

GHANA WATER AND SANITATION (WATSAN) PROJECT

COOPERATIVE AGREEMENT N°641-A-00-10-00003-00

FY 2010 ANNUAL REPORT
DECEMBER 17, 2009 – SEPTEMBER 30, 2010

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Relief International

1100 H Street, NW

Suite 1200

Washington, DC 20005 USA

Tel: (202) 639-8660

Fax: (202) 639-8664

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LIST OF ACRONYMS

ADRA	Adventist Development Relief Agency
BCC	Behavior Change Communication
BOD	Board of Directors
CHF	Cooperative Housing Foundation
CHPS	Community Health Planning and Services
CWSA	Community Water and Sanitation Agency
DHMT	District Health Management Team
DST	District Steering Team
DWST	District Water and Sanitation teams
EHA	Environmental Health Agent
EOI	Expression of Interest
FY	Fiscal Year
GDA	Global Development Alliance
GGL	Guinness Ghana Limited
IEE	Initial Environmental Examination
IR	Intermediate Results
KVIP	Kumasi Ventilated Improved Pit
LEKMA	Ledzekuku Krowor Municipal Assembly
LNGO	Local Non-Governmental Organization
M&E	Monitoring and Evaluation
MIS	Management Information System
MWRWH	Ministry of Water Resources, Works, and Housing
NGO	Non-Governmental Organization
O&M	Operation and Maintenance
PMP	Performance Management Plan
PPP	Public Private Partnership
RI	Relief International
SO	Strategic Objectives
TOR	Terms of Reference
USAID	United States Agency for International Development
WATSAN	Water and Sanitation
WHG	Water Health Ghana
WHI	Water Health International

I. BACKGROUND, GOALS AND OBJECTIVES



The United States Agency for International Development (USAID) has provided support for various interventions in the Education and Health sectors of Ghana. Learning from past work in health and education have documented that lack of access to water and sanitation hinders communities from attaining the maximum benefit from health interventions. Efforts to bridge this access issue led to the conception of the Ghana Water and Sanitation (WatSan) Project.

Through competitive bidding, Relief International (RI) was identified as the organization with experience and competence to lead the implementation team of the WatSan project. To add value and additional expertise, Relief International partnered with Winrock International and ADRA International. The project is also collaborating with other USAID strategic partners, such as Rotary International and The Coca-Cola Company that have existing global development agreements with USAID. The three

lead-partner organizations have many years of experience in Ghana in the area of behavior change, capacity-building, and Water and Sanitation improvement—elements that are critical for the attainment of the project goal.

The project covers underserved areas in five regions of Ghana: Greater Accra, Volta, Central, Western, and Eastern Regions.

The overall goal of the Ghana WatSan Project is to maximize health impacts in the project target areas. The immediate goal is to, “improve access to safe and adequate water supply and basic sanitation facilities infrastructure for households, clinics, and schools and promote complementary hygiene practices to maximize the health impact from this improved infrastructure.”

The RI team will accomplish the goal of the Ghana WatSan project through the following five objectives:

Objective 1: Increase access to improved water and sanitation infrastructure for individual households, communities, schools, and clinics in the target areas.

Objective 2: Assist in developing innovative modes of establishing new infrastructure.

Objective 3: Improve the capacity of small grant recipients to mobilize community members to actively participate in: (a) the improvement and maintenance of water and sanitation infrastructure and (b) local official bodies that provide support for these efforts.

Objective 4: Support the development of behaviors that result in: (a) WatSan infrastructure that is well utilized by target communities and (b) increased adoption of complementary hygiene behaviors that will reduce waterborne diseases.

Objective 5: Manage existing partnerships and potentially develop new partnerships with private sector and/or voluntary organizations committed to achieving the same results.

The attainments of these objectives are expected to contribute to achieving USAID/Ghana’s health sector Strategic Objective 7 (SO7) and Intermediate Results 4 (IR4). The implementation of project activities employs an integrated approach that considers the complementarity of objectives, activities, and results in the realization of the overall goal.

2. SUMMARY OF PROGRESS

Overall, the Ghana WatSan project has made substantial progress in the first year. The WatSan project commenced on December 17, 2009, and is scheduled to conclude on September 30, 2013. This report is the first Annual Report for the project and captures progress made during the first fiscal year (FY 2010) or the period between December 1, 2009, and September 30, 2010. **Please note that the work plan submitted and approved by USAID is based on the calendar year (January 1st 2010 to December 31, 2010).** Therefore, some of the indicators will evolve in the next three months as we complete key activities in the 2010 year.

RI conducted the following activities in FY 2010:

- Establishment of the project's head office in Accra and staff recruitment,
- Selection and mobilization of 137 communities,
- Commencement of community sensitization and awareness on water and sanitation, as part of community entry processes, in all communities selected (137 communities in five regions),
- Organization and facilitation of meetings with various stakeholders,
- Establishment of 13 District Steering Teams (DSTs),
- Organization and facilitation of orientation workshop for the 13 DSTs,
- Preparatory work for the baseline survey (development of questionnaires, etc.),
- Completion of the baseline survey (field work),
- Development of Terms of References for a Gender Analysis and Sensitization Campaign
- Identification of 60 communities for water facility construction,
- Evaluation of 47 (out of 47 received) Expressions of Interest from contractors for water facilities construction and shortlisted 34 contractors,
- Evaluation of 30 (out of 30 received) Expression of Interest from contractors for latrines construction and shortlisted 34 contractors,
- Assessment of the Operation and Maintenance (O&M) capacities of community WatSan facility maintenance crews,
- Completion of the Initial Environmental Evaluation,
- Development of competition guidelines and completion announcement for the Appropriate Technologies Competition,
- Realization of hydro-geological surveys in eight communities,
- Selection of 11 local NGOs,
- Meeting and orientation workshops with the LNGOs,
- Detailed sensitization in 26 communities (2 communities each in all 13 districts),
- Training and coaching of the LNGOs in community action plans development as a tool for community-level monitoring and evaluation,
- Realization of survey on PPPs in the provision of water and sanitation services in Ghana,
- Initial partnership discussions with Guinness Ghana Limited (GGL) for the development of three boreholes initiated and plans for follow-up in the year 2011,
- Discussions with Newmont Ghana Limited (a mining company) at the Akyem mines to develop a partnership to provide support for the provision of water and sanitation facilities in eight mine-affected communities,
- Support to the Rotary and Coca-Cola Company GDAs,
- Development of monitoring and evaluation tools (PMP, MIS, etc.)

Main achievements:

- ✓ Selection and Mobilization of 137 communities (target year 2010 : 120)
- ✓ Establishment and support to 13 DST (target year 2010: 9)
- ✓ Selection of 11 LNGO partners (target Year 2010: 12)

Table 1 summarizes activity status compared to year 1 work plan.

Table 1 – Activity Status for Ghana WatSan Year 1

Activity Title	Status
Component 0 – Project Set-Up and Preparatory Works	
1.Community selection in five regions	Office set-up and staff recruitment completed Community selection completed
2.Community entry	Community entry completed
3.Baseline survey	Field work completed Report to be finalized by the end of November (Data undergoing analysis)
4.Coordination with key stakeholders	Initiated and ongoing
5.Gender analysis and sensitization	Initiated and ongoing
6.Establishment of consultative groups at district levels	Completed
Component 1 – Infrastructure Development	
1. Preparation for water facilities support	Ongoing
2. Determine appropriate infrastructure design	Completed
3. Assessment of management and maintenance structures	Initiated and ongoing
4. Initial Environmental Examination	Completed
5. Competition for Appropriate WatSan Technologies	Competition scheduled to be completed by June 2011
6. Water infrastructure development	Not yet started
7. Sanitation infrastructure development	Not yet started
Component 2 - Small Grant Facility	
1. Launch of Small Grant Facility	Delayed until year two as a result of a longer review of the IEE by USAID
Component 3 – Capacity Building	
1. Assessment and selection of LNGOs	Completed
2. LNGO Start-up meetings and orientation	Completed
3. Capacity-building for LNGOs, WatSan Committees, and BC Groups ¹	Initiated and ongoing

4. Capacity-building of District Steering Teams	Initiated and ongoing
5. Capacity-building of EHAs	Initiated and ongoing
5. Capacity-building of latrine artisans and pump mechanics	Not yet started
6. Capacity-building of WatSan entrepreneurs	Not yet started, but be initiated before the end of the 2010 calendar year.
Component 4 – Strategic Behavior Change	
1. Community awareness of water and sanitation	Delayed until LNGOs have been contracted
2. Orientation and experience sharing workshop	Delayed due to late completion of baseline, rescheduled for early 2011
3. Formation and strengthening of WatSan committees	1 out of 136 formed
4. Water, sanitation, and hygiene messaging	Not yet started, waiting baseline survey and community profiles to be completed
Component 5 - Public Private Partnerships	
1. Establishing Public Private Partnerships and Alliances	Initiated and Ongoing
2. Support and Technical Advice to Existing Global Development Alliance (GDA)	Initiated and Ongoing
3. Linking private sector investors with the communities and local entrepreneurs	Initiated and Ongoing
Monitoring and Evaluation	
1. Project PMP Design and Operationalization	Initial draft reviewed and commented on by USAID, Pending USAID Final Approval
2. Design of Management Information System	Initiated but delayed pending approval of PMP

1- Note that we merged in this category, all the capacity-building activities for the LNGOs, the WatSan Committees, and the BC groups. In the work plan these activities were listed as separate sub-element.

The remainder of the report presents additional details on these activities.

3. CHALLENGES FACED BY THE PROJECT DURING THE YEAR

3.1. CONSTRAINTS WITH NUMBER OF VEHICLES PROCURED

The project budget allowed for the procurement of three pick-up vehicles and a saloon car for office use. Even though the field teams have moved together for field operations, efficiency is greatly reduced as the three pick-up vehicles are inadequate to take care of the demanding field operations. As the project commences its work in the regions more in-depth, a stronger field presence is needed in the regions to ensure oversight of infrastructure construction, adequate monitoring and evaluation, and integration with community structures. RI is reviewing the best structure to deploy the current vehicles to maximize field presence and considering cost effectiveness of rental of vehicles vs. purchase of new vehicles. Consideration for additional project vehicles is necessary to improve on project implementation efficiency, and RI will discuss this with USAID accordingly.

3.2. DELAY IN CONCLUDING CONTRACTS WITH LNGOS

The project implementing mechanism is working with Local Non-Governmental Organizations (LNGOs). These LNGOs will be directly implementing field activities at the community-level. As the LNGOs will eventually receive sub-contracts from the project a two-step process is required to ensure that the LNGOs meet the USAID and RI regulations for sub-contracting and are properly vetted before final sub-contracts are issued. As such, RI has undertaken site visits to each LNGO to inspect their documentation, office, and staffing. After this, 11 NGOs were selected as potential partners of the Ghana WatSan Project. Currently, RI is in the process of signing general Memorandums of Understanding with the LNGO and the local district officials to set the partnership onto a strong foot. The second step will be for RI to issue each LNGO a sub-contractual agreement with an approved project budget. Final signing of the MoUs and the sub-contracts is expected to be completed by the end of November 2010.

3.3. DELAY IN THE APPROVAL OF THE INITIAL ENVIRONMENTAL EXAMINATION

RI submitted its IEE on schedule for review during the reporting period. However, USAID review and approval took longer than anticipated, but was finally received in July 2010. Due to the nature of the IEE, field activities were naturally delayed until IEE was approved. RI received the approval in July and prevented the field team from commencing activities and accomplishing FY 2010 infrastructure targets by end of September 2011. To close the gap, RI has decided to add unfinished FY 2010 targets to FY 2011 activities. For FY 2011, the plan is to mobilize communities for both FY 2010 and FY 2011 in October 2010 and accomplish the original 2010 and 2011 targets by end of September 2011.

3.4. CHALLENGES WITH THE COCA COLA COMPANY

The Coca Cola Company submitted a concept paper to RI in March 2010. Subsequently, the team worked with the larger GDA team to revise the concept paper. The Coca Cola Company eventually proposed a project to increase the provision of water in GaWest by Water Health Ghana (WHG), as well as rainwater harvesting and bio-gas facilities in Ledzekuku Krowor (LEKMA) by Solutions Africa/Beta Construction. RI and the GDA team have now included the addition of provision of water in three additional communities in the Volta region. Initially, RI was expected to undertake only strategic behavioral change activities to complement the three new water facilities, the alliance has now requested that RI propose a budget to include the provision of sanitation

facilities in all 5 communities in which WHG will be assisting in the provision of water. RI is eager to take this additional project element on, but the budget to complete the sanitation activities exceeds the total budget currently allocated in RI's budget for support to The Coca Cola Company's GDA with USAID. RI will discuss options with USAID/Ghana and review a realistic budget for this collaboration. RI is still working with The Coca Cola Company and USAID/Ghana to finalize the budgets for this collaboration. The implementation plan for this joint venture would conclude by the end of FY 2011, if the schedule remains as is currently planned.

4. COMPONENT 0: PROJECT SET-UP AND PREPARATORY WORKS

4.1. OFFICE SET UP AND STAFF RECRUITMENT

Establishment of Project Office was successfully completed. The project office is functional in Accra and serving as the operation base. Staff recruitment has been completed, ensuring that the project is ready to deliver on the objectives. All project personnel are housed in this office including those from partner organizations (ADRA and Winrock International).

4.2. COMMUNITY SELECTION, ENTRY AND MOBILIZATION

During year one, activities were undertaken to kick-start the process of identifying beneficiary districts and communities. In the Volta and Eastern regions, the selection process was made easier because target communities and districts had already been selected by Rotary International under the Global Development Alliance. Project effort in these regions was therefore limited to community sensitization and mobilization, community-based volunteer group formation, capacity-building for behavior-change activities, water and sanitation committee formation and strengthening, school health activities and household latrine promotion. The activities mentioned above will be undertaken in the first quarter of FY 2011.

In the Greater Accra, Central, and Western regions, the RI team—with the assistance of regional and district stakeholders, such as the Community Water and Sanitation Agency (CWSA), District Water and Sanitation Teams (DWSTs) and the District and Municipal Assemblies—designed a selection criterion (refer to attachment) for the selection of districts and communities. The selection criterion followed the USAID/Ghana prioritized regions and districts for water and sanitation intervention. At the district-level, communities neighboring and accessing health services from Community Health Planning and Services (CHPS) compounds were identified. In selecting the communities, access to water and sanitation

Figure 1: year 1 target districts and communities

No.	Region	District	Number of Communities
1	Western	Bia	10
		Juabeso	10
		Bibiani	10
2	Central	Agona East	12
		Assin North	8
		Assin South	7
		Gomoa East	8
		Gomoa West	7
		Awutu Senya	12
3	Volta	Ho Municipal	12
4	Greater Accra	Ga West	13
		Ledzokuku Krowor Municipal	1
5	Eastern	East Akim	27
Total			137



Map 1: Administrative map of Ghana

services ranked high. To avoid duplication of efforts by other partners, selected communities were cross-referenced with the district's prioritized list of communities for water and sanitation interventions. In most cases, RI's findings confirmed the district's priority communities.

In summary, the districts and the specific number of communities (see annex 1) that were selected for FY 2010 and where project activities have begun is shown in the matrix above.

The series of activities that are carried out to prepare communities for infrastructure development began with meetings with community leaders to introduce the project and secure their commitment. Other key activities include community profiling and action planning.

4.3. BASELINE SURVEY

The project completed design of the official survey tools and guides for focus group discussions in September 2010. In September, RI completed field work for the baseline survey that included a random sample of 540 households in 36 communities across 13 districts in all 5 target regions. To expedite data collection, RI engaged a private firm to coordinate the baseline survey, including the hiring of enumerators (drawn from the country's universities) and training them thoroughly to understand the questionnaire to be able to collect accurate data from the respondents. The enumerators interviewed heads of households (or their representatives) using a household questionnaire and conducted more than 108 focus group discussions for men, women and the youth in all 36 communities selected for the baseline. In communities that had a school, a school teacher and pupils was also interviewed on sanitation and hygiene in schools.



Photo Caption: Above pictures the current status of the primary school in Assin North District in Nyame Bekere. During RI's baseline survey and community mobilization teams mapped and assessed current infrastructure (or lack thereof) in order to determine priority institutions and communities.

As of October, RI was compiling the initial data set from the household surveys and completing initial analysis of the information. RI expects to have a finalized baseline survey report for USAID comment ready by the end of November 2010.

4.4. COORDINATION WITH KEY STAKEHOLDERS

During the year under review, several meetings were held with key stakeholders.

