilitate faecal-oral transmission:
  - ✓ The squat hole should be covered
  - ✓ The floor should be free of faeces and Urine
  - ✓ Superstructure that provides privacy
- All households have a hand washing facility near the latrine
  - ✓ Be in use
  - ✓ Evidence of soap/ash and water

### **3.1.2 Tools and reporting format for self-assessment**

- i. Community self-assessment tool (annexes 2a and 2b).
- ii. Reporting of claims to DPHO by PHO (annex 2 c)

## **3.2 Step Two: Verification**

Verification will be undertaken through a peer review process that will be supervised by a district team whose composition is described below. Verification should be done one within month after community self-assessment yields an ODF claim.

### **3.2.1 Composition of district level verification supervision team**

- i. The District Public Health Officer
- ii. Representative of the provincial administration
- iii. Representative of the implementing organisation where applicable
- iv. Representative of a local NGO
- v. Representative of the Ministry of Education (from schools in the community, SMCs)
- vi. Representative of the Department of Health Promotion (Ministry of Health)
- vii. Representative of the Ministry of Social Services (SDOs, CDAs)
- viii. Representative of a religious institution (church/mosque/temple)

A quorum is formed when any three of the six are present, though in every instance the District Public Health Officer should lead the process

### 3.2.2 Criteria for ODF verification

- i. No visible signs of human excreta within the community (this means a complete absence of exposed fecal matter that can be accessed by houseflies, whether in toilet facilities, chamber pots, surrounding bushes/shrubs or refuse dumps etc).
- ii. All households have access to a latrine which should not facilitate faeco-oral transmission:
  - a. The squat hole should be covered
  - b. The floor should be free of faeces and Urine
  - c. Superstructure that provides privacy
- iii. All households have a hand washing facility near the latrine
  - a. Be in use
  - b. Evidence of soap/ash and water

### 3.2.3 Coordination Procedures

- i. A community that meets the above criteria qualifies to have its claims of ODF verified as a step towards ODF certification.
- ii. The PHO sends the list of ODF claims under his/her jurisdiction to the DPHO
- iii. The DPHO compiles list of ODF claims and forwards monthly to the Hub for their record and information only.
- iv. The DPHO notifies the district verification team and a monthly verification trip is planned for all villages that have submitted ODF claims.
- v. Eligible communities are those that have completed their self-assessment with positive results
- vi. Though the activity should be undertaken with the collaboration and consent of the community and CLTS committee, the community should not be notified of the exact date to prevent them cleaning up their environment solely for the verification exercise.
- vii. Verification will follow a **Peer review process** which is outlined below:
  - a. All ODF claims submitted by the PHOs are compiled by the DPHO for the period under review
  - b. The DPHO then pairs up villages for peer review (these are composed of the sanitation/CLTS committee) e.g. village A to review village B
  - c. Assigns PHOs to support the process in each village (PHOs should not support the villages they are responsible for).
  - d. Logistics are clarified,
  - e. This list is made available to the District Level Verification (DVT) team when they arrive for the verification exercise
  - f. The members of the DVT supervise the process by conducting sporadic checks while the exercise is in progress
  - g. In each community, the peer CLTS committee and natural leaders do the following:
  - h. Show the CLTS committee and natural leaders the tools and remind them of the criteria for verification
  - i. Confirm the total number of households in the community currently
  - j. Confirm the total number of latrines in the community and how many households use them

