



**GUIDELINES ON  
SANITATION UP-SCALING  
FOR  
TEHSIL/TOWN MUNICIPAL ADMINISTRATIONS  
IN KHYBER PAKHTUNKHWA  
(2016)**

**WATSAN CELL, LOCAL GOVERNMENT & RURAL  
DEVELOPMENT DEPARTMENT, KHYBER PAKHTUNKHWA**

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### **Courtesy Acknowledgment**

Guidelines on Sanitation Up-Scalling for Tehsil/Town Municipal Administration in Khyber Pakhtunkhwa has been printed with the financial support of UNICEF working to strengthen the system in partnership with Local Government to ensure the provision of Water Sanitation and Hygien (WASH) services in an effective and equability manner.

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# PART I





GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS & RURAL  
DEVELOPMENT DEPARTMENT  
WATSAN CELL


No. WatSan Cell/LG&RDD/ODF/2016- **384**  
Dated Peshawar 23<sup>rd</sup> May, 2016

To,

All Town/Tehsil Municipal Officers,  
Town/Tehsil Municipal Administrations in Khyber Pakhtunkhwa

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

I am directed to refer to the subject noted above and to enclose herewith guidelines on sanitation up scaling for Tehsil/Town Municipal Administrations in Khyber Pakhtunkhwa developed in line with National Sanitation Policy and Pakistan Approach to Total Sanitation (PATS) approved by the Secretary LG & RDD Khyber Pakhtunkhwa for information and circulation to all concerned for necessary action please.

  
Coordinator

WatSan Cell LG & RDD,

**Encl: As above**

Copy is forwarded for information and further necessary action to the:-

1. All Divisional Commissioners (Peshawar, Mardan, Malakand, Bannu, Abbotabad, DI Khan, Hazara Divisions)
2. All District Nazimeen, Khyber Pakhtunkhwa
3. All Deputy Commissioners in Khyber Pakhtunkhwa
4. All Assistant Directors, LG & RDD, Khyber Pakhtunkhwa with request to kindly circulate the enclosed guidelines to all members of District Sanitation Committees for Sanitation Up Scaling in district concerned for information and record please.
5. All Tehsil/Town Nazimeen, Khyber Pakhtunkhwa
6. Chief Foreign Aid Section, P&D Department, Khyber Pakhtunkhwa
7. Chief Field office, UNICEF Peshawar
8. Country Coordinator, WSP-South Asia, Pakistan, Islamabad
9. Country Director Plan International, Pakistan Islamabad
10. Country Director, IRC, Islamabad
11. All members of Provincial Steering Committee for Sanitation Up Scaling in Khyber Pakhtunkhwa
12. PS to Senior Minister, Local Government & Rural Development Department Khyber Pakhtunkhwa
13. PS to Secretary PHE, Department, Khyber Pakhtunkhwa
14. PS to Secretary LG & RDD, Khyber Pakhtunkhwa
15. PS to Secretary LCB, LG & RDD, Khyber Pakhtunkhwa

  
Coordinator

WatSan Cell LG&RDD



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TEHSIL/TOWN MUNICIPAL ADMINISTRATIONS  
IN KHYBER PAKHTUNKHWA  
(2016)**

**WATSAN CELL, LOCAL GOVERNMENT & RURAL  
DEVELOPMENT DEPARTMENT, KHYBER PAKHTUNKHWA**

**[watsancell9@gmail.com](mailto:watsancell9@gmail.com)**

## 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

<b>S#</b>	<b>Officer</b>	<b>Designation</b>
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 Scheme 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 5<sup>th</sup> of each month for onward submission and dissemination.

# PART II



**GOVERNMENT OF  
KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS & RURAL  
DEVELOPMENT DEPARTMENT  
WATSAN CELL**

No. WatSan Cell/LG&RDD/TWC/ODF/2016-2

Dated Peshawar 19<sup>th</sup> April 2016

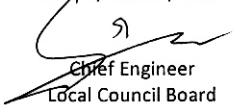
To,

1. All Deputy Commissioners in Khyber Pakhtunkhwa
2. All Assistant Directors LG & RDD, Khyber Pakhtunkhwa
3. All Tehsil Municipal Officers, Tehsil Municipal Administrations in Khyber Pakhtunkhwa

Subject: **GUIDELINES FOR DECLARATION, VERIFICATION AND CERTIFICATION OF OPEN DEFECATION FREE (ODF)  
VILLAGES/NEIGHBOURHOODS IN KHYBER PAKHTUNKHWA**

Dear Sir/Madam

I am directed to refer to the subject noted above and to enclose herewith a copy of Guidelines for Declaration, Verification and Certification of open defecation free villages/neighbourhoods in Khyber Pakhtunkhwa developed by Joint Technical Working Committee in line with National Sanitation Policy and Pakistan Approach to Total Sanitation (PATS) for information and wider circulation to all concerned for necessary action please.

