



GUIDELINES
ON
SANITATION UP SCALING
FOR
TEHSIL/TOWN MUNICIPAL ADMINISTRATIONS
IN
KHYBER PAKHTUNKHWA

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1. PREAMBLE

- 1.1 Being the key sanitation sector agency responsible for sector policy planning LG & RDD is cognizant of the sanitation issues and has decided to embark upon sanitation up scaling in the province to achieve the targets.
- 1.2 It has been realized that LG & RDD, Government of Khyber Pakhtunkhwa committed of Sanitation up Scaling in line to National Sanitation Policy and Pakistan Approach to Total Sanitation through its sub units across the province. National Sanitation Policy (2006) of Pakistan focuses on creating open defecation free (ODF) environments and achieving total sanitation. Pakistan Approach to Total Sanitation (PATS) (2011) is a set of guiding principles has a huge potential in addressing the sanitation situation in Pakistan, enhancing human well-being, and contributing to the development. PATS promote 5 branded model.
- Community Led Total Sanitation, CLTS
 - School Led Total Sanitation, SLTS
 - Sanitation Marketing
 - Component sharing
 - Disaster response
- 1.3 In order to facilitate the Sanitation Up Scaling activities LG & RDD constituted Provincial Steering Committee and District Coordination Committees with mandate to provide policy guidelines and technical assistance.
- 1.4 LG & RDD, Khyber Pakhtunkhwa intends to ensure in the province to up Scale Sanitation by involving the Local Government representatives in process. It is therefore expected that Local government representatives will view this process as a means to support Sanitation up Scaling and assign it utmost priority.

2. SCOPE

- 2.1. These guidelines shall be applicable to all Tehsil/Town Municipal Administrations, Water and Sanitation Services Companies and Local Government Directorate offices, of Khyber Pakhtunkhwa

3. OBJECTIVES

Objectives of issuing these guidelines are:

- 3.1 To create an enabling working environment for appropriate hygiene and sanitation interventions so that people have access to sanitation facilities and improved hygiene
- 3.2 To create ownership of the government entities and improve the participatory process among all stakeholders in sanitation up scaling projects
- 3.3 To put in place a comprehensive operational manual for the local governments invest in Sanitation Up Scaling Projects
- 3.4 To ensure the most efficient, judicious and transparent utilization of funds allocated for the Sanitation UP Scaling projects
- 3.5 To attract investments including mobilization of local resources for the Sanitation Up Scaling.
- 3.6 To provide a framework for monitoring and evaluation of funds allocated for Sanitation Up Scaling projects.

4 DEVELOPMENT OF SANITATION UP SCALING PLANS:

- 4.1 Each Tehsil/Town Municipal Administration shall develop Sanitation UP Scaling Plan in consultation with District Coordination Committee on quarterly basis.
- 4.2 Other TMA's will consult Head Quarter TMA in developing of Sanitation Up Scaling Plan
- 4.3 Each VC/NC shall develop its own Sanitation Up Scaling Plan in line with the Tehsil/ Town Sanitation Up Scaling Plan

5. STAGES OF PLANNING PROCESS:

The planning process shall allow for Sanitation Up Scaling Plan to evolve, to change, and to reiterate so that the plans are not static, they are dynamic. The Tehsil/Town Municipal Administration shall follow the following stages for development of Sanitation Up Scaling Plans.

- 5.1 The District Coordination Committee for Sanitation Up Scaling of the concerned district shall initiate the process of Reward Assessment for preparation/updating of the medium term Sanitation Up Scaling Plan by issuing the directions to Tehsil/Town Municipal Administration to prepare the initial plan in consultation with AD LG &RDD.

- 5.2 The Reward process shall be based on the data received from the verification and certification committee.
- 5.3 Prior to the finalization of the Plan at Tehsil/Town level, The Tehsil/Town Municipal Officer and Assistant Director Local Government shall jointly hold wide range stakeholders consultations with concerned Community elders, representatives of the District, Tehsil and VC/NC and to discuss and identify the overall needs in Sanitation.

6. ALLOCATION OF FUNDS AT TEHSIL LEVEL FOR SANITATION UP SCALING

- 6.1 At least 5 % of the DWSS share under different programs shall be allocated for the Sanitation UP Scaling.
- 6.2 The funds allocated for the Sanitation Up Scaling shall not be diverted to any other sector/ scheme.
- 6.3 The funds allocated for Sanitation Up Scaling shall be utilized in shape of rewards for declared Open Defecation Free Villages/neighbourhood.
- 6.4 The following rewards may be provided depending upon the resources:
- Latrine material to the poorest of poor
 - Hygiene / Water Kits
 - Garbage disposal points
 - 3 colored Household Waste Bins
 - Rehabilitation of Water Supply Schemes
 - Hand pumps
 - WASH Facilities in Schools

7. SANITATION UP SCALING PROGRAM

- 7.1 Sanitation Up Scaling program shall be a part of budget to be approved by the respective Tehsil councils.
- 7.2 The rewards schemes shall be funded from the available funds for Sanitation.
- 7.3 The Sanitation Up Scaling Schemes shall be completed within a period of 6 to 9 months.
- 7.4 All the Up Scaling Sanitation Schemes shall be properly budgeted

8. IDENTIFICATION OF REWARDS SCHEMES

- 8.1 Tehsil/Town Municipal Administration shall identify the proposed rewards schemes in line with approved guidelines for Open Defecation Free declaration, verification and certification of villages/neighborhood.
- 8.2 The Community involvement and ODF verification Committee at village/neighbourhood level shall be ensured in terms of identification of schemes for Sanitation Up Scaling
- 8.3 The executing agency shall prepare the project document on PC-I profarma and should consist of all necessary information like; work breakup, sub-units of the work and work packages. It shall provide details of structures to be raised, specifications, materials to be used, standards to be met and tests to be performed.
- 8.4 The Project document shall provide timelines for implementations and financing plan.