- k. If there are households without access to latrines, find out where such households defecate i.e. do they share or do they defecate in the open.)
- l. Go round the community and check if each latrine is:
  - 1) Completed
  - 2) Being used
  - 3) Has a superstructure
  - 4) has a squat hole lid
  - 5) Floor free of faeces and urine
- viii. Check if hand washing facility is available in or near the latrines.
  - a. Check if there is evidence of use
  - b. If the hand washing facility has water, ash or soap
- ix. Check all former open defecation sites, bushes close to homesteads and general environment for faeces
- x. To gain certification, it is expected that a community should score YES to all the five points in L and viii above
- xi. Scoring, feedback and reporting:
  - ✓ At the end of the exercise, the team discusses its findings with community members and informs them of the basis of the decision.
  - ✓ If all households comply with the verification criteria the village is verified as ODF, the community is informed of the next steps of certification and possible celebration.
  - ✓ If not all the assessment criteria is met, the gaps will be discussed with the community and recommendations made
  - ✓ Community then addresses the gaps, conducts another self assessment and reapplies for verification. A list of ODF claims (Annexe 2c) showing those which are verified is compiled by the DPHO with signatures of the DVT, and sent to the hub monthly, copying the Regional Coordinators
  - ✓ Such lists should show the households, population, latrine and hand washing coverage, communities, districts, divisions, locations and all necessary contact information at district and community levels.
  - ✓ The hub updates and sends out a monthly report to stakeholders and incorporates this into the Health Information System.

### **3.2.4 Tools for verification**

Verification tools for use by verification team (Annexes 2a and 2b)

Reporting of verification exercise to hub and other stakeholders for use by DPHO with signatures of team (Annexe 2c)

## **3.3 Step 3: ODF certification**

### **3.3.1 Criteria for certification**

- The criteria for certification are similar to the criteria for self-assessment and verification.
- Certification must be carried out two months after verification.



### 3.3.2 Coordination Procedures

1. Hub gives a “no objection” to the implementing agency to undertake the proposed certification and provides it with a list of accredited county certification teams
2. The implementing agency contracts the county certification team on the basis of the standard TOR (Annexe 5) and provides list of villages with verified claims, showing districts, divisions, locations and all necessary contact information (List had been sent by DPHO with monthly report).
3. County certification team prepares budget and makes travel plans for certification.
4. County team enters into agreement with the implementing agency and notifies the hub providing a detailed travel plan.
5. Desk review is conducted using Annexe 3a
6. County certification team notifies the District Public Health Officers of travel plan with proposed dates. Where feasible, it is important that County team does not notify DPHO of particular villages to be visited. However in some instances this might not be practical because of arrangements that might need to be made before hand.
7. On arrival, the county team holds a pre-certification briefing at the District headquarters with the DPHO and District CLTS committee where functional and make any amendments to the travel plan
8. The team proceeds to the village accompanied by a representative of the district, involved in CLTS implementation.
9. The process of certification is similar to the process of verification with strong involvement of the CLTS committee and the natural leaders
10. Steps VII to IX of the verification process are used
11. On completion of the County Team’s assessment, a community meeting is called and the findings announced
12. **Scoring and feedback:**
  - If all the households checked complied with the verification criteria, the village is certified as ODF, the community is informed of the next steps of celebration and post-ODF compliance (total sanitation).
  - If not all the assessment criteria is met, the gaps will be discussed with the community and recommendations made. If the criteria not met relates to hand-washing and over 75% of the households have and use a hand-washing facility, certification can be given on condition that the remaining 25% will be sensitized and adapt hand-washing within an agreed time frame.
  - A briefing is held at the district headquarters and the findings (recommendations and list of certified villages versus list of visited verified villages is submitted to the District Headquarters and the same copy sent to the hub for its records, copying the regional coordinator)
  - The District Public Health Officer gives feedback to the Public Health Officers responsible for the villages, ensure they address the gaps, and conduct self-assessment test, verification and reapplies for certification. The certification exercise cannot take place before 1 month has lapsed following the initial certification exercise.

### **3.3.3 Certification tools**

- i. Desk review certification (Annexe 3a)
- ii. Certification of verified claims (Annexe 3b)
- iii. Summary of certification (Annexe 3c)
- iv.

### **3.3.4 Composition and contracting of county level certification team**

The county certification team will be drawn from credible institutions/ organizations i.e. NGO's, CBO's, FBO's etc. or from individuals who have demonstrated skills and expertise in CLTS. They will be identified through a shortlisting process (Annexe 4) coordinated by the Hub and trained on the 3rd party certification process (See TOR-Annexe 5). The Hub will compile the list of organizations and individuals accredited to be county certification teams and provide this to the implementing agencies. The implementing agencies will engage the county certification teams directly.