  
Chief Engineer  
Local Council Board  
LG & RDD, Khyber Pakhtunkhwa

Encl: As above

Copy is forwarded for information and further necessary action to the:-

1. All Divisional Commissioners (Peshawar, Mardan, Malakand, Bannu, Abbotabad, DI Khan, Hazara Divisions)
2. Chief Foreign Aid Section, P&D Department, Khyber Pakhtunkhwa
3. Chief Field office, UNICEF Peshawar
4. Country Coordinator, WSP-South Asia, Pakistan, Islamabad
5. Country Director Plan International, Pakistan Islamabad
6. Country Director, IRC, Islamabad
7. All members of Provincial Steering Committee for Sanitation Up Scaling in Khyber Pakhtunkhwa
8. PS to Secretary PHE, Department, Khyber Pakhtunkhwa with the request to kindly circulate the enclosed guidelines to all field offices for necessary action.
9. PS to Secretary LG & RDD, Khyber Pakhtunkhwa
10. PS to Secretary LCB, LG & RDD, Khyber Pakhtunkhwa

  
Chief Engineer  
Local Council Board  
LG & RDD, Khyber Pakhtunkhwa



**GUIDELINES FOR  
DECLARATION, VERIFICATION & CERTIFICATION  
OF OPEN DEFECATION FREE VILLAGE/ NEIGHBORHOOD  
IN  
KHYBER PAKHTUNKHWA**

Developed by: *WatSan Cell, LG & RDD  
Khyber Pakhtunkhwa*

Reviewed by: *Technical Working Committee*

*For Sanitation Up-scaling in Khyber Pakhtunkhwa*

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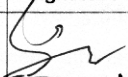
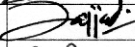



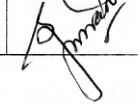
**WatSan Cell, LG & RDD Khyber Pakhtunkhwa**

Local Government Complex, Plot No.33 Street # 13,  
Sector E 8 , Phase VII Hayatabad, Peshawar

[watsancell9@gmail.com](mailto:watsancell9@gmail.com)

# Technical Working Committee

In order to ensure good quality work and to facilitate the WASH Sector partner's Local Government notified the above committee to oversee the sanitation up Scaling projects from technical aspects in Khyber Pakhtunkhwa. The ODF guidelines in hand are developed by WatSan Cell, LG & RDD and technically reviewed by the committee;

S/N	Name	Department/Organization	Designation	Signature
1	Engr. Asghar Khan	Local Council Board , LG & RDD Khyber Pakhtunkhwa	Chairman	
2	Engr. Sajjad Akbar	Unicef , Peshawar	Member	
3	Mr. Muhammad Younas	Plan International, Pakistan	Member	
4	Mr. Ikram Ullah Khan	IRC , Peshawar	Member	
5	Mr. Shah Nasir	IRSP Mardan	Member	
6	Mr. Imran Ullah	WatSan Cell, LG & RDD, Khyber Pakhtunkhwa	Secretary/ Member	

## **PREAMBLE**

Government of Khyber Pakhtunkhwa following National Sanitation Policy and Pakistan Approach to Total Sanitation (PATS) is fully committed to create and sustain open defecation free environment in the province. Draft Sanitation Policy also emphasizing on sanitation Up Scaling by promoting the sense of responsibility among the residents of the province. Provincial Steering Committee constituted for the purpose is based in Local Government and is overseeing the entire Sanitation Up Scaling projects in Khyber Pakhtunkhwa. Besides the Government efforts WASH Sector Partners are also engaged in different parts of the province to upscale sanitation with a prime focus of attaining Open Defecation free province.