- Several meetings were held with the USAID/Ghana's health team to discuss project implementation issues to ensure that project implementation was on-track. The project finds these monthly meetings useful as they provided a forum for addressing minor challenges before they manifest as more serious problems. For example, RI has received quick advice on USAID preferences and priorities in these meetings and guidance, particularly on the PPP components of the project.
- The Ghana WatSan Project's senior experts have participated in USAID partner meetings that have served as a platform for knowledge sharing among partners, including the BCS Project, JSI's FOCUS Region Project, PROMPT, FANTA II, and CHF International). Through participation in these meetings, RI's PMP was enriched through peer reviews by other partners.
- Discussions were also held with the technical staff of the Community Water and Sanitation Agency, which is the statutory community water and sanitation sector facilitator. The meetings and discussions with the agency ensured that the Ghana WatSan Project conforms to the national community water and sanitation delivery strategy. Through this coordination, RI has established a strong understanding with the project and the CWSA team.
- During the reporting period, project staff also coordinated with the regional and district government authorities to confirm that selected districts and communities acquired a strong understanding of the project and was actively involved in the implementation of the project. A series of stakeholder meetings were held in all the 5 regions and 13 districts. At these meetings, the Ghana WatSan Project's objectives and expected outputs were shared and discussed. The roles and responsibilities of the District Assemblies were also outlined and discussed. The concerns expressed by participants with regards to beneficiary community selection was explained giving the background of the project as a follow-up to earlier health and education project interventions funded by USAID.

4.5. GENDER ANALYSIS AND SENSITIZATION

Lessons learnt from past WatSan projects have revealed that the success of any WatSan intervention is contingent upon the participation and inclusion of women in the planning, implementation and management of the project since women are the group usually directly affected by WatSan issues. The Ghana WatSan project has planned to incorporate gender issues in all its activities.

In conducting community profiling, the project is incorporating gender issues. Gaps identified at this stage will be addressed through training in the form of workshops to both project staff and the project participants including the staff of our local NGO partners. RI will be developing a more expansive methodology, in order to fully integrate the gender dimension in all the program levels.

A Terms of Reference (TOR) has been developed and published soliciting experts to express interest for the execution of gender training planned RI and LINGO staff. (see annex 3)The selected gender expert will be tasked to design gender analysis tools which will be utilized to ensure that the project addresses gender-related issues in water and sanitation. The gender expert will also train all project staff in best-practices in incorporating and mainstreaming gender analysis into all project components.

RI aims to hold the initial gender awareness-raising training in December 2010.

4.6. ESTABLISHMENT OF CONSULTATIVE GROUPS AT DISTRICT LEVEL

At the grassroots level, the District Assemblies constitute a key structure for the successful implementation of the project. As a consequence of this realization, the District Assemblies were encouraged to constitute District Steering Teams (DSTs). In total, 13 DSTs were formed in 13 districts exceeding the initial target of 9 DSTs for FY 2010. The DSTs comprise the existing District Water and Sanitation Teams (DWSTs), but are strengthened with the inclusion of the District SHEP Coordinators and a technical person from the District Health Management Teams (DHMTs). A Terms of Reference (see annex 2) was developed to explain the expected roles and responsibilities of the DSTs. The Terms of Reference was discussed at orientation meetings held with all the 13 DSTs during the year under review.

5. COMPONENT I: INFRASTRUCTURE DEVELOPMENT

5.1. PREPARATION FOR WATER FACILITIES SUPPORT

Due to the longer review and approval of the approved Initial Environmental Examination (IEE) from USAID (the IEE was approved in July 2010), work under this activity was delayed. Due to the nature of the infrastructure work proposed, IEE approval was necessary before construction work could commence. Whilst waiting for the approval of the IEE, the project identified 60 communities for water facility construction.

Following receipt of the approved IEE, various Terms of References were prepared for the procurement of contractors and consultants. Tender documents were included for the drilling and construction of boreholes, hand-dug wells, and institutional latrines. Based on the TORs, a public announcement was made in the daily newspapers for consultants and contractors to express their interest in the construction of water and sanitation infrastructure. RI received 57 Expressions of Interest (EOI), with 10 EOIs being for consultancies and 47 for construction work. To date, RI's technical team has evaluated 47 for water facilities and 30 for latrines. In early October, RI will inform shortlisted, qualified contractors/consultants and provided with a detailed tender document in early October 2010. Based on responses from the tender document, RI will finalize selection of contractors and aims to commence work in the water facility and latrine facility construction in December 2010. Beginning work in December will allow for several months of work to be completed during the dry season, maximizing project implementation and minimizing challenges.

5.2. DETERMINE APPROPRIATE INFRASTRUCTURE DESIGN

Under this activity, the project was expected to organize consultative meetings to select appropriate infrastructure designs for the target communities. Competitions were also expected to be organized in order to select the technologies that will suit the needs of various communities. These activities were however not carried out during the period under review. Based on ADRA Ghana's latrine construction experience, the double pit KVIP was found to be suitable for the households targeted for latrine construction in FY 2010.

The RI team has selected its recommended technical designs for all infrastructures and will conduct community consultations in the first quarter of FY 2011 to elicit community preferences, recommendations, and initiate community buy-in to the new designs.

5.3. ASSESSMENT OF MANAGEMENT AND MAINTENANCE STRUCTURES

Community participation and ownership is key to ensuring long-term sustainability of WatSan facilities. In view of this, during community sensitization and mobilization, project staff have assessed the Operation and

Maintenance (O&M) capacities of community WatSan facility maintenance crews. The project observed that some communities had O&M crews in place. However, these structures were either non-functional and/or their managers were not accountable to community members. Further investigations revealed that the capacity of these management structures needs to be built to enable them manage the facilities properly. Furthermore, RI found that some communities lacked even basic O&M structures entirely. The project plans to work with the participating communities to restructure and strengthen these O&M crews where they exist and/or form and build capacities in areas where none currently exist. The project will adapt the O&M manual designed by CWSA and use it to build the capacities of the O&M crews. In total, RI aims to assess a total of 45 O&M structures to determine capacity gaps and determine needed support in its first year of operation.

5.4. INITIAL ENVIRONMENTAL ASSESSMENT

The project completed the development of the Initial Environmental Examination (IEE). The final version was submitted on April 27th, 2010, and received approval in August 2010.

The approved IEE contains indicators and targets necessary to ensure environmental compliance. Under the RI's PMP, RI field staff and partners will be trained to collect environmental data using the environmental monitoring plan. Actual environmental monitoring will be done when water and sanitation facilities are constructed.

The project team will conduct the first round of initial environmental assessments before construction begins in order to confirm that environmental measures have been taken as agreed upon in the IEE.

5.5. COMPETITION FOR APPROPRIATE WATSAN TECHNOLOGIES

Although RI could not fully move forward with the competition for appropriate and innovative WatSan technologies until IEE approval was received. RI's team has development of a draft competition announcement, which will be shared with USAID/Ghana for comment in November. In October 2010, RI's Technical Director led the project technical team through a process to develop the competition announcement, target audience, and importantly, the selection criteria. RI plans to advertise the competition in December 2010 widely, throughout the country. The competition will run through January and February and selection of winners will be done through a high-level committee and using a "blind" review process to mitigate potential corruption or biases. RI aims to have awarded all prizes by June 2010 and will then use the innovations proposed to make small grants to entrepreneurs or in other aspects of the project to find new ways of solving existing WatSan issues at the community level.

5.6. WATER INFRASTRUCTURE DEVELOPMENT

For the year under review, the project planned to drill 15 boreholes, construct 15 hand-dug wells, and install 15 rainwater harvesting systems. A pipe system was also earmarked for a community in the Western Region. Due to the longer review and approval of the IEE, preparation for the drilling and construction of these water facilities experienced delays.

The hydro-geological histories of the target districts revealed that no single technological option will suit the entire project target area. As such, further investigations were made to ensure that infrastructure provided is appropriate for the needs of specific communities. Areas with a high risk of dry wells and salinity, especially in Central Region and parts of Greater Accra, have been selected for rainwater harvesting systems. These areas will also be considered for extension of the Ghana Water Company Limited's pipe system. The project will also

assist communities with potential groundwater capability to drill boreholes. In areas where boreholes are found to be high yielding, the boreholes could be mechanized where resources are available.

Generally, institutions, such as schools and clinics, will be provided with rainwater harvesting systems. Communities will be assisted with construction of boreholes, hand-dug wells (where the water table is good and does not have a salinity problems) and pipe systems. In instances where communities without water are close to the Ghana Water Company Limited pipe system, extensions will be considered. The rationale is to ensure that infrastructure developed meets the needs of the communities and, at the same time, becomes a sustainable resource.

Hydro-geological surveys were conducted in eight communities and draft reports are ready. RI's expert team has conducted the hydro-geological surveys with in-house knowledge and expertise. Each survey takes nearly 6 hours in each community and entails analysis of geophysical maps, selection of a transverse and careful inspection of the entire length of the transverse, marking periodically along the traverse, and community discussions to identify potential contaminants. Hydro-geological surveys of the remaining 23 identified communities (target is 31 communities for FY 2010) will be completed in the first quarter of FY 2011. Sites for water facilities infrastructure will be selected after all hydro-geological surveys have been vetted.

The project implementation plan moving forward is to combine FY 2010 and 2011 facilities and construct all in FY 2011. Therefore, at the end of FY2011, the project targets to drill 30 boreholes, construct 30 hand-dug wells, and 30 rainwater harvesting systems for communities and institutions (clinics and schools).

5.7. SANITATION INFRASTRUCTURE DEVELOPMENT

During the year under review, 500 household latrines and 26 institutional latrines were targeted to be constructed. Due to the longer review and approval of the IEE, coupled with delay in signing of contracts with the LNGOs (who will initiate community entry, mobilization and sensitization processes), preparatory activities for constructional work has experienced delays. However, following the approval of the IEE in July 2010, target communities and institutions have been identified and selected.



Photo Caption: USAID's Ghana WatSan Project aims to improve situations such as the Brofoyedru Primary School latrines pictured above in the Gomoa Central Region. School health education activities ensure that children have access to effective sanitation facilities and children learn how to use these facilities effectively.

Calls for Expression of Interest (EOI) have been published in the national newspapers for the procurement of consultants and contractors for the construction of latrines and hand washing facilities. RI's staff have completed evaluation of 30 EOIs out of 30 received for latrines. Selected contractors will be informed and work will start in November 2010, following the same procedures outline in the Preparation for Water Facilities section.

Depending on the population of the institution, either 4-seater or 6-seater latrines will be provided. RI's latrine designs for institutions will follow the specifications of the KVIP latrine model that has proved successful in Ghana. These latrines will be designed with a changing room for females to take care of their unique needs. For household latrines, a double-pit design has been adopted to enable households to alternate the use of the pits. Investigations are continuing to ensure that sustainable technological options are unearthed and utilized for this project. (See Annex 8)

To ensure that targets for FY 2010 and FY 2011 are achieved at the end of FY 2011, the project plans to add the FY 2010 targets to the FY2011 targets for execution in FY 2011 by accelerating the pace of implementation in FY 2011.

6. COMPONENT 2: SMALL GRANTS FACILITY

Activities under this component will commence in October with grants competition planned for early 2011. The project team aims to establish a small grants facility committee to review and approve a request for proposals in eight categories in November and December. The call for proposals will be initiated in January 2011 and grantees selected by March 2011, under current project planning. RI will engage the assistance of a short-term consultant to facilitate and coordinate this process amongst the field and project staff. The grantees must

propose work in RI's target regions. RI anticipates providing a large number of smaller value grants to achieve maximum impact under this activity.

7. COMPONENT 3: CAPACITY-BUILDING

The objective of this component is to improve the capacity of local community agents and other stakeholders to mobilize community members to actively participate in the improvement and maintenance of water and sanitation facilities and in hygiene promotion. Stakeholders, such as LNGOs, Community Water and Sanitation Committees, Small Grant Recipients at the district and community-level, as well as health and hygiene promoters will be selected and trained to assist target communities in maintaining and sustaining the infrastructure to be developed.

RI is planning an active schedule for 2011 of capacity-building initiatives and believes that capacity-building alongside the construction activities will enable project ownership and develop skills among stakeholders for future maintenance and expansion of these technologies.

7.1. ASSESSMENT AND SELECTION OF LNGOS

RI has chosen to work through LNGOs because these local organizations already have a community track record and experience in water and sanitation project delivery at the grassroots level. Furthermore, LNGOs have solid operational bases, including office accommodation and skilled staff in many of the districts. A 10-point criterion was developed and used to assess 41 duly registered LNGOs active in the water and sanitation sector (see annex 4). The 10-point assessment criteria looked at, amongst others, the following;

1. Legal registration status (both Registrar-General's Department and Department of Social Welfare) of the organizations,
2. Office accommodation set-up in the district and evidence of establishment in the district,
3. The major focus of the organization to determine if WatSan or a closely-related activity was within the organization priorities,
4. Evidence of similar project activities in the past five years, and
5. Evidence of functioning means of transport for field work.

Furthermore, efforts were made to assess the governance structure of the organizations as follows:

1. Evidence of a functioning Board of Directors through evidence of BOD meeting minutes,
2. Evidence of staff appraisals, training and the retention of staff,
3. Evidence of keeping proper accounting books as a sign of the organization's financial management ability and
4. Evidence of external auditing in the past five years.

At the end of the assessment, 11 LNGOs were deemed to possess the necessary capacity and experience and were therefore selected to carry out the project's software activities in 13 districts across the 5 project regions.

The selected organizations and the respective districts of operation are shown in the matrix below:

Table 2: List of LNGOs

No.	Name of LNGO	Region	District (s)
1	Rural Water & Sanitation Promotional Services (RWSSP)	Western	Juabeso
2	Project Planning & Management Network (PROMAG)	Western	Bia
3	Community Development Consult Network (CODESULT)	Western	Bibiani
4	New Nation Network	Central	Assin North
5	Rural Action Foundation	Central Greater Accra	Assin South Ga West
6	Foundation For Grassroots Initiatives	Greater Accra	LEKMA
7	Development Fortress	Central Central	Gomoa East Agona East
8	New Life Foundation	Central	Gomoa West
9	Impact Ghana	Central	Awutu Senya
10	Edsam Social Network	Volta	Ho Municipal
11	Centre For Rural Enterprise Development	Eastern	East Akim

7.2. LNGO START-UP MEETING AND ORIENTATION IN PROGRAM OBJECTIVES AND STRUCTURE

As a follow-up to the successful assessment and selection of LNGOs, a 3-day orientation meeting was organized for the LNGOs to discuss the objectives and expected outputs of the project. A total of 22 LNGO participants made up of two directors and senior management staff each from the selected 11 LNGOs attended the meeting. All five components of the project were extensively outlined and discussed. The role of LNGOs, specifically, field staff was also discussed.

The orientation meeting succeeded in securing the commitment of the selected LNGOs for the successful implementation of the Ghana WatSan Project.

The next steps in partnership with the LNGOs is the signing of tripartite partnership agreements with the relevant district officials to ensure a transparent understanding and government support for LNGO's future activities. Following the signing of these MoUs, RI will engage each LNGO in a sub-agreement process, including a contract and an approved budget for the first year of partnership.



Picture 1: NGOs Orientation Workshop

Due to agreed partnerships with PPPs, RI may wish to expand the list of LNGOs to replicate work in communities through local organizations in collaboration with the private sector partners.

7.3. CAPACITY-BUILDING FOR LNGOS, WATSAN COMMITTEES AND BEHAVIOR CHANGE GROUPS

Training plans have been developed to guide the process of strengthening the capacity of the selected LNGOs, especially field staff, to enable them effectively work with community-based structures such as WatSan committees, behaviour change groups, and other community-based groups in the area of effective communication, gender mainstreaming, infrastructure management and maintenance, user fee collection and finance management, leadership, advocacy, civic engagement, and water, sanitation and hygiene promotion.

The capacity strengthening of WatSan committees and behaviour change groups will be undertaken by the field staff of the selected LNGOs who will be supported by RI technical staff. The plan for this capacity-building activity has been completed, paving way for the process to begin immediately after the approval of LNGO budgets and the signing of LNGO Sub-contracts in October 2010.

7.4. CAPACITY-BUILDING OF DISTRICT STEERING TEAM (DST)

The District Steering Teams (DSTs) already possess some appreciable technical expertise. The orientation meetings held with them during the period under review revealed that their readiness for the task of keeping an eye on project activities and providing advice where necessary was adequate.

The DSTs are expected to hold quarterly meeting at which they will discuss project activities and provide necessary feedback to RI. These meetings will be attended by RI technical staff and will also serve as opportunities for informally filling any identified capacity gaps.

7.5. CAPACITY BUILDING OF ENVIRONMENTAL HEALTH AGENTS (EHAS)

The Environmental Health Agents (EHAs) were identified, informed about the Ghana WatSan Project and used to identify target communities in the Volta, Greater Accra, and Western regions. The project will conduct a training needs assessment of these EHAs and address those needs through capacity-building meetings and refresher trainings.

7.6. CAPACITY-BUILDING OF LATRINE ARTISANS AND PUMP MECHANICS –

ADRA/Ghana during its Food Security Program trained a number of professional masons as latrine artisans. These artisans have been identified and would be used as trainers under this project. Target trainee latrine artisans would be identified in October 2010 and trained by the identified ADRA trained artisans. Pump mechanics in the target areas would also be identified and trained in the second quarter of FY 2011.