### **3.3.5 Quality Control**

Quality of ODF certification will be carried out by accredited independent institutions/organizations that have previous experience in sanitation – CLTS and have capacity in ODF Certification. The process for undertaking this is outlined below:

1. Hub notifies quality control team of the certified villages
2. Quality control team makes travel plan randomly selecting 10% of the certified villages
3. Quality control team gives one day notice of travel plan to the District Public Health Officers.
4. On arrival, the quality control team holds a briefing at the District Headquarters with the DPHO and DVT where functional
5. The team proceeds to the villages accompanied by a representative of the district, involved in CLTS implementation.
6. The quality control team will validate certification reports using the criteria set out in Annexe 3d.
7. The quality checks will be similar to the process of certification; the major difference being that not all households are visited. Households in a community will be randomly selected from the village household list and checked for compliance with the certification criteria.
8. On completion the Quality Control holds a meeting with the county certification team(s) and the DVT to discuss the findings.

### **3.4 Timing of the self-assessment, verification and assessment**

- Self-assessment should be conducted by community and PHO as close to their self-selected ODF date as possible i.e. once they are ready
- Verification should be carried out as convenient for the districts, but it must be within one month of ODF claim submission.
- Certification should be carried out not earlier than 1 month and not later than 2 months after verification

#### **4. ODF Celebrations**

Once the community is declared ODF through the verification process, the DPHO/implementing organization should work closely with the natural leaders and the community CLTS committee to plan for the ODF celebration.

The ODF celebration should be given as much publicity as possible to draw attention to it. The presence of external stakeholders at the celebration is a reward, motivator and trigger for other communities. The community's ODF certificate is presented to them during the celebration. The community should be supported by the DPHO/implementing organization before the celebration to erect a sign board stating their ODF status and their commitment to remain so. Districts that have the most number of ODF villages in three months will be awarded champions certificates

#### **5. Funding for Verification, Certification & Celebrations**

The implementing agency will be expected to budget for the verification and certification exercises as well as the celebrations. These processes have been incorporated in the Kenyan CLTS approach and should therefore not be seen as optional or the responsibility of another entity. DPHO's are encouraged to point this out at the onset of any CLTS intervention so as to minimize misunderstanding.

**ANNEXES: TOOLS FOR SELF-ASSESSMENT, VERIFICATION AND CERTIFICATION**





## **ANNEX 1b: SUMMARY OF SELF-ASSESSMENT**

### **PART 1: VILLAGE PROFILE**

1. Name of village \_\_\_\_\_ 2. Population \_\_\_\_\_

3. Number of households \_\_\_\_\_

4. Date village was triggered \_\_\_\_\_

5. Name of the CLTS committee chair + contact

6. Date of ODF claim \_\_\_\_\_

7. PHO ( name + signature) :

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**PART 2: SANITATION & HYGIENE**

8. Number of Households with adequate latrine ( smooth floor+ LID+ superstructure)-----

9. Number of Household with Hand Washing facilities ( water + soap/ash)\_\_\_\_

**PART 3: Observation**

10. Evidence of Excreta in the village ( including old defecation site)

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**Part 4: FINAL DECISION FOR ODF CLAIM:** ODF : YES NO

**Part 5: Recommendations**

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## **ANNEX 2a: VERIFICATION OF ODF CLAIM (HOUSEHOLD DATA)**

District:		Village:			Location:			Sub-location:			Date:		
CLTS committee chair							Natural leader						
Village:		Household:			Population:			Trigger Date:			ODF claimed:		
		<b>Population Data</b>					<b>1</b> <b>LATRINE CONSTRUCTION</b>					<b>2</b> <b>Hand-washing Stations (HWS)</b>	
		Men	Women	Boys	Girls	Total	Latrine (Y/N)	Smooth /cleanable floor	Lid on top of the hole	superstructure providing privacy	In Use (Y/N)- sign of excreta in the pit	Handwashing station (Y/N)	Handwashing station with water soap/ash