LG Act 2013 of Khyber Pakhtunkhwa devolved most of the subjects to districts. Sanitation is one of them and as such perspective District Governments are key implementers. Realizing the fact that sanitation work in the province is now more focus on behavior change to make villages open defecation free, WatSan Cell in consultation with sector partners has developed the guidelines for Declaration, Verification and Certification of Open Defecation Free status. These guidelines were reviewed by the Technical Working Committee for Sanitation Up Scaling in Khyber Pakhtunkhwa.

These guidelines are indicative and meant for guidance of Districts to Declare, Verify and Certify the villages/Neighborhood as Open Defecation Free (ODF)



## 1. Definitions

In order to ensure that the term ODF and other associated terms convey the same meaning across the province, the following definitions are circulated:

- a. **Declaration:** The Statement of achieving Open Defecation Free (ODF) status submitted by the representatives of a Village/Neighborhood Organization/Committee
- b. **Verification:** The process to assess the statement of a village for achieving open defecation free status against the approved criteria.
- c. **Certification:** official confirmation and recognition of Open defecation free status by the District Government
- d. **Open Defecation Free:** It is clearly defined as
  - i. No visible human faeces are observed in the entire village/ Neighborhood
  - ii. Every household and Institution(schools, madrassas, health facility) within the village has basic latrine

## 2. The Districts Governments may ensure the outcomes and ownership keeping in view the following objectives

- Districts are the Key Implementers in the process to create open defecation free environment in their respective districts.
- The Districts needs to follow the approved criteria to verify the ODF status of village.
- To ensure greater ownership of outcomes and processes by the Districts.

### 3. GUIDELINES FOR DECLARATION, VERIFICATION AND CERTIFICATION

- i) The process of Open Defecation Free (ODF) status will start with Declaration by a village/ Neighborhood.
- ii) The representative/s of Village/ Neighborhood will submit Declaration to the VC/NC Secretary of Local Government. Specimen of Declaration is given as **Annexure-I**.
- iii) Declaration shall be signed by the concerned representatives of Village/ Neighborhood Committee.
- iv) VC/NC Secretary will forward the Declaration to the District Government for processing through Assistant Director LG & RDD.
- v) Verification shall be continuous process to ensure sustainability of ODF status but twice a year after declaration is preferable.
- vi) In case of revert; Government will consider appropriate measures to bring back village/neighborhood to ODF status through social mobilization and rewards
- vii) The unit of verification may be one Village/ Neighborhood
- viii) The indicators for verification along with check list are given as **Annexure-II**.
- ix) The District Government/City District Government shall verify every village/ Neighborhood, that declares itself as ODF
- x) District Government/City District Government shall notify a committee for verification of Open Defecation free status at VC/NC level
- xi) The Committee for verification of Open Defecation Free status must include the representatives of Local Government, Tehsil Municipal Administration, Health, Education, PHE Department, and VC/NC Nazim office.

- xii) The residents of village/ Neighborhood shall be involved in the process of actual verification
- xiii) The verifying committee needs to be appropriately trained to understand ODF definition, including safe disposal of excreta.
- xiv) Based on the information collected from the concerned village/ neighbourhood, the ODF committee shall submit their Report with recommendations for ODF certificate to Deputy Commissioner Office through Assistant Director LG & RDD of the concerned district.
- xv) Deputy Commissioner Office shall officially certify the village as Open Defecation Free. Specimen of Certificate is given at **Annexure-III.**
- xvi) Copy of the Certificate shall also be send to WatSan Cell, LG & RDD Khyber Pakhtunkhwa for record and maintaining a database of ODF certified villages in the province and all concerned District Coordination Committee members for their information.
- xvii) The participation of women in the verification process is preferable, for which the support shall be requested to health and education departments to include Teacher or LHWs as members of the verification committee where possible.
- xviii) Provincial Steering Committee/Technical Working Committee is not part of verification/certification process but may conduct validation visits in randomly selected certified villages/ neighborhood to ensure quality assurance and adherence to the guidelines.