7.7. CAPACITY-BUILDING OF WATSAN ENTREPRENEURS

In order to ensure sustainability in the beneficiary districts, the project plans to identify and train individuals and/or entities/association as WatSan entrepreneurs. These entrepreneurs will sell WatSan infrastructure and services to households/communities in the target districts. Due to late start-up of field activities, the project could not accomplish this task in FY 2010. Arrangements have been put in place to identify the target for both FY 2010 and FY 2011 in the first quarter of FY 2011 and subsequently train the identified individuals and entities/associations in WatSan entrepreneurship.

8. COMPONENT 4: STRATEGIC BEHAVIOR CHANGE

The Ghana WatSan project's sees BCC as the key foundation for the success of the project and plans to combine a variety of behavior change approaches which will support the development of good behaviors practices around:

- a. Water and sanitation infrastructure that are well utilized by target communities and
- b. Increased adoption of complementary hygiene behaviors that will reduce waterborne diseases.

This component, led by Winrock International, therefore, cuts across all the activities of the project and will serve as the component to create the much-needed impact and sustainability desired.

8.1. COMMUNITY AWARENESS OF WATER AND SANITATION

Community sensitization and awareness on water and sanitation started (as part of community entry processes) in all communities selected (137 communities in 5 regions). Detailed sensitization was undertaken in 26 communities (2 communities each in all 13 districts). Detailed sensitization for the remaining 111 communities will be done in collaboration with the LNGOs when agreements with them are signed from October 2010.

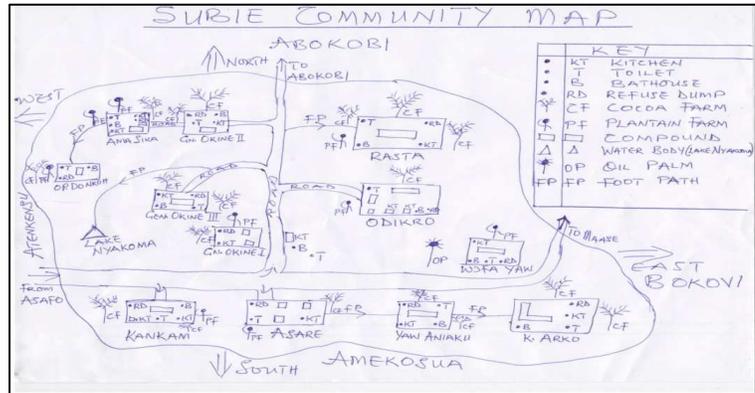


Figure 1 : Sample Community Social Map

To assist in designing appropriate behavior change messages at the community-level, community profiles of target communities was undertaken by the RI team together with the partner LNGOs. The community profile elicited data on demography, environmental, and water, sanitation, and hygiene issues. Other relevant information such as history of the communities, socio-economic problems influencing water, sanitation, or hygiene, were considered, as well as an assessment of WatSan committees, boards, and other management structures at the community-level. Gender dimensions in management of water and sanitation were also looked at.

Participatory approaches were used in eliciting the data. Focus-group discussions were held with men, women, and youth groups in each of the 26 communities. The teams also had discussions with the chiefs and opinion leaders of the various communities. Transect walks were conducted to capture other relevant information that had not been captured by the data collection instruments designed for the community profile. The LNGOs will continue the profiling of communities (in all target communities) in the first quarter of FY 2011 until all target communities are covered.

COMMUNITY ACTION PLAN							
(NAME OF COMMUNITY) <u>ANASODIE - EBENEZER</u>							
AREA/ZONAL COUNCIL <u>AYIKAI-DOE</u> DIST./MUNICIPAL <u>GA WEST</u> REGION <u>GAR</u>							
DATE PREPARED: <u>25-09-10</u> COMMUNITY CONTACT PERSON: NAME <u>JOHN ARMAH</u> PHONE <u>027998763</u>							
ISSUE/PROBLEM	ACTIVITY (What to do)	OBJECTIVE	PERSON(S) RESPONSIBLE (Who will do what)	TIME FRAME (When will it be done)	RESOURCES NEEDED	OUTPUTS /OUTCOMES	INDICATORS
Indiscriminate disposal of waste/ refuse	Construct four (4) refuse dump sites	To keep the community clean of waste/ refuse	WATSAN Committee	By the end of Oct, 2010	Pickaxe Shovel Machet Head pan	1. Clean community 2. Fresh air 3. Reduction in air borne diseases	No. of refuse dumps created and being used
Open defecation	Construct four (4) trench latrines	To stop open defecation	WATSAN Committee	By the end of Oct, 2010	Pickaxe Shovel Machet Head pan	1. Safe disposal of human excretion 2. Reduced diarrhoea	No. of community members using trench latrines
Diseases acquired through the use of water from River Bassu	Boil and filter water before use	To make water safe for consumption	WATSAN Committee, Men and Women	With immediate effect	Oil cooking Ties New white cloths Firewood	Consumption of relatively safe water	Reduction in diseases acquired through the use of water from River Bassu

Figure 5 Sample Community Action Plan

In all the communities the process culminated with the development of Community Social Maps (see figure 4) and Community Action Plans (see figure 5).

The RI team also used the community profile activity to train and coach the LNGOs to prepare community action plans as a tool for community-level monitoring and evaluation.

8.2. ORIENTATION AND EXPERIENCE-SHARING WORKSHOP

Informing community members about the current state of affairs regarding water, sanitation, and hygiene affords the community members the ability to do self assessment and, on that basis, design appropriate actions to mitigate negative behaviors. This activity was not carried out in FY 2010. Late start of this activity has been influenced by the delay in completing a baseline survey. The RI team together with LNGOs will hold experience-sharing meetings and workshops with community members and other stakeholders after the baseline study and community profiling are completed in the first quarter of FY 2011.

8.3. FORMATION AND STRENGTHENING OF WATSAN COMMITTEES

One of the activities of the LNGOs at the community level is to form and or strengthen WatSan Committees where they exist and build their capacities to execute the needed WatSan services at the community-level. Due to the delay in signing contracts with the LNGOs, this activity could not be executed. This activity will start in the first quarter of FY 2011 when the contracts with LNGOs are signed.

8.4. WATER SANITATION AND HYGIENE MESSAGING

The development of behavior change messages is key to maintaining the level of motivation among community members and sustaining community impetus for change.

The core BCC messages will be centered on risky health behaviors. Even though standard BCC messages exist, the RI team plans to review the existing messages and, with identified risky health behaviors from the baseline and community profiles, and design a new set of messages. The design of the messages will be done in consultation with other USAID implementing agencies already implementing behavior support interventions in Ghana.

Existing BCC messages including those developed by the Ministry of Health and other USAID-funded projects are currently under review by the WatSan team. However, these BCC messages need to be responsive to the communities' beliefs, practices, and behaviors and will only be finalized once the results of the baseline study and community profile analysis are complete.

The team will work together with LNGOs and other district stakeholders to ensure that the BCC messages target the risky health behaviors present in the WatSan project communities.

The RI team will build the capacities of LNGOs on the new set of BCC messages to be designed. The LNGOs will then build the capacities of WatSan committees and other relevant behavior change groups at the community level.

Social Marketing, Community Support and Follow up follows the delivery of BCC messages at the community level. Since the BCC messages have not been finalized and disseminated, activities related to social marketing and community support have not been carried out. These activities will take place in the second quarter of FY 2011.

9. COMPONENT 5: PUBLIC PRIVATE PARTNERSHIP

USAID/Ghana has signed Global Development Alliances with The Coca Cola Company and Rotary international in order to leverage resources to increase the scope and reach of the Ghana WatSan Project activities in the target areas. The Public Private Partnership (PPP) component of the WatSan Project is aimed at managing existing partnerships and potentially developing new partnerships with private sector and/or voluntary

y organizations committed to achieving the same results.

9.1. ESTABLISHING PUBLIC PRIVATE PARTNERSHIPS AND ALLIANCES

During the period under review, the project conducted a survey on PPPs in the provision of water and sanitation services in Ghana. Findings from the survey indicated that, development partners provide more than 90 percent of the project expenditure for rural water and sanitation services. Direct government budgetary support and the private sector, including NGOs and communities, make up the remaining 10 percent or less. A list of all donor funded activities in the water and sanitation sector as of May 2009 was obtained from the Ministry of Water Resources, Works and Housing (MWRWH) is attached as **annex 5**.

The survey findings indicated that, the private sector did not prioritize their investment in the water and sanitation sector. Rather, their investments (as part of private public partnerships) went to the education and health sectors. Most of these private sector players do not prioritize water and sanitation as part of the health sector interventions. They see health mainly related to activities in curative health (e.g. financial support to hospitals for infrastructure development). RI's expert team has used these findings to develop presentations that convey the importance of water, sanitation, and behavior change as critical to the overall improvement of public health in Ghana.

Enterprise Works Vita, a division of Relief International working on water and sanitation in Ghana, had initial partnership arrangement with Guinness Ghana Limited (GGL). RI, using this initial partnership arrangement, approached GGL for a possible partnership under the USAID/Ghana sponsored WatSan project. Initial efforts resulted in some consensus where GGL was to provide USD \$30,000 for a 3-borehole facility for communities in Ga South municipality under the Diageo Water for Life Program by June 2010. Financial resources are yet to be committed by GGL for the take off of this 3-borehole facility. RI will continue to follow up to obtain the USD \$30,000 for the 3-borehole project.

Using the Ghana Club 100 lists of companies (from the Ghana Investment Promotion Council), the RI team categorized the listed companies into manufacturing, telecommunications, and financial institutions. After initial discussions with these companies and institutions, two main observations were made:

1. Many of the companies had already drawn up their corporate social responsibility programs for 2010, and
2. For those others who had not fully committed their 2010 plans, their corporate social responsibility was prioritized for support to health and education sectors. Many of these saw water and sanitation as a contributor to health but not specifically a core health sector.

Based on these observations, the RI team changed its orientation and approach from just soliciting for partnership to educating these corporate entities about the need for increased investment in the water and sanitation sector in order to maximize health impacts.

In the last quarter of FY 2010, attention however was put on brokering partnership with the mining companies who have been known to be providing social amenities to mine-affected communities. Discussions have been advanced with Newmont Ghana Limited at the Akyem mines in particular and a possible partnership is likely to be signed by end of quarter one in FY 2011. Newmont intends to provide support for the provision of water and sanitation facilities in eight mine-affected communities around the Newmont Ghana Akyem mine concession (in the Eastern Region). RI would provide the BCC aspect under this partnership if an agreement can be secured.

9.2. SUPPORT AND TECHNICAL ADVICE TO EXISTING GLOBAL DEVELOPMENT ALLIANCE (GDA)

Following the GDA signed between USAID/Ghana and Rotary International and also The Coca Cola Company, RI under the Ghana WatSan Project is mandated to provide technical support and advice to implementation teams of these partnerships.

Under the partnership with Rotary International, RI is responsible for community entry and strategic behavioral change communication activities whereas Rotary International in collaboration with the respective Regional Community Water and Sanitation Agencies (CWSA) are responsible for the hardware components. The Rotary International partnership will be implemented in Volta and Eastern regions. In the Greater Accra Region, however, RI will implement both the hardware and software components of the partnership. In the Central Region, RI will implement the software component, as well as the provision of sanitation facilities. This new combination of both software and hardware for RI in Greater Accra and Central regions emanated from further negotiation at partnership meetings to equalize the amounts each partner is contributing. RI has already completed community entry in some of the selected communities and will, from quarter one of FY2011, continue with the BCC aspect of its mandate.

Under The Coca Cola Company partnership, the hardware component has been sub-contracted to Water Health Ghana and Solutions Africa (Mama Loo) for water facility provision and sanitation facilities provisions respectively. RI is responsible for the software component. RI is giving consideration to the provision of sanitation facilities in Ga West (Manhean and Nsakina) to complement the provision of water by Water Health Ghana. Following the submission of implementation plans by Water Health Ghana and Solutions Africa, RI developed a comprehensive implementation plan and budget (to support the hardware components with BCC activities) and submitted the plan to Global Environment and Technical Foundation as part of the implementation protocols.

In October 2010, The Coca Cola Company requested that RI incorporate provision of latrines in LAKMENA district, which is currently under review with RI and USAID/Ghana to determine cost feasibility and budgetary changes needed.

9.3. LINKING PRIVATE SECTOR INVESTORS WITH THE COMMUNITIES AND LOCAL ENTREPRENEURS

One of the key challenges to be solved by this project is the lack of capacity to manage water and sanitation infrastructure at the community level. Private sector participation in the management of water and sanitation facilities at the community-level will not only ensure continued use, but the needed ownership to ensure regular maintenance and thus sustainability of the facilities.

The project under its Small Grant facility component will provide grants to individuals and entities/associations at the community level to manage and/or construct WatSan facilities on a business basis. Other potential private sector investors will be identified by the LNGOs who are on the ground for possible linkages. LNGOs have been trained to begin looking for potential individuals for possible linkages and capacity-building.

10. LESSONS LEARNED

10.1. SUPPORT FOR LOCAL INITIATIVES –THE BEST WAY FOR ENGENDERING SUSTAINABILITY.

During community identification in the Western Region, it was noticed that Alata—a community in the Bibiani District that had successfully constructed water and sanitation facilities on their own—had been ignored by previous organizations working in water and sanitation sector. The Alata community was overlooked because other organizations perceived that this community already had some access to water. As a result, the community members lacked the capacity to manage and maintain these facilities and the facilities deteriorated.

The Ghana WatSan project has learned from this case study that communities that take initiative on their own to improve their water supply should still be prioritized for assistance with capacity-building and behavior change activities. Linking these activities together could have prevented the deterioration of this community initiative in the case of Alata, while saving costs all around.

11. MONITORING AND EVALUATION

11.1. PROJECT PMP DESIGN AND OPERATIONALIZATION

RI and its partners designed a comprehensive Performance Management Plan (PMP) for approval by USAID/Ghana. The PMP took into account the need to actively involve key stakeholders in the monitoring and evaluation processes such as data collection, data processing and the sharing of information on project activities. The RI team ensured that recommendations made by the USAID/Ghana Mission M&E Specialist (Edwin Afari) were taken into consideration at the design stage. The first draft was submitted to the USAID/Ghana M&E Specialist and USAID/Ghana WatSan Specialist (Emmanuel Odotei) in September 2010 for review. Comments and recommendations received have been fully integrated and a final copy is found in Annex 6.

Even though the final PMP is awaiting the last round of approvals, RI has started training the field officers on data collection protocols. In September 2010, 26 LNCO field officers were given an orientation on the project results framework and the data collection protocols. Detailed training will be done when the PMP is approved and the full complement of data collection tools is developed.

11.2. DESIGN OF A MANAGEMENT INFORMATION SYSTEM (MIS)

RI has initiated design a comprehensive Management Information Systems (MIS) for the Ghana WatSan Project and will finalize upon approval of the PMP. The MIS will hold all data collected from the field for storage, processing and retrieval. The MIS data will then be linked with Geographic Information System (GIS) data to be collected to aid RI in showing graphically, the locations and attributes (populations served, water quality, yield capacity, and the functionality) of facilities constructed by the Ghana WatSan Project.