## **ANNEX 2b: SUMMARY OF VERIFICATION**

### **PART 1: VILLAGE PROFILE**

1. Name of village\_\_\_\_\_ 2. Population \_\_\_\_\_
  
3. Number of households\_\_\_\_\_
  
4. Date village was triggered\_\_\_\_\_
  
5. Name of the CLTS committee chair + contact
  
6. Date of ODF claim\_\_\_\_\_
  
7. DPHO ( name + signature) and other verification team members (name and signature):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **PART 2: SANITATION & HYGIENE**

8. Number of Households with adequate latrine ( smooth floor+ LID+ superstructure)-----
  
9. Number of Households with adequate latrine ( smooth floor+ LID+ superstructure) in use-----
  
- 10.** Number of Household with Hand Washing facilities ( water + soap/ash)\_\_\_

**PART 3: Observation**

11. Evidence of Excreta in the village ( including old defecation site)

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**Part 4: FINAL DECISION FOR VERIFICATION OF ODF CLAIM:**

ODF : YES

NO

**Part 5: Recommendations**

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## ANNEX 3a: Certification Sheet

### Desk Review

#### 1. Review sanitation/CLTS monthly report sent to Hub

Number of villages verified.....

Number of reports of verification available:

▪ Household data sheet.....

▪ Summary of verification.....

▪ Proof of communication to the village(s) of the result of the verification.....

Communicate results to the village

2.

**Recommendation** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## ANNEX 3b: CERTIFICATION OF ODF VILLAGE (HOUSEHOLD DATA SHEET)

District:		Village:			Location:		Sub location:		Date:				
Champion name							Natural leader						
<b>Village:</b>		<b>Household:</b>			<b>Population:</b>		<b>Trigger Date:</b>		<b>ODF claimed:</b>				
	Name of Household	Population Data					1					2	
							LATRINE CONSTRUCTION					Hand-washing Stations (HWS)	
						Latrine	Smooth /cleanable	Lid on top of the	superstructure providing privacy	In Used (Y/N)-sign of excreta in the pit	Handwashing station (Y/N)	Handwashing station with water soap/ash	



## **ANNEX 3c: SUMMARY OF CERTIFICATION**

### \_\_\_\_\_ Village Certification Report

<b>Village Location</b>	
District	
Location	
Sublocation	

<b>Latrine Coverage at</b>	
<b>Triggering</b>	
HH With	
HH Without	

<b>Key Dates</b>	
Triggering	
ODF Claim	
DPHO Verification	
3rd Party Visit	
ODF Certification	

<b>List the Names of the Team Members in the Exercise and Village Members Accompanying them:</b>

#### Status of Latrines and Coverage

Total No of Households with latrines in use	Total No of Houses <u>without</u> Latrine	Households with exculsive latrines	Total Households Sharing Latrine		Total No of House Hold with Hand washing Facility Present	Total No Hand Washing Facilities with Cleasing Materail Present	Total No of House Hold with Compound free of feecal matter	No. of Known OD sites still active

Summary of Key Observations in the Verification

\_\_\_\_\_ village is hereby certified as ODF on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Name of 3rd Party Organization

---

Signature & Stamp

---

Name of Authorizing Officer

---

Name of Witness from the community

---

Signature

---

**ANNEXE 3d: Quality Control Checklist**

**1. Conduct random visits to households in the village**

1. Do the villagers confirm that certification was done on the specified dates?
2. Are the villagers happy with the communicated results?
3. Was every household inspected?
4. Does the certification report give an accurate picture of the ODF status of the village
5. Is the county team using the designated staff who were trained on the 3<sup>rd</sup> party process?



## **Annexe 4: Pre-qualification Guidelines for 3<sup>rd</sup> Party Certifiers**

### **Section 1: INVITATION FOR PRE-QUALIFICATION**

#### **RE: PRE-QUALIFICATION OF THIRD PARTY CERTIFIERS**

CLTS was adopted by the Government of Kenya as a national sanitation strategy in 2011 following successful piloting by sector players since 2007. Significantly, between 2010 and 2011 this initiative registered impressive results with over 1,000 villages (571,231 people) attaining open defecation free status. Consequently, in May 2011, the Government and partners launched the ODF Rural Kenya 2013, campaign which aims at eradicating Open Defecation (OD) in Rural Kenya by 2013.