# **ANNEXURES**

## Annexure I

### اعلامیہ (Declaration)

ہم الہیان ..... واقع ویلج کونسل انیمر ہوڈ ..... تحصیل ..... ضلع .....  
جس کی آبادی تقریباً ..... نفوس پر مشتمل ہے  
ہم محترم / محترمہ ..... خطیب / ملک / ویلج / انیمر ہوڈ ناظم / ناظمہ / جنرل کونسلر / تنظیم سربراہ کی سربراہی میں یہ  
اعلامیہ جاری کرتے ہیں کہ:

1. ہمارے گاؤں کے ہر گھر میں لیٹرین موجود ہے۔
2. ہمارے گاؤں کے گھر، کھیت، نالیاں اور محلے انسانی فضلے سے پاک و صاف ہیں
3. ہمارے گاؤں کے رہنے والے انسانی فضلے سے پاک و صاف ماحول کو ترجیح دیتے ہیں
4. ہم بیت الخلاء (Latrine) کا استعمال کرتے ہیں اور کھلے فضاء میں پانخانہ کی حوصلہ شکنی کرتے ہیں
5. گاؤں کے تمام افراد انسانی فضلے سے پاک و صاف ماحول کی اہمیت اور موزوں طریقہ کار سے آگاہ ہیں
6. ہم گاؤں / انیمر ہوڈ ..... کی نمائندگی کرتے ہوئے ضلعی حکومت سے درخواست کرتے ہیں کہ انسانی فضلے سے پاک گاؤں / انیمر ہوڈ کی تصدیق کے لئے مقرر کردہ کمیٹی ہمارے گاؤں کا دورہ کریں اور ان کی سفارشات کی روشنی میں گاؤں کو انسانی فضلے سے پاک و صاف ہونے کا سند جاری کریں

اراکین نمائندہ کمیٹی

نام و دستخط

..... 1	..... 2	..... 3
..... 4	..... 5	..... 6
..... 7	..... 8	..... 9

سرپرست کمیٹی

..... تاریخ



### OPEN DEFECATION FREE VERIFICATION CHECK LIST

District..... Tehsil..... VC /NC ..... Village/Neighbourhood .....

Donor/IP ..... Head of Village/Neighbourhood Committee Name & Contact No..... Date .....

Indicator	Sample Question	Means	Yes	No
100% absence of excreta in open space	Is any excreta found exposed in the village and in its surrounding	Observation		
	Does anyone admit to defecate in the open	Question		
All latrines in the village including in houses, schools, Health Center and Markets are in use.	Does every house, schools, Health Center and Markets have a latrine?	Observation		
	Are people using and maintained these latrines in Houses, Schools, Health Centers, Markets	Question		
Residents of the village including all are aware of the importance of using a latrine for containing human excreta	What are the benefits of open defecation free villages?	Question	a. Health Benefits b. Aesthetic c. Social Norms d. All above e. Others..... f. No	
	The community has well understood systems in place to sustain this status (Sanitation Committee)	Observation & Question	Yes	No

#### **Verification Committee**

VC/NC Nazim	Representative of Edu	Rep of Health	Rep of PHED	Rep of TMA
				VC/NC Council Secretary

Assistant Director LG & RDD .....



## OFFICE OF THE DEPUTY COMMISSIONER

DISTRICT .....

سندبرائے انسانی فضلے سے پاک گاؤں

انسانی فضلے سے پاک گاؤں کی تصدیق کے لئے مقرر کردہ کمیٹی کے سفارشات کی روشنی میں ضلعی حکومت گاؤں انہر ہوڈ  
کو ..... تحصیل ..... واقع وچ انہر ہوڈ کونسل .....

آج بتاریخ ..... انسانی فضلے سے پاک گاؤں کا درجہ دیتی ہے

ڈپٹی کمشنر ..... اسسٹنٹ ڈائریکٹر محکمہ بلدیات و دیہی ترقی  
ضلع ..... ضلع



**GOVERNMENT OF  
KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS & RURAL  
DEVELOPMENT DEPARTMENT  
WATSan CELL**

DATED 8th March, 2016

**NOTIFICATION**

No. WatSan Cell/LG&RDD/PSC/2016. In partial modification of this department Notification No. PO (LG) IRC/CDEHP/2014 dated 27.05.2014; the Competent Authority is pleased to rename Project Oversight Committee as Provincial Steering Committee for Sanitation Up Scaling in Khyber Pakhtunkhwa with following composition.