9. APPROVAL OF THE SCHEMES

- 9.1 PC-Is along with detailed cost estimates shall be prepared for all proposed Schemes for Sanitation Up Scaling including maintenance and repair.
- 9.2 PC-I clearly specify the number and types of beneficiaries including women, girls and marginalized groups belonging to the area where the Scheme (s) located.
- 9.3 The PC-I shall clearly certify that the proposed investment shall cover only the schemes for Sanitation Up Scaling.
- 9.4 PC-I for Sanitation Up Scaling Schemes with the recommendations of District Coordination Committee will be submitted to respective Project Approval Committee for Sanitation Up Scaling at Tehsil level for approval up to any cost limit subject to availability of funds.
- 9.5 The project approval committee for Sanitation Up Scaling shall be notified by the respective Tehsil Nazim as per following composition

S#	Officer	Designation
1	Tehsil Nazim	Chairman
2	TO (I)	Member
3	TO (F)	Member
4	Tehsil/Town Municipal Officer	Member/Secretary

- 9.6 PC-I for Sanitation Up Scaling Schemes with the recommendations of District Coordination Committee at Tehsil/Town and VC/NC level will be approved by Project Approval Committee for Sanitation Up Scaling up to any cost limit subject to availability of funds and functional jurisdictions.
- 9.7 Inter-district issues (if any) related to the Sanitation Up Scaling will be brought into the notice of District Coordination Committee.
- 9.8 Schemes Completion period will be restricted to 9 Months.

10. ADMINISTRATIVE APPROVAL FOR DEVELOPMENT PROJECTS:

- 10.1 After the approval of the Schemes by the respective committee the TMO shall issue the Administrative Approval through their respective Secretariats as per rules.

11. REVISION OF THE SANITATION UP SCALING SCHEMES

- 11.1 The upward revision of cost, or a major change in the objective or scope of a Sanitation Up Scaling Schemes shall require the approval of the respective Council.
- 11.2 The revision within the cost approved by the respective Councils shall be approved by the respective approving Committees provided that the objectives and scope are not altered.

12. SANITATION UP SCALING PROJECTS INVOLVING WORKS:

- 12.1 Detailed estimate must be prepared for the Technical Sanction of the competent authority. Technical Sanction shall only be accorded by the officials in accordance with the powers delegated to them. Technical Sanction shall be issued within 15 days after approval of PC-I. The Technical Sanction cost in no case shall exceed the administrative approval cost otherwise the Schemes shall be re-submitted for revision.
- 12.2 The approval of the respective Council shall be obtained when it becomes apparent that the amount administratively approved or the amount of Technical Sanction in case of an ongoing project is likely to exceed beyond the limit of approval.

13. IMPLEMENTATION OF SANITATION UP SCALING PROJECTS

- 13.1 Sanitation Up Scaling Schemes shall be implemented as per the relevant rules and guidelines.
- 13.2 Civil work under PC-I modality shall be tendered in accordance with the prevailing procedure and rules.
- 13.3 All the procurement under the PC-I modality for the projects shall be conducted according to the Government of Khyber Pakhtunkhwa Public Procurement Regulatory Authority Rules.

MONITORING AND EVALUATION OF THE SANITATION UP SCALING PROJECTS

14 MONITORING:

- 14.1 The monitoring of Sanitation Up Scaling Schemes must involve the community using the Participatory Monitoring and Evaluation approach to ensure participation of women and marginalized groups where possible
- 14.2 The Sanitation Up Scaling Schemes shall be monitored by the respective Open Defecation Free Verification Committees at village and neighborhood council level.
- 14.3 The respective executing agency shall be responsible for the execution of the Sanitation up Scaling Schemes as per parameters fixed in the approved PC-I and as per provision of the Rules/ instructions relevant to the respective executing agency.
- 14.4 Monitoring of Schemes shall be made by community, elected representatives, and Local Government Department.
- 14.5 Completion report containing project wise expenditure along with pictorial data shall be compiled by the executing agencies and furnished to Local Council Board on the completion of the scheme. Such reports, where possible, shall also include gender and marginalized groups disaggregated data to understand and track allocations and utilization of funds for women, girls and marginalized groups.
- 14.6 The progress of such schemes shall be submitted to the Divisional Commissioner for information and the Nazim District Government (Council) , Nazim Tehsil Council ,VC/NC who shall present the same to their respective councils.

- 14.7 The Nazim shall place the sanitation Up Scaling progress on agenda in their meetings.
- 14.8 The Technical Working Committee based in Local Council Board Hayatabad Peshawar shall visit randomly the sanitation Up scaling Schemes while District Coordination Committee shall regularly visit all the subject schemes. The visit reports shall be discussed in District Coordination and Provincial Steering Committee meetings.
- 14.9 Third party validation may be undertaken upon the recommendation of Provincial Steering Committee

15. EVALUATION:

- 15.1 The impact evaluation of important ongoing or completed Sanitation Up Scaling Projects would be conducted by the District Coordination Committee and the Provincial Steering Committee

16. MAINTENANCE OF DATABASE

- 16.1 Town/Tehsil Municipal administration will maintain database at Tehsil/Town level containing the data related to sanitation up scaling. The reports shall be submitted to WatSan Cell based in Local Council Board Hayatabad before the 5th of each month for onward submission and dissemination.