Verification and Certification are major and integral components of CLTS. They are critical for assuring quality and sustainability of ODF conditions and collective behaviour change. In addition, verification and certification have enhanced the credibility of CLTS implementation in Kenya. From the launch of the ODF campaign to date, verification of ODF claims have been carried out by District Public Health Officers from the then Ministry of Public Health and Sanitation. Where certification has been carried out, it has been done through a third party, namely Kenya Water and Health Organisation, a Non-Governmental Organisation

Given the scale of CLTS implementation in the country, the Ministry of Health, through the Division of Environmental Health, wishes to accredit qualified organizations and individuals to play the role of a third party certifier. As the name "third party" implies, certification should be conducted by entities (organizations, government agencies, community organizations, consultants) that are not directly involved in the implementation of CLTS activities. The Ministry hereby invites eligible organizations and individuals to apply for prequalification as Third Party Certifiers for their respective counties and sub-counties for the period 2013 to 2015.

#### **Mandatory Requirements for Pre-Qualification**

Applicant(s) shall provide the following:-

- a. Certified copy of Registration certificate
- b. Certified copy of Value Added Tax (VAT) Registration Certificate
- c. Certified copy of Personal Identification Number (PIN) Registration Certificate
- d. Copies of national identification card(s) (ID"s) for proposed staff
- e. Full names of individual/organization, post office box number, telephone number(s), e-mail address, physical address (contact person(s) and physical address for organizations)
- f. Curriculum vitae of proposed staff stating relevant experience in CLTS implementation.
- g. Names, physical/email addresses and telephone numbers of three references for the individual/organization which must relate to relevant experience within the last three years; including the contact details (names, addresses and email and

telephone numbers) of the persons who were ultimately responsible and accountable for contracting the organization/individual for that work

All the above details must be submitted for the applicant to be pre-qualified and included in the list of pre-qualified Third Party Certifiers for the period 2013-2015. However, selection for individual contracts shall be based on the post-qualification method.

Completed pre-qualification documents are to be enclosed in plain sealed envelopes clearly marked "**Pre-Qualification of Third Party Certifiers, ODF Rural Kenya 2013 Campaign**" and deposited in the tender Box at the offices of the County Public Health Officer and a copy submitted by email to [cltskenyahub@yahoo.com](mailto:cltskenyahub@yahoo.com) so as to be received on or before **Friday, 5<sup>th</sup> July 2013 at 10.00 a.m.**

Pre-qualification documents will be opened immediately thereafter in the presence of the prospective bidder(s)/ representative (s) who choose to attend at the respective County Offices. All candidates whose applications will have been received on or before the closing date and time will be advised in due course, of the results of their applications. Only candidates prequalified under this pre-qualification process will be invited to bid for Third Party Certification in their respective Counties.

**Kepha M. Ombacho, PHD, MBS**

**Chief Public Health Officer**

## SECTION 2: GUIDING FORMATS FOR PRE-QUALIFICATION DOCUMENTS

### 1. Format for Individual Curriculum Vitae

Name of Organization:

Name of Staff

Position of Staff:

Date of birth:

Professional qualifications

Contacts:

Telephone:

E mail:

Years with present employer

Summarize professional experience over the last 5 years, in reverse chronological order (including experience in CLTS).

Indicate particular technical and managerial experience.