RELIEF INTERNATIONAL TARGET COMMUNITIES FOR FY 2010

REGION	DISTRICT	COMMUNITIES
Central Region	Agona East (Rotary International communities)	<ol style="list-style-type: none"> 1. Aboano 2. Kwesi Budu 3. Alasimasi 4. Kojo Wusu 5. Ohenekwa 6. Kofi Tabilkwa 7. Asafo 8. Kofi E nukwaa 9. Ntiful Mankrong 10. Akokoasa 11. Ogyanhyewano 12. Oboyambo
Central Region	Assin South	<ol style="list-style-type: none"> 1. Beposo 2. Gwinase 3. Ningo Emmanuel 4. Ningo Asorefie 5. Jerusalem 6. Nyamabekyere (Ochiso) 7. Abaasi Nyamebekyere
Central Region	Assin North	<ol style="list-style-type: none"> 1. Kuber kro 2. Camp C 3. Subriso 4. Breku 5. Akropong Nyamebekyere 6. Wraksese Station 7. Danko 8. Tetteh Asuom
Central Region	Gomoa East	<ol style="list-style-type: none"> 1. Fetteh CHPS 2. Nyanyano 3. Nkwantanang 4. Kojo Oku 5. Aprah 6. Agyenkwa 7. Tuansa 8. Millennium City

Annex 1: RI Target Communities for FY 2010

REGION	DISTRICT	COMMUNITIES
Central Region	Gomoa West	<ol style="list-style-type: none"> 1. Ohua 2. Adaa 3. Gomoa Manso 4. Debiso 5. Techiman 6. Aboso 7. Kyiren
Central Region	Awutu Senya (Rotary International communities)	<ol style="list-style-type: none"> 1. Sasamso 2. Obonase 3. Kemowor 4. Kwesi Abe 5. Anomawaobi 6. Ofadzator 7. Larbie 8. Papase 9. Bawjiase 10. Aboakiwonwi 11. Kasoa 12. Senya Breku
Western Region	Bia	<ol style="list-style-type: none"> 1. Brebre 2. Elluokrom 3. Asuontaa 4. Asemnyinakrom 5. Akaatiso 6. Mempaseam 7. Kojo Aba 8. Cashierkrom 9. New Papase 10. Adabokorkrom
Western Region	Juaboso	<ol style="list-style-type: none"> 1. Breman 2. Asempaneya 3. Mafia 4. Eteso 5. Aboboyaa 6. Anhwiafutu 7. Tikobo 8. New Brekum 9. Bokabo 10. Seniagya

Annex 1: RI Target Communities for FY 2010

REGION	DISTRICT	COMMUNITIES
Western Region	Bibiani/Ahwianso/Bekwai	<ol style="list-style-type: none"> 1. Alata 2. Sefwikrom 3. Fahiakobo 4. Dominabo2 5. Adobewura 1 6. Ashiam 7. Wenchi 8. Kumkumso 9. Bansingele 10. Aboduabo
Volta Region	Ho Municipality	<ol style="list-style-type: none"> 1. Takla Gborgame 2. Nyive 3. Abutia Teti 4. Avenui Camp 5. Tsyome Lomnava 6. Gbetekpo 7. Dzanyodeke 8. Hodzo Kpota 9. Tanyigbe Atidze 10. Tsito 11. Akrofu Agorve 12. Tokokoe Abudi
Greater Accra	Ga West Municipal	<ol style="list-style-type: none"> 1. Ntafrafa 2. Ahansowudie/ Ebenezer 3. Dome Sampaman 4. Ayikai Doblo 5. Adom 6. Atsiato #2 7. Abensu 8. Kuntunse West 9. Tetteh Asafo 10. Akotoshie 11. Trebakope 12. Kpobiman 13. Abehenease Zongo
Greater Accra	Ledzokuku Krowor (Coca Cola Company Communities)	<ol style="list-style-type: none"> 1. Teshei
Eastern Region	East Akim Municipal	<ol style="list-style-type: none"> 1. Akwateng 2. Mampong Nkwanta 3. Anyama 4. Samodum 5. Nkrankrom

Annex 1: RI Target Communities for FY 2010

REGION	DISTRICT	COMMUNITIES
		6. Ankaase Maase 7. Kwesi Awuku 8. Abiriw 9. Beposo 10. Pano 11. Kibi Zongo 12. Kwesi Krom 13. Aboabo 14. Ohene Nkwanta 15. Apedwa Tema 16. Huhunya 17. Amanfrom 18. Dademantse 19. Adjomoku 20. Bokor Krom 21. Agyeman 22. Minta Krom 23. Dade Mantse 24. Sbie 25. Atenkesu 26. Asafo 27. Kibi

Targets for FY 2010 Summarized

Total Number of Regions: 5

Total Number of Districts: 13

Total Number of Communities: 137



Ghana Water and Sanitation Project

ACCESS TO POTABLE WATER FACILITIES, SANITATION, AND HYGIENE BEHAVIOUR PRACTICES IN THE CENTRAL, WESTERN, EASTERN, VOLTA, AND GREATER ACCRA REGIONS OF GHANA

TERMS OF REFERENCE

For

Municipal/District Steering Teams [M/DSTs]

1. Background

Relief International (RI) is an international NGO that provides emergency rehabilitation and development services. RI's programs include health, shelter construction, education, community development, agriculture, food, income generation, and conflict resolution. RI employs an innovative approach to program design and a high quality of implementation performance in demonstrating deep and lasting impact in reducing human suffering worldwide.

In Ghana, RI is currently implementing a four-year USAID-funded Ghana Water and Sanitation Project in five regions: Greater Accra, Volta, Western, Eastern, and Central.

2. Objectives of the Involvement of Municipal/District Steering Teams [M/DSTs]

The objectives of for the involvement of the District / Municipal Assemblies, represented by the District Steering Teams are:

- To represent the Municipal/District Assemblies in the course of project implementation where the input of the Assembly is required and thereby encourage ownership,
- To exercise oversight responsibility with regards to project activities in the district/municipality,
- To provide advice and support to project field teams where necessary,
- To assist in streamlining the Ghana WatSan project with the WatSan plan of the district/municipality,

Annex 2: TOR for Stakeholders Engagement (M/DSTs)

- To assist RI and partner Local Non-Governmental (LNGOs) field teams in beneficiary community selection where necessary, and
- To ensure the sustainability of project activities and outputs.

3. Specific Roles of the Municipal/District Steering Teams

The matrix below summarizes the specific roles of the M/DSTs

#	Activity	Role of M/DSTs
1	Guidance	Advise and ensure that project activities conform with the national community water and sanitation strategy.
2	Baseline Survey	Support and advise as needed, especially to ensure that data collected is not compromised by language difficulties.
3	Community Mobilization	Advise and assist LNGO field teams in dealing with community leaders, difficult communities, etc.
4	Sensitization	Advise and assist in dealing with community groups to deliver language-appropriate messages.
5	Formation & Training of Community Based Structures	Advise and assist in the process of formation, capacity-building, and performance monitoring of community-based structures, especially WatSan committees and BCC groups.
6	Infrastructure development	Advise and assist, as needed, in site selection and ensuring that designs and regulations are strictly followed.
7	BCC Activities	Advise, assist, and share (if possible) learning from BCC activities carried out in the district/municipality to assist or review of BCC strategy.
8	Reporting & Publicity	As the arm of the District/Municipal Assembly responsible for this project's activities, ensure that the Ghana WatSan Project's outputs and activities are clearly identified in the reports of the Assembly and publicly acknowledged in news reports, as much as possible.
9	General Oversight on behalf of the District/Municipal Assembly	Bring to the notice of RI any difficulties or issues that in the view of the M/DST that will hinder project implementation.

4. Composition of the Municipal/District Steering Teams [M/DSTs]

At the district start-up meetings, a firm understanding and agreement was reached with regards to the composition of the M/DSTs. The role of the M/DSTs was seen to be very similar to that of the already existing District Water and Sanitation Teams [DWSTs]. It was therefore agreed that for the purposes of the Ghana WatSan Project, the District School Health Education Programme [SHEP] Coordinator and the head of the District Health

Annex 2: TOR for Stakeholders Engagement (M/DSTs)

Management Team [DHMT] be included to the DWSTs to constitute the District Steering Teams [DSTs].

The composition of the DSTs will be as follows:

1. *Community Development Officer on DWST*: To advise and assist with community mobilization issues.
2. *Environmental Hygiene Officer*: To advise and assist in BCC activities.
3. *Technician Engineer*: To advise and assist with infrastructure development issues.
4. *SHEP Coordinator*: To advise and assist in BCC especially SHEP issues.
5. *DHMT Representative*: To advise and assist in clinic engagement activities.

***The District Planning Officers are not official members of the DSTs but should be invited to DST meetings and consulted as the people who facilitate the work of the DSTs.

5. Reports

The steering teams do not need to submit reports to RI. They may however be required to provide updates on the project to the Assembly on whose behalf they operate.

The steering teams may meet informally with the regional field officers for the purpose of discussing project issues.

6. Project Meetings

The steering teams will hold a meeting every quarter [every 3 months]. A schedule of these meetings for all districts will be drawn and rationalized by regional field officers and shared with M/DSTs. These meetings will form the platform for the discussion of all district / municipal specific issues concerning the Ghana WatSan Project and will be convened and attended by RI staff.



Ghana Water and Sanitation Project

TERMS OF REFERENCE

GENDER ORIENTATION WORKSHOP FOR RELIEF INTERNATIONAL STAFF

1. Background

Relief International (RI) is an international NGO that provides emergency rehabilitation and development services. RI's programmes include health, shelter construction, education, community development, agriculture, food, income generation and conflict resolution.

RI employs an innovative approach to programme design and a high quality of implementation performance in demonstrating deep and lasting impact in reducing human suffering worldwide.

In Ghana, RI is currently implementing the four year USAID - funded Ghana Water and Sanitation Project in five Regions, ie, Greater Accra, Volta, Western, Eastern and Central.

To ensure sustainability of the Ghana Watsan Project outputs, RI recognizes gender mainstreaming as an essential theme that needs to be highlighted and integrated in project activities, especially, in working with communities and community based structures for operation and maintenance and behavior change activities..

2. Overall Objectives

The overall objective of the assignment is to conscientize all RI staff about gender issues in water and sanitation projects and programmes. This objective constitutes the basis for the scope of work and expected deliverables..

2.1 Scope of Work

The specific Scope of Work for the assignment is the following:

- Conduct a rapid Training Needs Assessment of RI staff with a view to identifying gaps with regards to knowledge and attitudes to gender issues, specifically in water and sanitation services delivery.
- Design *a two-day* training curriculum for gender mainstreaming in water and sanitation projects/programmes tailored for RI staff.
- Facilitate sessions at *a two-day* gender training workshop for RI staff.

- Produce a workshop report [3 hard copies and soft] not later than five [5] working days after the end of the workshop [counting from the last day of the workshop].

3. Essential Sessions

Whilst the Consultant is free to design a curriculum that will adequately address the needs of RI, the following topics need to be discussed at the training;

- General concepts and misconceptions of gender.
- Global trends in gender issues.
- Best practices in gender mainstreaming in water and sanitation programming in rural and small towns.
- Strategies in promoting equal opportunities for women and men as active participants in water and sanitation projects.
- Identify and discuss possible risks in the consideration of gender concerns during the implementation of the Ghana Watsan project and discuss possible mitigative measures.
- Develop and discuss a simple checklist for identifying gender gaps during watsan project implementation.

4. Methodology

Although, some sessions may require that the Consultant/Facilitator provides technical information, in the main, sessions should be as participatory as possible using techniques such as round robin, small groups, skits etc.

5. Deliverables

The following deliverables will be submitted.

Workshop Report [3 hard bound copies and soft] showing the following as Annexes;

- Findings from Rapid Training Needs Assessment conducted by the Consultant
- Workshop Curriculum
- Participants List

6. Facilities to be provided by RI [Client]

RI, the Client will secure a suitable conference hall for the entire duration of the workshop. This will be at cost to RI. Also, participants travel to and from the workshop venue and all meals will be borne by RI.

The cost of the Consultant's travel to and from the venue of the workshop shall be included in the contract amount.

7. Coordination / Reporting

The assignment will be coordinated by Francis Oppon, (Logistics and Procurement Officer).

8. Time Frame

A period of 5 working days will be allowed for the planning and carrying out the workshop. After the workshop, another 5 working days will be allowed for the submission of the workshop report as outlined under 2.1 Scope of Work.

Consultant's Contract Days	- 5
Workshop Date	- 2 nd and 3 rd September 2010
Report Submission Date	- 13 th September 2010

9. Payment Schedule

Upon signing of contract, successful completion of the assignment and submission of a report in English [3 hard bound and soft], the Consultant will be paid the full contract sum in a single tranche. This amount shall not exceed the agreed contract amount.

10. Requirements

- An advanced degree in any of the social sciences preferably related to rural development / water and sanitation.
- Demonstrated experience working on gender and development in the Water and sanitation sector
- Experience designing and managing community development programmes
- Experience in facilitating gender training / general facilitation skills
- Experience facilitating multicultural and multilingual groups
- Advanced computer skills - (MS Office Suite)
- Excellent spoken and written English,

Interested Consultants should send a Proposal showing;

- Brief Overview of Consultant's Capabilities/Experience in similar assignment **[Not exceeding 3 pages]**
- CV of Consultant
- Contact Details, including telephone numbers and email address of Consultant's Clients for similar assignments in the last 7 years.
- Consultant's Understanding of the assignment / Work to be performed
- Proposed Methodology
- Proposed Deliverables
- Proposed Delivery Schedule and
- Budget/financial proposal

Annex 4: Local NGO Selection Criteria

Annex 5: List of Donor Funded Activities in the WatSan Sector as of May 2009

Annex 5: List of Donor Funded Activities in the WatSan Sector as of May 2009

Development Partner	Project or Program Name	Components	Objectives	Region(s) / District(s) Covered	Main Stakeholders (Government partners, private technical assistance, etc.)	Period Covered	Budget	Status
Agence Française de Développement	Rural Water & Sanitation Project in Northern Region	Community water supply; Small town water supply; Sanitation; Capacity building	260 equipped boreholes, 7 small town networks, 2000 household latrines, 72 KVIP latrines. Technical assistance to CWSA, DAs, Watsan, WSDBs, spare-parts distribution networks and local artisans	Northern Region: Bole; Savelugu Nanton; West Gonja; Central Gonja; East Gonja; Sawla Tuna Kalbar; Tolon Kunbungu	CWSA DAs BCEOM	2002-2006 + One year post-project support in 2007	9,000,000 €	Closed
European Union	Small Towns Water Supply Project in Ashanti, Brong-Ahafo, and Western Regions	Small town water supply; Capacity building.	30 small town networks.	Ashanti, Brong-Ahafo, and Western	CWSA; Burgeap	1998-2005	€ 15,800,000	Closed
European Union	Rural Water & Sanitation Project in Northern Region	Community water supply; Small town water supply; Sanitation; Capacity building.	425 equipped boreholes with hand pumps; 11 small town networks; 2000 household latrines; 50 institutional latrines	Northern Region: West Mamprusi; West Gonja; Central Gonja; East Gonja;	CWSA; IGIP	2002-2006	€ 14,800,000	Closed
European Union	6th Micro-projects Programme	Basic education and vocational training, community water and sanitation, basic health care services, income generation, and environment	For water and sanitation component covers Boreholes and institutional latrines;	All 79 Districts in Upper West, Upper East, Northern, Volta, Eastern and Central	Microprojects Management Unit, District Assemblies	2005 - 2010	€ 25,000,000 of which 30% for water and sanitation component	On going
KfW (German Development Cooperation)	Small Town Water Supply I, II, III	Water Supply in 29 small towns	Sustainable supply of safe water to population	Eastern and Volta Regions	CWSA, DWSTs, Communities	2001-2006	12.5 m Euro	Completed/closed



Annex 5: List of Donor Funded Activities in the WatSan Sector as of May 2009

International Development Association (IDA - World Bank Group)	Small Towns Water Supply and Sanitation Project	Small town water supply; Sanitation; Sector Strengthening (capacity building of various stakeholders, policy dialogue, private sector support)	Increase sustainable access to small towns' water supply and sanitation services in six regions. 500,000 people will be provided with water supply facilities, and 50,000 people with sanitary facilities	Upper East, Upper West, Ashanti, Brong Ahafo, Western and Central Regions	CWSA, DAs, RCCs, MLGRDE, MWRWH, Communities, Private Sector	2004-2009	\$51m	Original project plus two additional funds
International Development Association (IDA - World Bank Group)	Urban Water Project	Expansion and rehabilitation of urban water systems; strengthening the operation of GWCL by means of a public-private partnership; capacity building of GWCL, PURC and MWRWH	Provide access to water to about 600,000 people in urban centers, with an emphasis to the urban poor, and restore long term financial sustainability to GWCL	Urban centers within the 10 regions	GWCL, MWRWH, Management Contract Operator, NDF, REN	2005-2010	\$115m	\$13m added to project funds in 2008 thanks to Trust Fund received from the Embassy of the Kingdom of the Netherlands in Accra
International Development Association (IDA - World Bank Group)	Second Urban Environment Sanitation Project	Improve urban living conditions in five metropolitan areas in regard to environmental health, sanitation, drainage, and solid waste management in a sustainable manner and with special emphasis on the poor.	Provide sanitation to 230,000 people and 70,000 school children and improve liquid waste management in the five metropolitan areas. (other targets for SW management and drainage)	Metropolitan areas of Accra, Kumasi, Sekondi-Takoradi, Tamale and Tema	MAs, MLGRDE, NDF, AFD, Private Sector	2004-2010	About 25% of a total of \$62 m correspond to sanitation related infrastructure and institutional strengthening	Sanitation component almost completed, possibility of scaling up household latrines
Danida	Water and Sanitation Programme Support Phase II (WSPS II)	District Based Water & Sanitation component	Provide about 530,000 people in small towns and rural communities access to safe water and sanitation facilities	Greater Accra, Volta, Eastern and Central Regions	CWSA, DAs, RCCs, MLGRD, MWH, GES, Communities, Private Sector	2003 - 2008	\$47m	Completed/closed



