



## Verification Procedure

### **Objective**

The verification process aims at verifying the ODF status claimed by champion/facilitator or community leaders.

### **ODF criteria:**

- There is no sign of open defecation in the village
- Each household has a latrine and use it
- The latrines has the following elements:
  - A superstructure providing privacy
  - A Smooth/cleanable floor
  - A lid to prevent fly from entering the pit
- Each household latrine is equipped with a hand-washing device with water and soap/ash

\* During monitoring visit in addition to ODF criteria set above, a household will be encouraged to construct a dish rack and refuse pit.

### **Verification process**

The Council Secretary (Principal Officer) with the support of the RWSS Unit will plan monthly verification visits based on the report by champions and sub district staff. The claim of ODF village to the CS should include a completed ODF request form (see annex 1).

The verification will be done at district level by a team composed of three professionals:

- One D-WASH member (NRWSS officer for sanitation (or focal point), EHT, NGO staff, other line ministry technical staffs etc...)
- One JMPT member (chief, district management, etc...)
- One member from any line ministry at the district/administration

The verification team will compile results for each village using the ODF request form household Excel sheet provided by community/champions/facilitator (see annex 1) and the summary of verification (see annex 2).

All household latrines/hand washing stations should be inspected, if the number of household is greater than 20, 20 latrines should be inspected (chosen randomly).

The results of the verification should be available at district level and officially communicated to the verified village within a month of the visit through a letter signed by Council Secretary/Town Clerk spelling out the village status and copied to the councillor and the Chief (annex 3). If ODF status is not granted, recommendation should be included in the letter.

On a monthly basis, the NRWSS officer (or focal point) will send to Provincial-DHID as part of the NRWSSP report information on OFD verification using the Excel sheet data (see annex 4).



## **ANNEX 1: ODF request form household Excel sheet**

District:		Village:		Ward:		Constituency:		Chiefdom:		Date:	
Villages headman:			Champion/facilitator name			Triggering date if applicable:			ODF claim's date:		
Number of Household:			Village population (summary for headman):								
NO	Name Household	of	Total numbers of people per household	1 LATRINE CONSTRUCTION					2 Hand-washing Stations (HWS)		
				Latrine (Y/N)	Smooth /cleanable floor	Lid on top of the hole	superstructure providing privacy	In Used (Y/N)= sign of excreta in the pit	Handwashing station (Y/N)	Handwashing station with water soap/ash	



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

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

1. Name of village:
2. Population:
  1. Number of households:
  2. Number of household visited:
3. Name of the champion/ facilitator + contact
4. Date village was triggered ( if applicable):
5. Date of ODF claim:

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

6. Number of Households visited with adequate latrine ( smooth floor+ LID+ superstructure):
7. Number of Households with adequate latrine ( smooth floor+ LID+ superstructure) in use:
8. Number of Household with Hand Washing facilities (water + soap/ash):

### **PART 3: OBSERVATION**

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

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### **Part 4: FINAL DECISION FOR ODF STATUS:**

YES - ODF STATUS GRANTED

NO - ODF STATUS NOT GRANTED

### **Part 5: RECOMMANDATION**

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### **Part 6: SIGANTURE OF VERIFICATION TEAM**

- |         |           |
|---------|-----------|
| 1. Name | Signature |
| 2. Name | Signature |
| 3. Name | Signature |

## **ANNEX 3: Example of communication of ODF verification results**

### **Insert the council letter head here**

**Subject:** Open Defecation Free (ODF) verification visit's result

Dear Sir, Madam

Following the ODF verification visit of your village conducted on the **XXX month year**, I am happy to inform you that the verification team has recognize the achievement of the ODF status of your village. This is no mean achievement and the district team takes this opportunity to congratulate you for your efforts

I urge you to continue your effort to ensure that all household use and maintain their latrines appropriately and practice hand-washing with soap/ash. As you know Hand-washing with soap/ash before eating and after using the latrine is key to reduce diarrheal disease and keep you community healthy.

I will transmit the record of your achievement to the provincial authorities. In the coming months, the district verification procedure will be assessed by the provincial authorities and the result of your achievement certified.

Attached please find a copy of the verification report for your records as well as your village Open Defecation Free certificate.

Council Secretary/Town Clerk Signature



# Certificate of Achievement

awarded to

-----Village  
after being verified Open Defecation Free (ODF) district  
on \_\_\_\_\_

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Council Secretary/Town Clark