From	To	Company/Project/Position/Relevant technical and management experience

### 2. Format for Organization Experience Summary

Assignment Name:	Approx. Value of the contract (Ksh)
Country:	Duration of assignment:

<b>Name of Client:</b>	<b>Total No. of staff months of the assignment :</b>
<b>Address of Client:</b>  <b>Contact Person:</b>	<b>Approx. value of the services provided by your firm under the contract (in Ksh):</b>
<b>Start Date:</b> <b>Completion Date:</b>	<b>No. of professional staff-month provided by associated Consultants</b>
<b>Associated Consultants: if any</b>	<b>Name of senior professional staff of your firm involved and functions performed</b>
<b>Description of actual services provided by your staff within the assignment.</b>	
<b>Results or Outputs</b>	
<b>Project Goal:</b>	

## **Annexe 5: TOR for 3<sup>rd</sup> Party Certifiers**

### **POST QUALIFICATION TERMS OF REFERENCE**

#### **1.1 Purpose and Objectives.**

Third party certification is an independent confirmation of ODF claims made by communities. The involvement of the third party brings in a fresh outlook to the process, ensures credibility, makes the community realize their inherent potential and triggers enthusiasm among the neighbouring communities.

The main objective of the ODF verification and certification is to independently assess, confirm and certify claims made by communities on their ODF status.

#### **1.2 Scope**

The certifier will be expected to inspect every village listed to have achieved the ODF status by the Ministry/partners and certify whether or not it has become ODF using the approved certification mechanism/process as explained in the Guidelines. This will include but not limited to:

- i. Assess availability and use of toilets in every homestead in the village community
- ii. Assess known and potential open-defecation sites within the community to confirm presence or absence of OD.
- iii. Document presence of other sanitation and hygiene practices e.g. cleanliness of the toilet, hand-washing, waste management.
- iv. Provide timely assessment and certification of ODF claimed villages
- v. Assess available data on the village and prepare an adequate plan to undertake the process.
- vi. Work closely with the Public Health department, implementing Agency and the community.

#### **1.3 Methodology**

- a. The certifier should constitute a certification team with members of both gender and a reasonable mix of community and CLTS skills but not from the villages to be verified.
- b. Review the village data and prepare an assessment plan
  - i. Conduct visits to each household in the community to verify presence and use of toilets using a short interview and standard observation list.
  - ii. Conduct visits to institutions within the community to verify availability and use of toilet and hand-washing facilities

- iii. Conduct careful observation and targeted interviews regarding the general environment of the village to confirm absence of active open-defecation sites
- iv. Conduct Focus Group Discussions with Sanitation/ CLTS committee
- c. Consolidate the village assessment data
- d. Provide feedback to sanitation/ CLTS committees
- e. Determine ODF status and make recommendations on issuance of a certificate

#### 1.4 **Deliverables**

- a. Village sanitation status report as provided for in the Guidelines
- b. An ODF certification report in respect for all the villages assessed in the format provided for in the Guidelines

#### 1.5 **Certifiers' Qualifications**

- a. Three years' experience in CLTS implementation
- b. Demonstrated experience in community development approaches with emphasis in WASH.
- c. Evidenced experience in conducting participatory qualitative and quantitative studies
- d. Evidenced report writing (English language) and documentation skills

#### 1.6 **Proposal Requirements**

The certifier will provide the following:

1. A list of members of the Certification Team indicating their CLTS background
2. A detailed work-plan, including a timeframe for the verification exercise
3. A full technical proposal and a separate financial proposal with the following components:
  - i) Technical proposal
    - a. The consultant's understanding of the terms of reference
    - b. Clear and detailed work plan including a Gantt chart
    - c. A detailed methodology
    - d. Full details of proposed consultancy team members, including their CVs which relates their experience and skills, etc. to this study
    - e. A detailed time schedule
  - ii) Financial proposal:
    - a. An itemized and detailed budget including consultancy fees and allowances, and all administrative costs in Kenya shillings
    - b. Proposed terms and schedule of payment.

The technical and financial proposals must be separate documents and submitted in separate sealed envelopes which will only be clearly marked CLTS ODF 3rd Party Certification: \_\_\_\_\_ Cluster and addressed to:

(Address of CoPHO/ Implementing Partner)

So as to reach it by 1200 hours on \_\_\_\_\_

**Please note that CoPHO/ partner will not reply to unsuccessful submissions and will not issue receipts unless the proposal is hand delivered to the office address given above.**