Annex 5: List of Donor Funded Activities in the WatSan Sector as of May 2009

Damida	Water and Sanitation Programme Support Phase II (WSPS II)	Integrated Water Resources Management component	Achieve efficient and effective management systems for sustainable dev of Ghana's water resources	Has national focus	WRC, MWRWH	2003 - 2008	About \$4m	Completed/closed
Damida	same	School Health & Hygiene Education component	An aim to improve the behavioral patterns of school children in targeted communities, but also has national focus through curricula development.	Has both geographical limitation as well as national focus	GES, CWSA, MWRWH	2003 - 2008	About \$4m	Completed/closed
Damida	Water and Sanitation Programme Support Phase II (WSPS II)	Policy Monitoring & Management Support component	Build capacity of MWH to manage and co-ordinate the water sector in a more effective and efficient manner.	National focus	MWRWH	2003 - 2008	About \$4m	Completed/closed
Damida/DFID funding	Water and Sanitation Programme Support Phase II (WSPS II)	Guinea worm infested areas and Three- district scheme	Provide people in small towns and rural communities access to safe water and sanitation facilities	Wa (Upper East) Nkwanta (north Volta region) Dangme, East, Dangme West and North Tongu	CWSA /MWRWH	3 years - Start 2006	\$ 7.3 mill	
Church of Christ Rural Water Development Project (COC- RWDP)	Drilling of 10 Boreholes for UNICEF Programme in Ghana	Rural Water & Sanitation: Drilling of New Boreholes	Drilled 10 Boreholes	Northern Region: Tolon/ Kumbungu,	UNICEF/ARD/USAID/CW SA	Mar. 2005 -Dec. 2005	\$64,640	Completed/closed
Church of Christ Rural Water Development Project (COC- RWDP)	Rehabilitation of 60 Boreholes	Rehabilitation of existing Boreholes Hand Pump Spare Parts Programme	Rehabilitated 60 Existing Boreholes. Established Hand Pump Spare Parts Depot.	Savelugu/Nanton, Tolon/ Kumbungu Yendi, Zabzugu/ Tatala	UNICEF/ARD/USAID/CW SA	April 2005-Dec. 2005	\$64,730	Completed/closed
Church of Christ Rural Water Development Project (COC- RWDP)	Community Based Hygiene Volunteers	Hygiene Promotion	500 trained Community Based Hygiene Volunteers.	Nanumba, East Gonja, Saboba/Chereponi, Gushiegu/Eastern Region Greater Accra Region: Ga, Ga Rural	Congregations of Church of Christ in Ghana	2002-2005		Completed/closed

Annex 5: List of Donor Funded Activities in the WatSan Sector as of May 2009

	(A) Infrastructure	Provision including construction and rehabilitation, (B) Community Development, (C) Sector Capacity Building Support, and (D) Program Management	Rural Water Supply and Sanitation Programme	Ashanti Region (Afigya Sekyere, Asante Akim South, Kwabre, Atwima Mponua and Atwima Nwobiagya Districts)	CWSA, Respective District Assemblies	2004 - 2008	ADB:USD 18.57 million / Local contribution on USD 1.2 million
African Development Bank	(A) Two Treatment Plants (Densu Delta and Legon) and Pumping Stations, (B) Sewerage Networks and Sanitation Facilities, (C) Environmental Measures, (D) Institutional Strengthening, (E) Engineering Services, and (F) Project Management.	Increasing access to safe water and sustainable sanitation in an accelerated manner thereby contributing to the achievement of the national targets and MDGs	Accra Sewerage Improvement Project (ASIP)	Accra metropolis	MLGRD/AMA	2006-2010	ADB: USD 69 million / GoG: USD 8.6 million
African Development Bank	(i) Feasibility Study, and (ii) Detailed Designs and Tender Documents	Assessing water and sanitation requirements up to year 2020 in conformity with the MDGs and a project for immediate implementation in the three towns.	Three Towns Water Supply and Sanitation Study	Wa, Yendi and Damango	MWRWH/GWCL	9 months	ADB: USD 1.00 million
Netherlands (ORET - a mixed credit comprising a loan component and a grant component of about 50%)	Improvement of urban water supply		Accra west	Accra Metropolis	GWCL/Vermeer/BallasNe dam/Haskoning	1998 - 2004	€ 54.3 million
Netherlands (ORET)	Improvement of urban water supply		Weija	Accra metropolis	GWCL/Vermeer/Haskoning	2001 - 2004	€10.3 million

Annex 5: List of Donor Funded Activities in the WatSan Sector as of May 2009

Netherlands (ORET)	Winneba	Urban Water - water treatment plant construction	Replacement of the existing dam. Construction of new pumping station and installation of new transmission pipelines. Refurbishment and extension of existing distribution network to improve water quality for Winneba and its surroundings	Central region/ Winneba district	GWCL/Spaans Babcock	2001-2002	€7.7 million	Completed
Netherlands (ORET)	Sekondi Takoradi Water Supply	Improvement of urban water supply	The project comprised the installation of 50 km of new water transport pipelines .	Western Region / Sekondi-Takoradi	GWCL/BallastNedam/Haskoning	2001-2003	€27.1 million	Completed
Netherlands (ORET)	Kwanyaku Water treatment plant rehabilitation and expansion	Improvement of peri-urban water supply	Construction of the new treatment plant, rehabilitation of the existing, the laying of the water pipelines and the dredging of the lake Provision of Sanitation facilities - public and institutional latrines	Central Region/ Kwanyaku/ Swedru and catchment areas	GWCL/Denys Engineers And Contractors BV	2007-2008	€28.2 million	Completed (July 2008)
Netherlands (ORET)	Cape Coast Water Supply Project	Expansion and rehabilitation of urban water systems	Expansion and rehabilitation of the existing water treatment works to increase capacity, extensions to the distribution network and a programme to reduce water losses (NRW) through leak detection and pressure management.	Central region/ Cape Coast Municipal	GWCL/BallastNedam/Haskoning	2005 - 2007	€39.9 million	Completed 2007
Netherlands (ORET)	Tamale Water Supply Project	Expansion and rehabilitation of urban water systems	Expansion and rehabilitation of the existing water treatment works to increase capacity, extensions to the distribution network and a programme to reduce water losses (NRW) through leak detection and pressure management.	Northern Region/ Tamale Municipality	GWCL/Biwater Company Ltd.	2006 - 2008	€45.0 million	To be commissioned before December 2008

Annex 5: List of Donor Funded Activities in the WatSan Sector as of May 2009

Netherlands (ORET)	Baifkrom water works and supply and Sanitation	Improvement of Water Supply to semi-urban communities and Sanitation Component	Construction of the new water production facility in Baifkrom to increase capacity, provision of new water reservoirs and supply pipeline. Provision of sanitation facilities to improve liquid waste disposal	Central Region / Mfantseman, Aak and AEE District Assemblies	GWCL/ Spaans Babcock.	2006-2008	€25.8 million			To be commissioned before December 2008	
Netherlands (ORET)	The Berekese Water Expansion Project	Improvement of Urban Water supply	Construction of new main transmission pipelines, rehabilitation and refurbishment works at the Owabi and Berekese treatment plants as well as construction of a new treatment plant.	Ashanti Region/ Kumasi Metropolis	GWCL/Taylor Woodrow Construction Ltd.	2007 - 2008	€37.4 million			on-going	
Netherlands (ORET)	Kpong - Accra Tema Metropolis	Improvement of urban water supply		Greater Accra/ Accra-Tema Metropolis ,	GWCL/Tahal Group	2008 - 2011	€41.3 million			Project started in July 2008	
Netherlands (ORET)	Kasoa Interconnection Project	Improvement peri-urban water supply		Central Region	GWCL/Denys Engineers And Contractors BV	2008 - 2010	€12.3 million			Agreement signed on 23 September 2008	
Embassy of the Kingdom of Netherlands	Support to Establishment of Environmental Health and Sanitation Directorate (phase 1)	Sanitation Policy, Strategy and Investment Framework; Capacity Building	Revision of environmental health and sanitation policy, preparation of interim sanitation strategy, training of staff and provision of equipment for EHSD	National focus	ESH, MLGRDE	2006-2008	€ 650,000			first phase completed in May 2008	
Embassy of the Kingdom of Netherlands	Support to Establishment of Environmental Health and Sanitation Directorate	Strategy and Investment Framework; Capacity Building	Preparation of national sanitation strategy and action plan (NESSAP), Preparation of strategic investment plan training of staff and provision of equipment for EHSD	National focus	ESH, MLGRDE	2008-2009	€ 710,429				



Annex 5: List of Donor Funded Activities in the WatSan Sector as of May 2009

Embassy of the Kingdom of Netherlands (Trust Fund)	Urban Water Project	Expansion and rehabilitation of urban water systems; strengthening the operation of GWCL by means of a public-private partnership; capacity building of GWCL, PURC and MWRWH	Development objectives for the TF are the same as those for the corresponding IDA operation, i.e. (a) significantly increase access to piped water supply in the urban centers, with emphasis on affordability and service reliability to the poor; (b) restoring long term financial stability and viability to the Ghana Water Company	Urban centers within the 10 regions	GWCL, MWRWH, Management Contract Operator, NDF, REN	2005-2010	€10 ml	The Trust Fund is a contribution to the IDA funding
CIDA	Northern Region Water and Sanitation Project (NORWASP)	Community water supply, Sanitation, Capacity building	Up to 250,000 communities will have access to safe drinking water; up to 420 communities own and manage their new water system; at least 50 percent of those involved in planning, operating, and managing the new systems are women; up to 420 communities will implement health and hygiene activities; and up to seven district assemblies will have the capacity to help develop, plan, and manage the new water supplies	Eastern corridor of northern region	CWSA, Das, MWRWH	1999-2008	\$16.4 m CAD	542 new boreholes and 38 hand-dug wells completed. Some 250 orphan boreholes rehabilitated, Team demobilized, Project closing
European Union	Small Towns Water Supply and Sanitation Project in Central and Western Region	Small town water supply; Sanitation Capacity building	40 small town networks; 2875 household latrines; 160 institutional latrines; Hygiene promotion	Central and Western Region	CWSA; Feasibility study by Burgeap	Feasibility 2003 – 2005 Main Project 2005 - 2010	€ 2,000,000 €23,000,000	
French Embassy Global Environment Fund	Integrated water resources management in the Volta Basin	Water governance, Capacity building	Strengthening of the Volta Basin Authority to tackle transboundary environmental issues in the Volta basin	Ghana, nationwide, NR, UWR, Burkina- Faso, Togo, Benin, Mali	WRC,	2008-2010	\$ 1.2 m	



Annex 5: List of Donor Funded Activities in the WatSan Sector as of May 2009

Agence Française de Développement	Water and Sanitation Project in Brong Ahafo Region	Rural, small town and peri-urban water supply, rural and small town sanitation, capacity building	112 hand-dug wells, 621 boreholes, 23 small towns, multi-village and peri-urban networks, 5000 household latrines, 161 institutional latrines, information, education and communication, capacity building	Brong Ahafo Region	DA's, MMAs, CWSA, GWCL, Water Directorate; Technical assistance to CWSA - BCEOM	2008-2013	€ 18,6 m	Start of the technical assistance, launch on the field
CIDA	Hydrogeological Assessment Project	Groundwater data collection and management, Capacity building in ground water resource monitoring	A hydro geological assessment consisting of synthesis of existing data and contribution to the collection and analysis of additional data technical capacity building focusing primarily on management and resource development, but also including non-technical capacity building focusing on enhancing networking and in communicating.	3 northern Regions	WRC, WRI, CWSA, MWRWH, MOFEP	3 years	\$3M CAD	2,8M CAD /2,5 year extension with focus on institutional capacity building and sustainable GW monitoring
CIDA	Northern Region Small Towns Project (NORST)	Small town water supply	To increase access to sustainable water and sanitation services in northern Ghana, 30 small towns piped systems + institutional sanitation, Capacity building to the Districts , CWSA	Eastern corridor	DA's, CWSA, MWRWH	7 years	\$30 CAD	Inception mission in August 2008, Now in preparatory phase, Implementation phase to start in July 2009
European Union & UNICEF (Contribution Agreement).	An Integrated Approach to Guinea Worm Eradication through Water Supply, Sanitation and Hygiene in Northern Region, Ghana.	Rural, Small Town Water Supply and Sanitation with a large hygiene element.	To contribute to an overall improvement in family health status and quality of life of the population in the project area.	Central Gonja, East Gonja, Gushiegu, Karaga, Nanumba North, Savelugu/Nanton, Tolon/Kumbungu, Yendi, and Zabzugu/Tatale.	DA's, MoH, CWSA.	June 2007 to June 2011	Total budget of €195505 28	The project was Launched in June 2007 and is currently in second year of operation.
European Union & DFID	Improvement of Water Sector Performance Management Framework.	Governance, Capacity Building.	The overall objective is to build a consistent and objective W&S Sector Performance Management Framework.	National	Water Directorate.	May 2008 to April 2011	Total Budget of 2.464560	The project began in earnest in May 2008 with the signing of the Start Up Programme Estimate.



Annex 5: List of Donor Funded Activities in the WatSan Sector as of May 2009

	Development of National and River Basin Integrated Water Resources Management (IWRM) Plans.	Governance, Capacity Building.	Contribute to Developing a Decentralized Integrated Water Resources Management system to ensure full Socio-Economic Benefits for Present and Future Generations.	Focusing on the Pra, and Tano/Black Volta river basins.	Water Resources Commission	May 2008 to April 2011	Total Budget of €1,798,400	The project began in earnest in May 2008 with the signing of the Start Up Programme Estimate.
European Union	Enhancement of Household Agriculture, Nutrition, Risk Reduction and Community Empowerment (ENHANCE)	Community water supply; Sanitation; Capacity building	80 equipped boreholes with hand pumps, Technical assistance to Watsan in communities, WSDBs	Selected food insecure communities in 10 districts in Northern Region	Opportunities Industrialization Centers International, CWSA DAs BCEOM	2005 - 2009	USD 500,000	Completed/closed
United States Agency for International Development (USAID)	Multi Year Assistance Program (MYAP) Food Security	Community water supply; Capacity building	35 equipped boreholes with hand pumps, Technical assistance to Watsan in communities, WSDBs	Selected food insecure communities Northern, Upper East, Upper West and parts of Brong Ahafo Regions	TechnoServe, CWSA DAs BCEOM	2006 - 2009	USD 50,000	Completed/closed
Spain (Ministry of Industry, Tourism and Trade)	Damango Water Supply Project	Water supply; Capacity building	Dam, water intake, pump station, raw water conduit, potable water treatment plant, potable water transmission conduit and rehabilitation	Northern Region	GWCL	2009-2011	10,000,000 €	Contract signed



GHANA WATER AND SANITATION (WATSAN) PROJECT

PERFORMANCE MANAGEMENT PLAN (PMP)

SUBMITTED TO



September 2010

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LIST OF ACRONYMS

ADRA	-	Adventist Development Relief Agency
BCC	-	Behavior Change Communication
CHPS	-	Community Health and Planning Services
CLTS	-	Community Led Total Sanitation
CONIWAS	-	Coalition of NGOs in Water and Sanitation
COP	-	Chief of Party
CWSA	-	Community Water and Sanitation
DA	-	District Assembly
DANIDA	-	Danish International Development Agency
DCOP	-	Deputy Chief of Party
EHSD	-	Environmental Health and Sanitation Division
EWV	-	Enterprise Works Vita
FY	-	Fiscal Year
GHS	-	Ghana Health Service
GIS	-	Geographic Information System
GWCL	-	Ghana Water Company Limited
IR	-	Intermediate Result
LNGO	-	Local Non Governmental Organization
M&E	-	Monitoring and Evaluation
MDG	-	Millennium Development Goal
MLGRD	-	Ministry of Local Government and Rural Development
ODF	-	Open Defecation Free
PITT	-	Performance Indicator Tracking Table
PMP	-	Performance Management Plan
PPP	-	Public Private Partnership
RFA	-	Request for Application
RI	-	Relief International
SHEP	-	School Sanitation and Hygiene Education Program
SO	-	Strategic Objective
TBD	-	To be Determined
UNICEF	-	United Nation Children's Fund

USAID - United States Agency International Development
WASH - Water, Sanitation, and Hygiene
WATSAN - Water and Sanitation

1. OVERVIEW OF THE GHANA WATSAN PROJECT

1.1 Program Background

Relief International (RI), RI's Enterprise Works/VITA (EWV) division, Adventist Development and Relief Agency (ADRA) Ghana, and Winrock International successfully submitted a proposal in response to RFA No. 641-09-016 and won a 4-year cooperative agreement to implement a water and sanitation project in Ghana called the "Ghana Water and Sanitation Project" (Ghana WATSAN Project). The Ghana WATSAN Project is an innovative program that will support improved access to safe and adequate water supply and basic sanitation infrastructure for schools, clinics, and households and promote complementary hygiene practices to maximize the health impact from the improved infrastructure. The project team lead by RI will accomplish this through the goals and objectives outlined below.

The long-term *goal* of the Ghana WATSAN Project is to maximize health impacts in the project target areas. The immediate goal is to "improve access to safe and adequate water supply and basic sanitation infrastructure for households, clinics, and schools and promote complementary hygiene practices to maximize the health impact from this improved infrastructure."

The RI team will accomplish the overall goal of the Ghana WATSAN Project through the following 5 objectives:

Objective 1: Increase access to improved water and sanitation infrastructure for individual households, communities, schools, and clinics in the target areas.

Objective 2: Assist in developing innovative modes of establishing new infrastructure.