**PROVINCIAL STEERING COMMITTEE**

- |  |                  |
|--|------------------|
| 1. Secretary, Local Council Board , LG & RDD Khyber Pakhtunkhwa            | Chairman         |
| 2. Chief Engineer, Local Council Board, Khyber Pakhtunkhwa                 | Member           |
| 3. Representative of Directorate of Health Department , Peshawar           | Member           |
| 4. Representative of University of Engineering & Technology Peshawar       | Member           |
| 5. Representative of Elementary & Secondary Education , Khyber Pakhtunkhwa | Member           |
| 6. Chief Rural Development P&D Department , Khyber Pakhtunkhwa             | Member           |
| 7. Chief Strategic Reform Unit PHE Department Khyber Pakhtunkhwa           | Member           |
| 8. Director Social Welfare Department, Khyber Pakhtunkhwa                  | Member           |
| 9. Representative of Environmental Protection Agency, Khyber Pakhtunkhwa   | Member           |
| 10. WASH Specialist , UNICEF , Peshawar                                    | Member           |
| 11. Sr. EH Manager/Coordinator IRC , Peshawar                              | Member           |
| 12. Deputy Program Manager , Plan International , Pakistan, Peshawar       | Member           |
| 13. Executive Director IRSP, Mardan  | Member           |
| 14. Coordinator WatSan Cell, LG & RDD, Khyber Pakhtunkhwa                  | Secretary/Member |
| 15. Any other member to be co opted  |                  |

**DISTRICT COORDINATION COMMITTEE FOR SANITATION UP SCALING**

- |   |                   |
|---|-------------------|
| 1. Deputy Commissioner of the concerned District                                | Chairman          |
| 2. XEN, PHE Department of the concerned District                                | Member            |
| 3. Executive District Officer, Education of the concerned District              | Member            |
| 4. Executive District Officer, Health of the concerned District                 | Member            |
| 5. District Social Welfare Officer of the concerned District                    | Member            |
| 6. District Planning & Finance Officer of the concerned District                | Member            |
| 7. Tehsil Municipal Officer of the concerned TMA                                | Member            |
| 8. Representative of Water & Sanitation Services Company (where available)      | Member            |
| 9. Representative of UNICEF (Implementing partner where available)              | Member            |
| 10. Representative of Plan Int; Pakistan (Implementing partner where available) | Member            |
| 11. Representative of IRC (where available)                                     | Member            |
| 12. Representative of IRSP (where available)                                    | Member            |
| 13. Assistant Director LG & RDD of the concerned District                       | Secretary /Member |

*TOR's of the committee notified earlier will remain the same*

Sd/-  
**Secretary**  
Local Council Board  
LG & RDD, Khyber Pakhtunkhwa

**Copy forwarded for information and necessary action to:-**

1. All Members of the Provincial Steering Committee, Khyber Pakhtunkhwa
2. All Members of District Coordination Committees for Sanitation Up Scaling in Khyber Pakhtunkhwa
3. PS to Secretary LG & RDD, Khyber Pakhtunkhwa
4. PS to Secretary Local Council Board, Khyber Pakhtunkhwa
5. PS to Chief Foreign Aid, P&D Department , Khyber Pakhtunkhwa

**Coordinator WatSan Cell**





**GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND  
RURAL DEVELOPMENT DEPARTMENT**

DATED: 27<sup>th</sup> MAY, 2014

**Notification:**

NO. PO (LG) IRC/ CDEHP/2014 The Government of Khyber Pakhtunkhwa is pleased to constitute the following Project Oversight Committee (POC) and District Coordination Committee (DCC) for Aus-Aid funded Community Driven Environmental Health Program in selected union councils of District Mardan, Nowshera and Peshawar Khyber Pakhtunkhwa, being implemented in partnership with International Rescue Committee (IRC) to improve hygiene and access to water and sanitation services in poor rural communities and schools in close coordination with Government line agencies at provincial, district and village council level.

**Composition of Project Oversight Committee POC:**

- |   |                  |
|---|------------------|
| 1. Secretary LG&RDD, Khyber Pakhtunkhwa                             | Chairman         |
| 2. Director Elementary and Secondary Education, Khyber Pakhtunkhwa, | member           |
| 3. Chief Engineer North PHE Department                              | member           |
| 4. Chief Rural Development P&D Department                           | member           |
| 5. Director Social Welfare Department.                              | member           |
| 6. Secretary Local Council Board.                                   | member           |
| 7. Director Environmental Protection Agency.                        | member           |
| 8. Sr. EH Manager/Coordinator IRC,                                  | member           |
| 9. Executive Director IRSP, Mardan                                  | member           |
| 10. Coordinator WatSan Cell LG&RDD                                  | member/Secretary |

