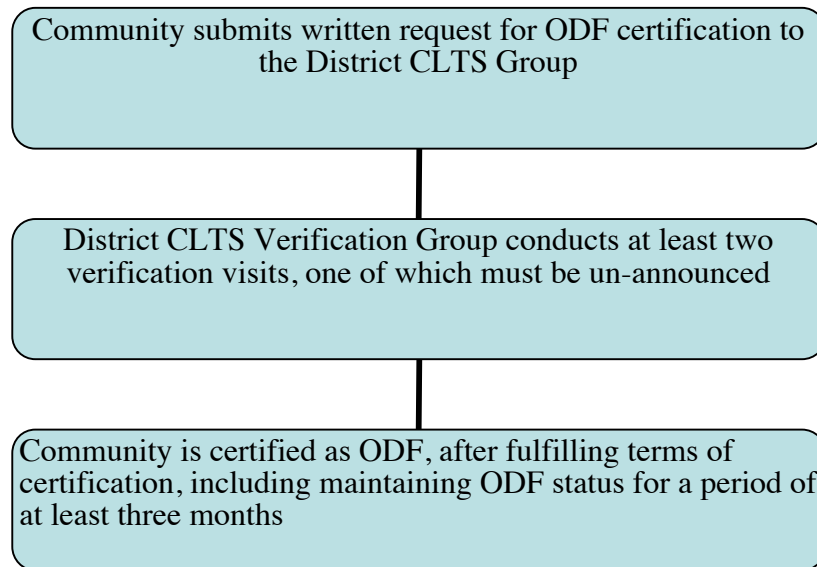


# VERIFICATION AND CERTIFYING ODF STATUS IN SIERRA LEONE

## FLOW PROCESS FOR ODF CERTIFICATION



### *Definitions:*

**Verification** entails inspection to assess whether a community is ODF

**Certification** is the confirmation of the status (**ODF**) and its official recognition

### **1.0 District CLTS Coordinating Group**

Each district shall have a CLTS coordinating group led by the Public Health Superintendent of the DHMT, MoHS.

Functions of the group will include

- To appoint members to ODF verification teams
- To facilitate verification exercises
- To compile all documentation on ODF verification and certification processes.

### **2.0 Verification Team**

The verification team will be charged with verifying the ODF status of communities that have submitted a request to the District CLTS Coordinating Group

#### **2.1 Composition of verification team:**

Each verification team must as a minimum have the following members

- Local Councils/Ward committee member
- DHMT
- Community representative or natural leader

- NGO representative, if community was triggered by NGO

It is also good practice to have other representatives in the Verification Team such as:

- People from neighbouring communities (especially where there is competition)
- Natural leaders and others from ODF communities
- Other Local Councils/Ward committees
- Representatives of government departments
- Representative of NGOs
- Teachers
- Health care workers (MCH Aide, Extension workers etc)
- Members of the general public. For example opinion leaders – religious leaders, women leaders.

## ***2.2 Useful guidelines/methodology for verification teams***

- Revolving membership of verification and certification committees (to reduce corruption where there are rewards)
- Natural leaders from ODF villages as members of inspection teams
- Have women members to specifically investigate women's sanitary arrangements
- More than one check up visit
- A surprise visit
- All members of the committee to sign any verification or certification
- No official certification, unless it has been sustained for **three months**
- When there has been thorough and stringent verification, a board can be put up at the entrance to a village, declaring it to be ODF
- Where a whole administrative area is to be verified, many members of organizations and of the public should be informed and invited to take part

## ***2.3 ODF Verification process details***

- Community applies for ODF status
- Visits to former OD sites by verification teams
  - Checking up before dawn or after dusk
  - Inspection of latrines
  - Check whether paths of latrines have been used
  - Conversation with old people and children
  - Ask how a community itself monitors hygiene behaviour change?
  - Check for evidence of hand washing – presence of soap and water containers near latrines
  - Enquire about infringements and what was done
  - Follow animals that eat shit (dogs, chicken, ducks, etc.)
- Verification Committee forward the recommendation to the District CLTS Coordinating Group

## **Definition of ODF community**

- Availability of toilets
- Evidence of toilet use

- No evidence of open defecation
- Every latrine hole provided with tight fitting cover
- Low fly population
- Evidence of hand washing with soap after toilet
- WASH Committee present and functional

#### **ANNEXES**

1. ODF Certificate
2. ODF Checklist
3. ODF Verification Request Form

Latrines- cover, ensures privacy, does not pollute water sources  
WASH committee functional  
HWWS present