Objective 3: Improve the capacity of small grant recipients to mobilize community members to actively participate in: (a) the improvement and maintenance of water and sanitation infrastructure; and (b) assist local official bodies that provide support for these efforts.

Objective 4: Support the development of behaviors that result in: (a) water and sanitation (WATSAN) infrastructure that is well utilized by target communities; and (b) increased adoption of complementary hygiene behaviors that will reduce waterborne disease.

Objective 5: Manage existing partnerships and potentially develop new partnerships with private sector and/or voluntary organizations committed to achieving the same results.

The attainments of these objectives are expected to support the USAID/Ghana's health sector's Strategic Objective 7 (SO7) and Intermediate Results 4 (IR4).

For ease of tracking project inputs/resources, outputs, and outcomes, the Ghana WATSAN project has been divided into five main components.

Component 1: Water and Sanitation Infrastructure Development – to enable communities, schools, and clinics access adequate safe water and sanitation.

Component 2: Small Grants Facility – links with sustainability issues on structures under *Component 1* in facilitating establishment of institutions that can make delivery of water and sanitation services sustainable.

Component 3: Capacity Building – efforts aimed at enhancing the skills of individuals and institutions to make delivery of water and sanitation services affordable and sustainable.

Component 4: Strategic Behavior Change – believed to be a catalyst to the adoption of good practices and in the sustainable use of safe water and adequate sanitation.

Component 5: Public Private Partnership – to link private sector to the development of water and sanitation and integrate their efforts in the project work.

The Ghana WATSAN Project implementation covers some of the most deprived regions of Ghana—in terms of water and sanitation—including Greater Accra, Central, Western, Eastern, and Volta regions. Strategically, most deprived districts in these regions have been targeted in an attempt to improve water and sanitation coverage and directly contribute to the attainment of the water and sanitation Millennium Development Goals (MDGs) in Ghana. Implementation in the regions will be either directly led by Relief International or through support from strategic partners (Rotary International and The Coca Cola Company).

1.2 Main Activities of the Ghana WATSAN Project

The RI project team developed the core activities of the Ghana WATSAN Project through analyzing chronic challenges that have limited the long-term sustainability of previous water and sanitation projects and by aiming to solve problems through innovation and new approaches.

The key challenges identified that hinder sustainability for WATSAN projects include:

- a. Ineffective behavior change,
- b. Lack of community ownership,
- c. Insufficient local capacity to manage infrastructure, and
- d. Insufficient coordination between public and private stakeholders.

Using a mix of USAID and Community Water and Sanitation selection criteria, with data obtained from both organizations, the RI team uses location-centered community entry processes to ensure acceptance of the project at the community, district and regional levels. Based on sound community entry and preparatory activities, the following key activities will be implemented:

Community Entry Processes

This activity involves moving to target districts and communities to introduce the project to all stakeholders, community leaders and members. Community action plans will be developed with

all selected communities to ensure the smooth implementation of activities. Activities under this category also include the formation and strengthening of district steering teams and other structures to support the full implementation of the WATSAN activities in the target districts.

Component 1 Activities

1. Determine appropriate water and sanitation infrastructure designs.
2. Conduct hydro-geological surveys for water facilities in each community.
3. Construct water facilities for communities, schools, and clinics.
4. Mechanize existing high yielding boreholes for communities.
5. Construct latrines for households, schools, and clinics, including training local artisans and community WATSAN committees on sanitation improvement, operations and maintenance.

Component 2 Activities

1. Development and implement small grant mechanisms.
2. Design and disseminate sub-grant policy.
3. Initiate activities for publicity of small grants facility and establishment of a grant selection committee.
4. Establishment and initiation of small grants process (distribute and monitor activities).

Component 3 Activities

1. Assess and select Local NGOs (LNGOs) as partners in implementing the WATSAN project.
2. LNGO Start-up Meeting and Orientation in Program Objectives and Structure
3. Conduct training for staff of project area District Assemblies (DA).
4. Build capacity of community WATSAN committees on communication, community profiling, civic engagement, leadership, and advocacy.
5. Capacity building of latrine artisans and pump mechanics. Train representatives of Community Water and Sanitation Committee members on management of community resources and use/collection of WATSAN infrastructure maintenance funds.

Component 4 Activities

1. Develop community awareness of water and sanitation through orientation and experience sharing workshops and the formation of WATSAN committees.
2. Design behaviour change messages and deliver through community groups.
3. Study and plan social marketing interventions.
4. Provide community support and follow up to awareness activities as well as monitor community progress.

Component 5 Activities

1. Facilitate and help establish public-private partnerships and alliance.
2. Provide support and technical advice to existing GDAs.
3. Link private sector investors with the communities and local entrepreneurs.

1.3 Project Partners and Collaborators

The RI team believes that effective coordination can and should contribute to the advancement of the Ghana WATSAN project objectives through bringing together relevant stakeholders to ensure buy-in and acceptance of the program. To ensure this, the RI team at the project design stage consulted with a variety of stakeholders including Community Water and Sanitation Agency (CWSA), Coalition of NGOs in Water and Sanitation (CONIWAS), Ministry of Local Government and Rural Development (MLGRD) Environmental Health and Sanitation Directorate (EHSD), Community Led Total Sanitation (CLTS) National Steering Committee, USAID-funded School Sanitation and Hygiene Education Program (SHEP), and other relevant public and private stakeholders for data on policy, coverage and sustainability of water and sanitation infrastructure in Ghana and the target regions in particular.

RI is jointly implementing the primary activities with its core partners—Winrock International and ADRA/Ghana. RI leads in the overall implementation and management of the Ghana WATSAN project. ADRA/Ghana is leading in the implementation of the development and construction of water and sanitation infrastructure component and environmental compliance of the Ghana WATSAN project. Winrock International is the strategic behavior change lead partner, designing and implementing participatory behavior change communication messages at the community level.

RI has selected a strong mix of local partners (LNGOs) to facilitate the WATSAN Project and further build local capacity. Each of the LNGOs has extensive experience implementing water and sanitation programs in the target areas.

To ensure continued support and stakeholder buy-in, and at the same time ensure that policy issues are integrated into the Ghana WATSAN Project implementation, the RI team will continue to coordinate closely with other agencies, such as the Ministry of Local Government and Rural Development (MLGRD), Ghana Water Company Limited (GWCL), District Assemblies (DAs), Ghana Health Service (GHS) and other agencies at the community, district, regional, and national level. Additionally, the RI team will closely collaborate with current USAID projects, particularly with the Behavior Change Support component, through quarterly meetings with USAID project managers. The Ghana WATSAN Project team will also coordinate with relevant programs implemented by other donors and NGOs such as the Danish International Development Agency (DANIDA) and the United Nations Children’s Fund (UNICEF) to prevent duplication of services and share lessons learned and best practices. In addition to regular communication through participation in the Consultative Group, RI will share lessons learned with all relevant stakeholders through participation in the annual CONIWAS *Mole* conference, hosting seminars and forums, disseminating information through CONIWAS, and participation in CLTS National Steering Committee.

2.0 GHANA WATSAN PROJECT RESULTS FRAMEWORK

The Ghana WATSAN Project Results Framework (Results Framework) presents graphically, how the activities of the Ghana WATSAN project will contribute to achieving the immediate objectives and goal of the Ghana WATSAN Project. The results framework also shows in hierarchical order, how activities of the Ghana WATSAN Project will contribute to achieving

USAID Ghana Health sector Intermediate Results (IR4 – Water Supply and Sanitation Improved and other infectious diseases decreased) under the USAID/Ghana health Strategic Objective (SO 7 – Health Status improved). The results framework also shows the Ghana WATSAN development hypothesis and the critical assumptions that must hold for the development hypothesis to lead to achieving the Ghana WATSAN Project’s goal and ultimately USAID/Ghana’s SO 7. Below is the Ghana WATSAN Results Framework in graphic form.

DEVELOPMENT HYPOTHESIS

- Community investment or contribution results in ownership of the infrastructure
- The capacities at the local level to provide, manage and maintain infrastructure must be improved to foster sustainability
- The coordination between public and private stakeholders must be reinforced to ensure success in WatSan programming

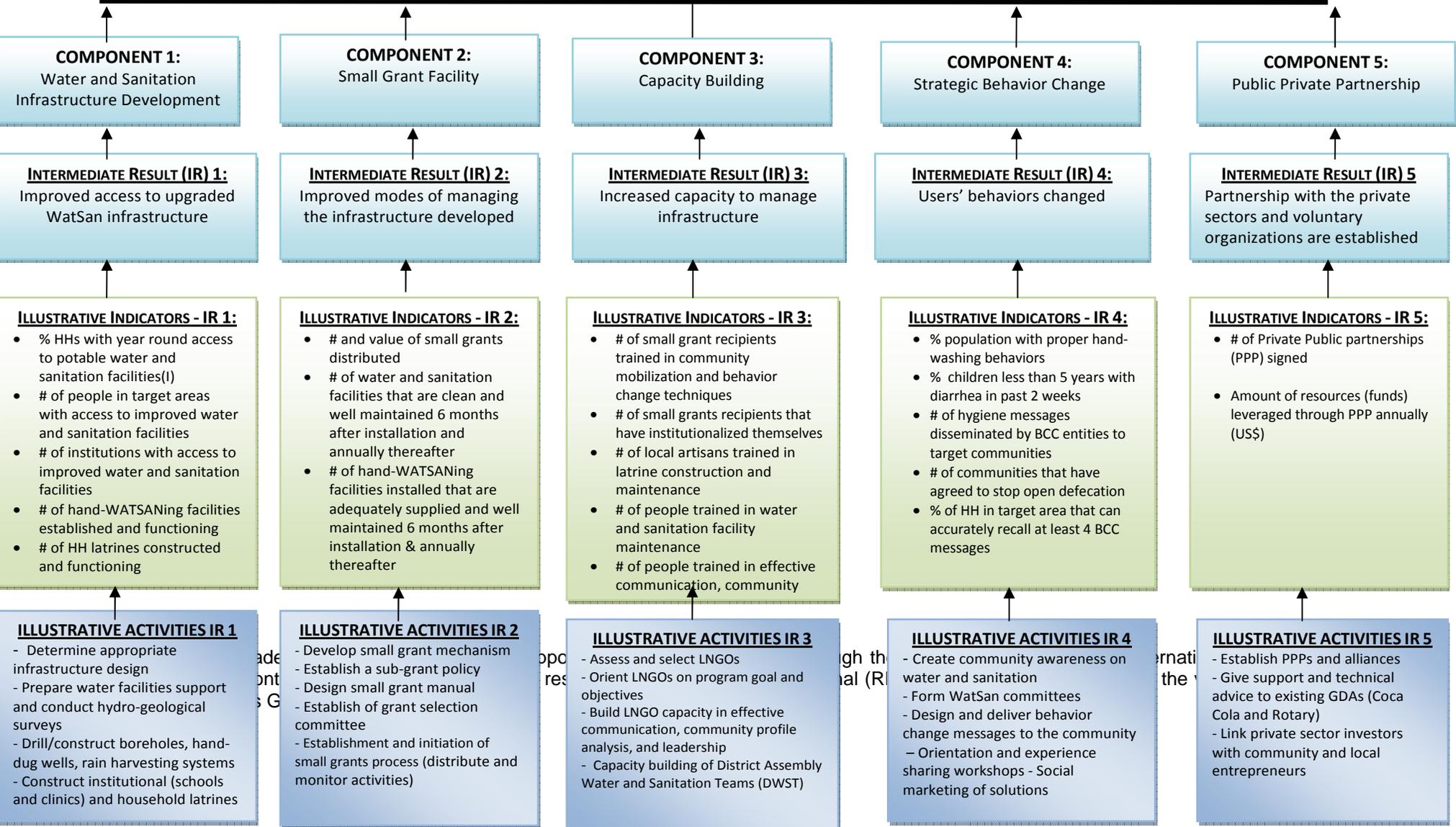
**USAID/GHANA STRATEGIC OBJECTIVE (SO) NO. 7:
HEALTH STATUS IMPROVED**

**USAID/GHANA HEALTH INTERMEDIATE RESULTS (IR) 4:
WATER SUPPLY AND SANITATION IMPROVED AND OTHER INFECTIOUS DISEASES DECREASED**

CRITICAL ASSUMPTIONS

- All stakeholders are involved
- The private sector partners remain committed
- Social, political, and economical situation remains stable or improves

**PROJECT GOAL
IMPROVE ACCESS TO SAFE AND ADEQUATE WATER SUPPLY AND BASIC SANITATION INFRASTRUCTURE FOR HOUSEHOLDS, CLINICS, AND SCHOOLS AND TO PROMOTE COMPLEMENTARY HYGIENE PRACTICES**



3.0 GHANA WATSAN PROJECT MONITORING AND EVALUATION SYSTEM

The Monitoring and Evaluation (M&E) System of RI is a supplement to the approved Ghana WATSAN Project for the activities specified above. The purpose of RI M&E system is to assess the impact of the Ghana WATSAN Project on the health status of the target populations and to track the flow of program resources. The implementation of the M&E system is intended to demonstrate the attainment of the objectives and results of the Ghana WATSAN project activities.

Program indicators are presented to measure the effects of the Ghana WATSAN activities regarding improved access to water supply and sanitation infrastructure. Some of the indicators represent impact indicators, permitting a measure of the effects/impacts of specific project activities. Others are annual monitoring indicators, in that they permit a measure of the inputs and processes that will ensure the attainment of the objectives. Improvements in both the monitoring and impact indicators will reflect improvements in access to adequate safe water supply and sanitation facilities for households, communities, schools, and clinics. The M&E system covers the following areas:

1. Plans for data collection

- a. Indicators and their definitions
- b. Data sources
- c. Method of data collection
- d. Frequency and schedule of data collection

2. Plans for data analysis, reporting and use

- a. Use of unique identifiers
- b. Data analysis plan
- c. Plans for complementary studies
- d. Plans for report preparation
- e. Plans for disseminating and using performance information

3. Data quality assurance and control

- a. Plans for selecting performance indicators
- b. Plans for collecting quality performance data
- c. Plans for assuring indicator data traceability
- d. Plans for reviewing and occasionally fine tuning the M&E system

The operationalization of the methodology above is expected to meet three requirements:

- (1) Allow RI and its partners to assess progress made toward achieving intermediate results in each activity, and on the basis of the findings, decide to continue, revise, or replicate specific development activities;
- (2) Guide potential donors and USAID in assessing the performance of RI Ghana WATSAN Project and the impact of their support on the health status of Ghanaians; and

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- (3) Guide USAID in assessing the extent to which RI and its partners' development activities contribute to USAID health sector strategic objectives and intermediate results; and on the basis of the findings, justify RI Ghana WATSAN Project resource request.

3.1 Plans for Data collection

This section of the Ghana WATSAN M&E system covers the definitions of the program indicators, the sources of data, methods of data collection, frequencies of data collection, and the responsible persons for delivering data on the indicators.

3.1.1 Indicators and Definitions

A total of 33 indicators (4 impact indicators and 29 performance indicators) are expected to measure performance towards the attainment of the goal and objectives of the Ghana WATSAN Project (See Performance Indicator Reference Sheets – Appendix A). The impact indicators are adapted from the list of generic indicators developed by USAID for measuring water and sanitation activities (FANTA indicator guide series – water and sanitation indicator measurement guide). Some of the monitoring indicators were also adapted from the USAID/Ghana Request for Applications (RFA) Number 641-09-016 Ghana Water and Sanitation (WATSAN) Project while others are custom made to demonstrate attainment of project targets set by RI and partners.

Based on resource levels and a thorough discussion among and between the implementing partners, targets have been set for monitoring indicators for the first two years. The targets reflect the level of commitment that the RI team is making to improve access to safe water and sanitation facilities at the household, community, school, and clinic level. Care is taken not to set targets for the life of the project. This is because of the innovation component of the program, which could yield more facilities than would be set for the life of the project at project start-up. As such, targets will be set annually for approval before implementation starts. Targets for impacts indicators will be set when baseline data on the target households and communities are ascertained after the baseline study to be completed by the end of November, 2010. The full set of indicators and the targets for the first two years are contained in the Indicator Performance Reference Sheets (**Appendix A**) and also in the Performance Indicator Tracking Table (**Appendix B**).

The indicators specified in **Appendix A**, are namely performance or impact indicators which monitor processes contributing to project success and beneficiary impact.

A third group of indicators, known as *Critical Assumptions* (these are not oriented to any specific indicators) have been set to measure the underlying conditions, which may negate, or at least, delay the attainment of goal or objectives of the project. Below are the specific assumptions for the Ghana WATSAN project.

- All stakeholders are involved
- The private partners remain committed
- Social, political, and economic situation remains stable or improves

3.1.2 Data Sources

The majority of the data for the Ghana WATSAN program will be generated from primary sources. The secondary sources of data, particularly with respect to monitoring of component

five (public private partnership) and critical assumptions will include organizations reports and existing literature.