**Terms of Reference of POC:**

1. Advise on the scope of work & priority Union Councils/Village Councils.
2. Advise on the project work plan, implementation schedule with costing;
3. Review project progress & give directions for course correction;
4. Guide the programme team for maximising programme impacts

**Composition of District Coordination Committees (DCC):**

- |  |                  |
|--|------------------|
| 1. Deputy Commissioner                         | Chairman         |
| 2. XEN PH&ED                                   | member           |
| 3. Chief Coordination officer                  | member           |
| 4. Executive District Officer Education        | member           |
| 5. Assistant Director LG&RDD                   | member/Secretary |
| 6. Programme Manager IRSP                      | member           |
| 7. District Social Welfare Officer             | member           |
| 8. District Planning and Finance Officer       | member           |
| 9. Chief Municipal Officer of the concerned MC | member           |
| 10. Sr. EH Manager IRC                         | member           |
| 11. XEN C&W                                    |                  |

**Terms of Reference of District Coordination Committee DCC**

1. Identification of technically feasible interventions and locations;
2. Preparation of district wide plan of action;
3. Monitoring of project activities in the district;
4. Facilitating the project staff in implementation of activities and trainings;
5. Preparation of monthly progress reports and sending them to POC for review and policy actions.
6. Monthly meeting

*Sd/-*  
Secretary, LG&RDD

**Endorsement of even number and date:**

Copy forwarded to all members of the Project Oversight Committee and District Coordination Committees for necessary action.

*[Signature]*  
Chief Planning Officer



**GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS & RURAL  
DEVELOPMENT DEPARTMENT  
WATSan CELL**

Dated Peshawar, 1<sup>st</sup> February 2016

**NOTIFICATION**

No. WatSan Cell/LG&RDD/POC/2016. In pursuance to the decision of the 4th Project Oversight Committee Meeting held on 15<sup>th</sup> January 2016, Secretary Local Council Board is pleased to constitute the following Technical Working Committee oversee the technical aspects of the projects for sanitation up scaling in Khyber Pakhtunkhwa.

- |  |                  |
|--|------------------|
| 1. Chief Engineer Local Council Board, Khyber Pakhtunkhwa        | Chairman         |
| 2. Chief Engineer (North) PHED, Khyber Pakhtunkhwa               | Member           |
| 3. WASH Specialist Unicef, Peshawar                              | Member           |
| 4. Snr Environmental Health Manager/Coordinator IRC, Peshawar    | Member           |
| 5. Deputy Project Manager Plan Int; Pakistan, Khyber Pakhtunkhwa | Member           |
| 6. Executive Director IRSP, Mardan                               | Member           |
| 7. Assistant Coordinator WatSan Cell                             | Member/Secretary |

**Terms of Reference**

1. Develop provincial road map for WASH/ Open Defecation Free (ODF) in light of National Sanitation policy and Pakistan Approach to Total Sanitation.
2. Develop guide lines and criteria for ODF status.
3. Develop monitoring mechanism for ODF villages.
4. Provide necessary inputs and technical opinion for sanitation up scaling initiatives in Khyber Pakhtunkhwa.
5. Oversee the ODF data base and take necessary actions to keep it updated through effective coordination among the relevant stakeholders.
6. Encourage, support and monitor District WASH Core Groups/ District coordination committees/ ODF committees for formulating and implementing District level plans for sanitation, hygiene and ODF status.
7. Recommend measures/actions to the Government

Sd/-  
**Secretary**  
Local Council Board

**Copy forwarded for information and necessary action to:-**

1. All member of the Technical Working Committee
2. The Director Elementary & Secondary Education Khyber Pakhtunkhwa
3. The Chief RD, P&DD, Khyber Pakhtunkhwa
4. The Director Social Welfare Department Peshawar
5. The Director General, Environmental Protection Agency, Khyber Pakhtunkhwa
6. PS to Secretary Local Council Board, Khyber Pakhtunkhwa

**Coordinator WatSan Cell**

**WATSAN CELL**

**LOCAL GOVERNMENT & RURAL  
DEVELOPMENT DEPARTMENT**

Local Government Complex, Plot No. 33,  
Street No. 13, Sector E-8, Phase VII,  
Hayatabad, Peshawar.  
Ph: 091-9217793, Fax: 091-9217824