The primary sources of data will include RI Ghana WATSAN records, mini-surveys, which will be conducted in target communities, and the tracking of program activities in target communities through monitoring and evaluation. To track community and institutional-level activities, standardized forms will be designed to collect data. The forms will track activities under the five components, as well capture data at the institutional-level (clinics and schools). The forms will be described separately in a Monitoring and Evaluation Manual to be designed as an operational tool for the implementing team.

3.1.3 Methods of Data Collection

RI's M&E Unit will use a wide range of methods for gathering, analysing, and storing performance data and information generated in the course of the implementation of the Ghana WATSAN Project. RI will use research methods from the social sciences as well as participatory methods. Where necessary, the M&E will adapt an existing method or design an entirely new method that will enable the RI team collect comprehensive data for reporting purposes.

Generally however, RI will use the following methods in data gathering:

- a. Quantitative methods
- b. Qualitative methods

Quantitative Data Collection Methods

Based on indicators set by the RI team, a set of data collection tools have been designed to collect quantitative data for reporting purposes. The RI team will use random sampling for all surveys that are intended to summarize, compare and generalize responses on parameters to be determined annually by the team. In instances where quantitative data is required on some indicators, the census method will be used. The following quantitative data collection strategies would thus be used:

- Administering surveys with close-ended questions to collect data on project outcomes and impacts annually;
- Observing and recording/counting water and sanitation infrastructure constructed and the number of participants at capacity-building sessions;
- Obtaining relevant data from management information systems for reporting on indicators;
- Obtaining secondary data from schools, clinics, Community Health Planning Services compounds, and various District Assembly structures on usage of water and sanitation facilities.
- Obtaining secondary data (amounts of funds leveraged/committed to partnerships) from other organizations that have entered into partnership with RI based on USAID Global Development Alliance and or based on RI's Public Private Partnership arrangement.

Qualitative Data Collection Methods

RI will employ the use of qualitative data collection methods to gather in-depth understanding of human behaviour and the reasons that govern such behaviour. The qualitative methods will assist the RI team to investigate the *why* and *how* behind certain decision that will be made by

community people during the course of the implementation of the Ghana WATSAN Project. The following methods would be used by the RI team:

1. Focus group discussions during community profile analysis to help gather in-depth information to assist the community design a community action plan.
2. Observations in target communities and institutions (schools and clinics) to gather data on open defecation and other sanitation-related data.
3. Key informant interviews with community WATSAN committee leaders and other community leaders on issues related to adoption of behaviors that will yield to increased use and sustainability of sanitation facilities
4. Informal interviews using checklist to triangulate information obtained from RI field officers regarding outcomes of the project intervention.
5. Use of photo and GIS mapping documentation.

3.1.4 Frequency and Schedule of Data Collection

For RI, the frequency of data collection is influenced by factors such as the following:

- The project's reporting obligations to the donor (USAID) and other major stakeholders;
- The seasonal nature of some activities (drilling of boreholes preferably in the dry season) and seasonal effects on situation observation and indicator measurement;
- The project's planning horizon; and
- A desire to ascertain how well the project is doing at any point in time.

Based on the above, RI's PMP categorizes data to be collected on monthly, quarterly, semi-annual, and annual basis. For each period, data would be collected by the last day of the reporting period. The frequency of data collection for each indicator is provided in Performance Indicator Reference sheets (**Attached as Appendix A**).

3.1.5 Data Collection Responsibilities

The RI PMP adopts a participatory approach to data collection. Thus data collection is decentralized to the community-level. Community WATSAN committees will be responsible for collecting data on household information and also on water and sanitation activities at the community-level. LNGOs staff and RI field staff (Regional Program Officers and BCC agents) are all responsible for collecting both primary and secondary data at the field-level. The Indicator Performance Reference Sheet has identified the specific individuals/persons responsible for delivering data on each indicator.

3.2 Plans for Data Analysis, Reporting, and Use

3.2.1 Using Unique Identifiers or Codes

Planning for data analyses begins at the point where data capture forms/tools are being designed. A major input that ensures that data can be disaggregated according to criteria set by the PMP, is assigning unique identifiers or codes to the various variables being tracked (or for which data is collected).

RI M&E unit will provide all staff, including other stakeholders involved in data collection, with the required information on regions, district, community, and household codes (IDs). This will allow for easy and a systematic referencing of data collected.

3.2.2 Data Analysis Plans

The M&E Unit of RI will analyze data submitted by field officers and BCC agents. Analyzed data will be disaggregated based on project component, regions, districts, age and gender. Results of the analysis will be illustrated visually with tables, charts, and diagrams, as often as possible. Data from surveys will be analyzed using statistical software (SPSS / Epi Info). For routine data, usually collated from field monitoring exercises, a database (MS Access) will be designed to capture, store, and produce reports as needed. RI will also employ the use of Geographic Information System (GIS) to show the location of infrastructure to be constructed by the Ghana WATSAN project.

Field officers will also be required to do simple data synthesis and use the results in writing field reports. Field officers will be given basic data analysis training, including in GIS, to enable them transform the field data into tables, charts, and other diagrams for reporting purposes.

3.2.3 Plans for Complementary Evaluations

Experience has shown that, during project implementation there could be the need to carry out an analysis of specific subjects considered to be of importance for the project at a key point in time. These could also be very quick and unplanned reviews and studies conducted in response to a concrete need detected by the donor (USAID), a member of the project implementing team or another key stakeholder group. Although such activities are occasional and normally unplanned, the M&E team needs to be able to seize such occasions without negatively impacting ongoing project activities. As such, the M&E unit will make plans to respond to these special studies as needed.

3.2.4 Plans for Report Preparation

RI will deliver three main types of reports to USAID each fiscal year (FY).

- Annual Results Report;
- Semi-Annual Report; and
- Quarterly financial reports.

Apart from the quarterly financial report that will be generated by the finance department, data for the other two reports will be generated from the M&E system. Based on the reporting requirements of USAID, the following reports will be delivered by field officers.

Monthly Reports

Field staff will compile a monthly report that will summarise their experiences in the field for the month. The report will contain summaries of capacity-building activities, meetings with project stakeholders, construction of water and sanitation facilities, as well as other information relevant to the program. The report will also address any identified problems that require immediate attention by project management. Field officers will submit their monthly reports (narrative) to

the respective component heads and deliver all data capture forms to the M&E unit for collation and analysis.

Component heads will synthesize field reports, add their report for the month and submit a single report to the Chief of Party (COP) with a copy to the M&E unit. Apart from the field reports, component-head reports will capture such information as meetings held with stakeholders', field visits, supervisory roles, and other project activities undertaken for the reporting period.

The M&E monthly report will be a summary of data on the indicators. A copy of the summary would be made available to the COP and other project staff for their coordination activities. This will inform the COP in the preparation of accurate monthly progress report. Unless requested, RI is not obliged to submit a monthly report to USAID. However, when requested and as necessary, the COP will deliver a monthly progress report to USAID and other partners.

Quarterly Reports

Quarterly reports will be prepared by the COP with inputs from the M&E unit and all components heads under the Ghana WATSAN Project. The focus of the quarterly report will be to assess and inform project implementers and donors on performance of the project to the attainment of project objectives and goal. The quarterly report will summarise findings on relevant indicators as indicated in the Indicator Performance Reference Sheets. The format for the quarterly report will be indicated in the M&E manual.

The finance department will prepare the quarterly financial report and submit to the COP. COP will review and deliver a copy to USAID as required.

Semi-Annual Reports

The semi-annual report will cover the first 6 months of the project in each fiscal year (FY). This report will cover the relevant indicators as stated in the indicator reference sheets, stating progress made in achieving the indicator targets and also attainment of the project goal and objectives. The M&E unit will collate data for the COP to prepare the semi annual report. The semi annual report will be delivered by the COP to USAID as stipulated by USAID requirement.

Annual Reports

The annual report will be an elaborated version of the quarterly and semi-annual reports. It will contain results on all indicators for the entire year. This report presents, in addition to the data obtained using the M&E system, the analysis of the mini-surveys. The summary of these data sets will be presented in the indicator-tracking table (**Appendix B**).

The preparation of the annual report will be the task of the COP with M&E and other component heads assisting in collating relevant data for the indicators. The draft report will be circulated for review among project stakeholders before it is finalized and submitted by the COP to USAID and the major stakeholders.

3.2.5 Plans for Disseminating and Using Performance Information

Results of performance monitoring and evaluation conducted by the RI team will be disseminated to all levels of collaborators, including the RI headquarters, the target communities, other collaborating agencies, and the staff of RI Ghana WATSAN Project.

On a quarterly basis, results of the project would be presented in the form of a seminar to RI Ghana WATSAN staff. The presentation will serve as a forum to inform staff about the state of the program. This feedback mechanism enhances participation and builds confidence among project staff. The knowledge of gaps in performance shared at such meetings will motivate responsible staff to make rapid improvements.

The monitoring and evaluation results will also be presented to community beneficiaries, this is important as a method to increase on-going capacity-building within communities. Sharing progress reports with communities strengthens community ownership of the project and reinforces participation. Furthermore, the community is able to participate in measuring the outcome of their own developmental activities. Such an effort assures that all information on accomplishments and how they were measured resides within the beneficiary domain and thus serves as a means of verification at the beneficiary level.

For other stakeholders such as CWSA, GHS, Municipal and District Assemblies and other agencies, the following dissemination channels will be used:

- One-on-one interactions, whenever feasible;
- Distribution of M&E reports;
- Distribution of published feature articles on RI Ghana WATSAN Project's work; and
- Annual dissemination Seminars.

The organisation of dissemination activities is the responsibility of the COP. The M&E specialist and field coordinators have responsibility for developing the materials that will be presented at the dissemination seminars.

3.3 Plans for Assuring Data Quality and Consistency in Reportage

The processes for assuring data quality starts during the selection and definition of performance indicators and how they are made to function as useful tools for managers and decision-makers. Assuring data quality implies that, the performance indicators and their related data accurately reflect the process and phenomenon for which they are being used to measure. Again, it should be possible to measure results in a consistent and comparable manner across location/setting and over time. The RI team ensures compliance through:

1. Selecting quality performance indicators;
2. Collecting quality performance data;
3. Ensuring indicator data traceability; and
4. Planning for periodic reviews of the M&E system.

The RI team adapted some indicators from the USAID/Ghana Request for Applications (RFA) Number 641-09-016 Ghana Water and Sanitation (WATSAN) Project document. Some indicators were also selected from USAID/Ghana's Operational Plan for water and sanitation. To ensure that performance is measured adequately, the RI team also developed customized indicators. The customized indicators were chosen after a thorough a series of discussions between management and staff of the Ghana WATSAN project and USAID/Ghana. RI will also assist communities in establishing community-level indicators for each project component in order to measure outcomes. These systems will eventually enable the RI team to determine the

success or otherwise of the Ghana WATSAN project from the perspectives of the beneficiary communities. Baseline data for the community-level will be obtained using outcomes of community profiles to be conducted at the inception of implementation for each community. Overall project baseline data will be derived from analysis of a thorough baseline study including more than 500 household surveys, 108 focus groups, and an internal vetting process.

To ensure quality performance data is collected, the M&E unit will train data enumerators on the type of data to collect, methods used in collecting the data, and required frequency of data collection. Data will be collected on a timely basis to ensure that performance is measured quickly and reports are up-to-date. A system of verification and validation will be put in place to ensure transcription errors are removed.

To ensure indicator data traceability and that community members are kept informed of activities undertaken, RI will implement the following:

1. Identify and train two individuals in each community that will serve as M&E focal persons for collecting and collating data. These two will also work to explain intervention results and related implications to their own communities.
2. A periodic (probably quarterly) review of the Activity Record Book to build appreciation of who visited and what was done. RI staff will indicate for each visit the specific activities implemented.
3. All field staff will introduce an **Activity Record Book** within each community that will have headings such as date, project component, activity, facilitators, field objectives, accomplishments, outstanding issues, and follow-up required.
4. Whenever monitoring data is collected, it should be first entered in the Activity Record Book. Primary-source information that is obtained from the community through this project will also be kept in the Activity Record Book, including original community profile information and monitoring statistics.

Providing Monitoring and Evaluation Feedback to Communities

RI M&E interventions will incorporate a plan to provide the feedback throughout project implementation to communities following M&E activities in a form that will be clearly understood by community members. Whenever this is done, it must be recorded in Activity Record Book and Field Activity Notebook. For instance, after a qualitative survey, time will be built into the field visits to discuss with the communities outcomes and the implications thereof.

Keeping Key Stakeholders Informed of Project Interventions and Results

Just like the communities, other stakeholders at the district and regional-levels will also need to be aware of RI activities in order to assist them with their own planning and identify areas of collaboration. To ensure synergy for the Ghana WATSAN Public Private partnership component, RI will:

1. Share baseline study reports and results through a dissemination workshop that will involve selected stakeholders at the district, regional, and national-levels.
2. Use success stories periodically in bulletins.

3. Hold a semi-annual information dissemination forum for identified stakeholders to inform and update stakeholders on project progress and successes.

3.4 Deliverables of the M&E System

The main deliverables expected under the RI monitoring and evaluation system are:

1. **Baseline Report** – To be delivered after the baseline study scheduled to be completed by the end of November, 2010.
2. **Administrative Monitoring Reports** – Consisting of Monthly Progress Reports and completed reporting forms. All project staff are required to submit a monthly report to their supervisors who will consolidate and submit a single monthly report to the COP.
3. **Reviews** – Minutes of technical review meetings and other project appraisal conducted in a fiscal year.
4. **Annual Surveys/Evaluations** – On an annual basis, the RI team will gather data on outcomes and impacts that accruing as a result of the project intervention. This will be executed from July through to September each fiscal year.
5. **End-of-Project Impact Evaluation** – To be completed at the end of the project. The final deliverable will be a report.

4.0 PERSONNEL RESPONSIBILITIES

The following details M&E staff responsibilities on the Ghana WATSAN Project.

Chief of Party (COP)

The following will form the M&E responsibilities of the Chief of Party (COP):

- Establish the M&E office,
- Appoint key M&E staff to the project and supervise their activities,
- Guide the establishment of administrative and project components of the M&E system,
- Review monthly M&E reports from the field, provide input to M&E team workshops based on results of reports and identify areas for M&E improvement.
- Coordinate the revision of the project M&E strategy and processes to ensure an updated and shared understanding of the M&E strategy and process,
- Negotiate approval for changes to the project M&E strategy and process,
- Ensure that an effective and participatory M&E system is established and functional,
- Ensure easy access to M&E reports by project donors and relevant stakeholders,
- Submit required analytical reports on progress on time, including indicators on planned actions, and
- Engage key stakeholders in important external evaluations to ensure an understanding of locally perceived impacts and problems.

The responsibilities of the Deputy Chief of Party (DCOP) are akin to that of the COP. The DCOP will supervise the work of the M&E staff in the absence of the COP. The DCOP will also participate actively in all project M&E activities.

Monitoring and Evaluation Specialist

- Help revise the project results framework in context of actual implementation strategy,

- Lead in the design of the project M&E framework (to include annual project reviews, participatory annual assessment, process monitoring, and lessons learned workshops),
- Guide the process of identifying and reviewing key indicators for each project component as a means to assessing progress reporting,
- Guide the process of identifying key performance questions and parameters for monitoring project performance and comparing it to targets,
- Design formats/forms for monitoring key performance indicators,
- Clarify the key information needs of project stakeholders,
- Oversee the GIS monitoring component,
- In collaboration with the COP, set out the framework and procedures for evaluation of the project activities,
- Design annual M&E work plans with budgets,
- Foster participatory planning and monitoring by training and involving key stakeholders in the M&E activities,
- Organize refresher training in M&E for project and implementing partner staff,
- Supervise data collection, verification, and validation at the field-level,
- Guide staff and implementing partners in preparing progress reports,
- Lead in the review and analysis of monitoring reports to identify the causes of potential bottlenecks in the project implementation,
- Prepare reports on M&E findings as required,
- Undertake regular visits to the field to support implementation of the M&E and identify where adaptations might be needed, and
- Guide the regular sharing of the outputs of M&E findings with project staff, implementing partners, and stakeholders.

Project Coordinators/Specialist

- Assist in the design and implementation of a participatory M&E system,
- Supervise the generation of field-level M&E annual work plan,
- In consultation of the M&E Specialist and other management staff, liaise with key stakeholders and other staff to ensure a two-way flow of information on implementation,
- Identify the support and resource needs of field staff and implementing partners,
- Facilitate communication between the field officers (data collectors) and decision-makers (Management) on number and quality of M&E activities, and
- Assess field reports to determine possible implication for implementation and agree on corrective action with appropriate decision-makers.
- Coordinate sharing of M&E activities between field officers and communities through regular community workshops and updates to the Activity Records Books.

Field Officers

- Directly responsible for field-level data collection,
- Responsible for eliciting tacit information (knowledge held in individuals) at the field-level,
- Generate, document, and submit human interest stories (success stories and lessons learned),
- Ensure that data collection follows the key criteria of data quality (validity, reliability, timeliness, precision, and integrity),

- Take photo documentation supported by GPS coordinates to feed into GIS monitoring,
- Participate in external evaluations, and
- Lead community level discussions on activities of RI in the field and on outcomes / results of M&E activities.

5.0 PROGRAM EVALUATIONS

Program evaluation affords both the project implementers and donors to assess progress made toward achieving intermediate results in each activity and on the basis of the findings to decide to continue, revise, or replicate specific development activities. Normally three main evaluations are conducted over the project life cycle.

1. Baseline Survey;
2. Mid-term Evaluation; and
3. Final/End-of-Project Evaluation

RI plans to conduct a baseline study before the end of November, 2010. The baseline will document the socio-economic and water and sanitation situation of the target areas before actual project activities are implemented. The baseline will cover the five target regions and some communities in the initial districts to be entered by the Ghana WATSAN Project. Relevant project indicators will be tracked from the baseline to enable the project measure progress and final results as an overall estimate of the impact of Ghana WATSAN project activities. RI will adopt the counterfactual methodology to conduct the baseline survey. Representative samples of target participants and non-participants will be used for the baseline survey. The COP will lead in the conduct of the baseline survey with the M&E Specialist coordinating the data collection, analysis, and report writing.

The project on an annual basis will conduct mini-surveys to track relevant annual monitoring indicators used to inform management as to the performance of the project. This will be done from July through August each year in order to meet the timeline required for the preparation of the annual results reports in September.

A second survey of a representative sample of participants and non-participants, using the same methodology as described for the baseline survey will be used to conduct a final project evaluation. This will determine, within a reasonable margin of error, the impacts of the Ghana WATSAN Project, including both intended and unintended effects, the magnitude of the impacts, and the causal factors underlying the impacts on the project beneficiaries. To complement quantitative data collected in the final impact assessment, site visits to the regions of WATSAN activities will be included in the final process evaluation to collect qualitative information.

The final process evaluation will draw upon project experiences in order to improve the design of future and on-going projects. The effectiveness of both the financial and nonfinancial project interventions (including the grants facility) will be assessed and suggestions or recommendations provided.

Lessons learned will be shared with all relevant stakeholders through participation in the Annual *Mole* conference, hosting seminars and forums, disseminating information through CONIWAS, and participation in the CLTS National Steering Committee.

6.0 APPENDIX A: PERFORMANCE INDICATOR REFERENCE SHEETS

Performance Indicator Reference Sheet	
Name of Strategic Objective:	SO7 – Health status improved
Name of Intermediate Result :	USAID SO7, IR 4 – Water supply and sanitation improved and other infectious disease decreased
Name of Indicator:	% households with year round access to potable water
Is this an Annual Report Indicator?	No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) _FY 2011, FY 2012, and FY 2013
DESCRIPTION	
Precise Definition(s):	Proportion of target households in a sample (from communities that were provided with water facilities) who have all year round access to safe adequate potable water. Access to potable water source means that the household is either connected directly to a pipe system or that a borehole, public stand pipe, hand-dug well fitted with pump or rainwater collection system is located 500 meters from the household, with an estimated 300 people accessing one water source. Year-round access means that water is available during the time(s) of the year when the water supply is least reliable. A household with access to any one of the improved water facilities will be considered to have gained access to improved water facilities and thus counted for the purpose of this indicator.
Unit of Measure:	Percent of households
Method of calculation:	Computed by dividing the number of households in the sample with access to an improved water source by total number of households in the sample.
Disaggregated by:	<i>Rural/urban, district/region, gender and age where appropriate</i>
Justification & Management Utility:	Water unavailability at some time of the year (dry seasons in Ghana) makes households resort to accessing water from unsafe water sources (rivers, streams, shallow hand-dug wells or catchments that are not protected, and unprotected wells). Households also are likely to reduce the usage of water at these periods. This indicator will point RI to the proportions of target households (and imperatively number of people) who are no longer at risk and those at risk of using unsafe water annually. Results of this indicator will enable the RI team to target behaviour change messages to the population affected by lack of access to potable water. A higher percentage indicates a high sustainable access to potable water (high coverage).
PLAN FOR DATA ACQUISITION	
Data Collection Method:	Interviews through baseline, annual surveys, and final evaluation
Data Source(s):	Target households
Method of Acquisition by USAID:	Scheduled reports from Relief International
Frequency & Timing of Data Acquisition by USAID:	Annually
Estimated Cost of Data Acquisition:	
Individual Responsible at USAID:	Emmanuel Odotei
Individual Responsible for providing data to USAID:	RI COP
Location of data storage:	RI/Ghana country head office in Accra, with back up at RI-LA HQ office.
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment:	Baseline to be completed in November, in progress as of October 2010.
Known Data Limitations and Significance (if any):	Classification of safe water sources
Actions Taken or Planned to Address Data Limitations:	Verification by Water and Sanitation Advisor Water Coordinator and validated by M&E Specialist
Date of Future Data Quality Assessments:	TBD
Procedures for Future Data Quality Assessments:	Informal, semi-formal, and formal procedures would be employed
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING	
Data Analysis:	Quantitative analysis to be done by Relief International
Presentation of Data:	Lists, charts, and diagrams (disaggregated by rural/urban, district and region)
Review of Data:	Annual review through routine monitoring and RI reporting
Reporting of Data:	Annual Results Report
OTHER NOTES	

Notes on Baselines/Targets:**Other Notes:****PERFORMANCE INDICATOR VALUES**

<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	TBD		Targets for this indicator can only be determined after the baseline survey. Baseline survey to be finalized November 2010.
2011	TBD		
2012	TBD		
2013	TBD		

THIS SHEET LAST UPDATED ON: 27 /10 /2010

Performance Indicator Reference Sheet**Name of Strategic Objective:** SO7 – Health Status Improved**Name of Intermediate Result :** USAID SO7, IR 4 – Water supply and sanitation improved and other infectious disease decreased**Name of Indicator:** Percent households with access to improved sanitation (I)**Is this an Annual Report Indicator?** No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013**DESCRIPTION**

Precise Definition(s): Proportion of target households in the sample that have gained access to improved sanitation facilities in communities provided with improved sanitation facilities. Improved sanitation facilities include a household excreta disposal facility, typically a ventilated pit latrine (VIP) or Kumasi ventilated pit latrine (KVIP). Access means that the household has a private facility or shares a facility with others in the same building or compound (as the case might be especially for compound houses). Access to any one of the improved facilities would be counted as having gained access.

Unit of Measure: Percent of households**Method of calculation:** Calculated by dividing the number of households in a sample (during an annual survey) with access to an improved sanitation facility by the number of households in the sample**Disaggregated by:** Rural/urban, district/region, gender and age where appropriate

Justification & Management Utility: Access to improved sanitation have shown consistently to result in better health, as measured by less diarrhoea, reduction in parasitic infections, increased child growth, and lower morbidity and mortality. A higher percentage (for this indicator) indicates that sanitation coverage has increased. As coverage increases, it is expected that there will be reduction in diseases such as cholera, diarrhoea, and parasitic diseases leading to better child growth and lower morbidity and mortality.

PLAN FOR DATA ACQUISITION**Data Collection Method:** Interviews through baseline, annual surveys and final evaluation**Data Source(s):** Target households**Method of Acquisition by USAID:** Scheduled reports from RI**Frequency & Timing of Data Acquisition by USAID:** Annually**Estimated Cost of Data Acquisition:****Individual Responsible at USAID:** Emmanuel Odotei**Individual Responsible for providing data to USAID:** RI COP**Location of data storage:** RI/Ghana country head office in Accra, with back up at RI-LA HQ office.**DATA QUALITY ISSUES****Date of Initial Data Quality Assessment:** Baseline to be completed in November, in progress as of October, 2010.

Known Data Limitations and Significance (if any): Classification of improved sanitation facility			
Actions Taken or Planned to Address Data Limitations: Verification by Water and Sanitation Advisor and Sanitation Coordinator and validated by M&E Specialist			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures to be used			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by RI			
Presentation of Data: List, charts, and diagrams			
Review of Data: Annual review			
Reporting of Data: During the Annual Results Reporting period			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	<i>TBD</i>		<i>Baseline to be completed in November. Target to be set after establishment of baseline.</i>
2011	<i>TBD</i>		
2012	<i>TBD</i>		
2013	<i>TBD</i>		
THIS SHEET LAST UPDATED ON: 27 /10 /2010			

Performance Indicator Reference Sheet	
Name of Strategic Objective: SO7 – Health status improved	
Name of Intermediate Result : USAID SO7, IR 4 – Water supply and sanitation improved and other infectious disease decreased	
Name of Indicator: % of households with proper hand Wash behaviors (I)	
Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY2010, FY2011, FY2012 and FY2013	
DESCRIPTION	
Precise Definition(s): Proportion of households in the sample who report and demonstrate appropriate hand-Wash behavior at critical times. Critical hand-Wash times include Wash of hands after defecation, after cleaning baby’s bottoms, before food preparation, before eating, and before feeding children. Hand-Wash should be done with soap and/or ash with water. Target households (preferably food preparers or caregivers in households) who report and demonstrate at least two of the hand-Wash behaviors (with soap/ash and water) will be countered as having correctly demonstrated proper hand-Wash behaviors (hand-Wash behaviors at critical times described above).	
Unit of Measure: Percent of households	
Method of calculation: Computed by dividing the number of households in the sample who report and demonstrate appropriate hand-Wash behaviors by total number of households interviewed in the sample.	
Disaggregated by: Rural/urban, district/region, gender and age where appropriate	
Justification & Management Utility: Improvements in water and sanitation alone do not automatically result in improvement in health outcomes. The addition of hygiene education on hand-Wash is often required. Hand Wash with water and soap/ash at critical times will result in decreased exposure to pathogens (especially for children if caregivers adhere to hand-Wash behaviours), reduced diarrhoeal disease episodes, increased infant nutrient absorption, and improved disease resistance. An increase in the percent of household with proper hand-Wash behaviours means an increase in adoption of practices promoted by the project.	
PLAN FOR DATA ACQUISITION	

Data Collection Method: Interviews through baseline, annual surveys, and final evaluation. The survey will score households demonstration of proper hand-washing behaviors			
Data Source(s): Target households			
Method of Acquisition by USAID: Scheduled report from RI			
Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: Baseline to be completed in November, in process as of October 2010.			
Known Data Limitations and Significance (if any): Categorization of proper hand-washing behaviors			
Actions Taken or Planned to Address Data Limitations: Data enumerators would be thoroughly trained on appropriate hand-Washing behaviors before survey is conducted			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by RI			
Presentation of Data: Tables, charts (disaggregated by rural/urban, district and region)			
Review of Data: Annual review through routine monitoring and RI reporting			
Reporting of Data: Annual Results Report			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	<i>TBD</i>		<i>Baseline to be completed in November. Target to be set after establishment of baseline.</i>
2011	<i>TBD</i>		
2012	<i>TBD</i>		
2013	<i>TBD</i>		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet	
Name of Strategic Objective: SO7 – Health status improved	
Name of Intermediate Result : USAID SO7, IR 4 – Water supply and sanitation improved and other infectious disease decreased	
Name of Indicator: % of children less than 5 years with diarrhea in last two weeks (I)	
Is this an Annual Report Indicator? No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) FY 2011, FY 2012 and FY 2013	
DESCRIPTION	
Precise Definition(s): Proportion of children less than 5 years (i.e. 0 months to 59 months) who had diarrhea (loose stool more than three times in a 24 hour period) at the time of data collection or who had diarrhea in the two preceding weeks in the sample.	
Unit of Measure: Percent of households	

Method of calculation: Computed as follows: Number of target children less than 5 years (0 months to 59 months) in sample with diarrhea in last two weeks divided by total number of children less than 5 years (0 months to 59 months) of age in the sample.			
Disaggregated by: Rural/urban, district/region, gender and age where appropriate			
Justification & Management Utility: Reduction in morbidity such as diarrhoea is expected to improve nutritional status by a reduction in dehydration, fever, and mal-absorption of nutrients. Reduction in diarrhoea therefore means increased access to water and sanitation facilities and an increase in adoption of hygiene messages by households (caregivers). A higher percentage of children with diarrhoea indicates low adoption of hygiene behaviours and or low access to safe adequate water and sanitation facilities.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Interviews through baseline, annual surveys, health unit records and final evaluation			
Data Source(s): Target households (children in households less than 5 years)			
Method of Acquisition by USAID: Scheduled report from RI			
Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: Baseline to be completed in November, in progress as of October, 2010.			
Known Data Limitations and Significance (if any): Some child caregivers do not regard a child passing loose stools more than 3 times in 24 hours as diarrhea			
Actions Taken or Planned to Address Data Limitations: Data enumerators would be trained to pose leading questions to mothers/care givers to recall diarrhea cases as defined in the indicator.			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal ,and formal procedures			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by RI			
Presentation of Data: Tables, charts (disaggregated by rural/urban, district and region)			
Review of Data: Annual review through routine monitoring and RI reporting			
Reporting of Data: Annual Results Report			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	<i>TBD</i>		<i>Baseline to be completed in November. Target to be set after establishment of baseline.</i>
2011	<i>TBD</i>		
2012	<i>TBD</i>		
2013	<i>TBD</i>		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet	
Name of Strategic Objective: USAID SO7 – Health status improved	

Name of Intermediate Result: Relief Int. IR 1 – Improve access to improved water and sanitation infrastructure for individual households, communities, schools, and clinics in the target areas			
Name of Indicator: Number of people in target areas with access to improved water supply as a result of USG assistance			
Is this an Annual Report Indicator? No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) _FY2010, FY2011, FY2012 and FY2013			
DESCRIPTION			
Precise Definition(s): This is the count of people with access to improved water supply facilitated by RI with funding from USG. Improved drinking water sources are defined as water supply technologies, including household water connection, public standpipe, borehole, protected dug-well (hand dug-well fitted with pump) and rainwater collection. Unimproved drinking water sources are considered unprotected well, unprotected spring, rivers, ponds, vendor-provided water, or tanker truck water.			
Unit of Measure: Number of people			
Method of calculation: Count of people in target areas that gained access to <i>any one of the water sources</i> described as improved and facilitated by RI. Data from the various sources would be summed to obtain the value of the indicator			
Disaggregated by: Rural/urban, district/region, gender and age where appropriate			
Justification & Management Utility: This indicator accurately measures delivery of a basic human service, using definitions that are completely consistent with internationally endorsed WHO/UNICEF indicators. An increase in this indicator means increased access to potable water supply.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Site visits, reports from partners (LNGOs), and reports form field staff			
Data Source(s): Target communities, households, clinics, and schools			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: Baseline to be completed in November, in progress as of October, 2010.			
Known Data Limitations and Significance (if any): Classification of safe water sources			
Actions Taken or Planned to Address Data Limitations: Verification by WATSAN Advisor and validated by M&E Specialist			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal and formal procedures will be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: List, charts, and diagrams (disaggregated by source, rural/urban and gender)			
Review of Data: Semi-annual review through routine monitoring and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	10,400		
2011	8,400		
2012	8,400		

2013	8,400		This number is dependent on the number of water facilities constructed for the fiscal year.
<i>THIS SHEET LAST UPDATED ON: 27 /10 /2010</i>			

Performance Indicator Reference Sheet			
Name of Strategic Objective: USAID SO7 – Health status improved			
Name of Intermediate Result: Relief Int. IR 1 – Improve access to improved water and sanitation infrastructure for individual households, communities, schools, and clinics in the target areas			
Name of Indicator: Number of people in target areas with access to improved sanitation facilities as a result of USG assistance			
Is this an Annual Report Indicator? No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) _FY2010, FY2011, FY2012 and FY2013			
DESCRIPTION			
Precise Definition(s): This is the count of people with access to improved sanitation facilities facilitated by RI. Improved sanitation facilities are defined as technologies more likely to ensure privacy and hygienic use, (i.e. ventilated improved pit (VIP) latrine or Kumasi Improved pit latrine (KVIP). Unimproved sanitation facilities are considered public or shared latrines, open pit latrines, and bucket latrines.			
Unit of Measure: Number of people			
Method of calculation: Count of people who gained access to any one of the improved sanitation facilities facilitated by RI. Improved sanitation facilities as defined above.			
Disaggregated by: Rural/urban, district/region, gender and age where appropriate			
Justification & Management Utility: This indicator accurately measures delivery of a basic human service, using definitions that are completely consistent with internationally endorsed WHO/UNICEF indicators for sanitation improvement. A positive change (increase) in this indicator means an increase in access to improved sanitation by the target population.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Site visits, reports from local partners (LNGOs), and reports from field staff			
Data Source(s): Target communities and households			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: Baseline to be completed in November, in progress as of October, 2010.			
Known Data Limitations and Significance (if any): Counting of unimproved sanitation facilities			
Actions Taken or Planned to Address Data Limitations: Verification by WATSAN Advisor and validated by M&E Specialist			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: List, charts, and diagrams			
Review of Data: Semi-annual review, routine monitoring and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			

OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	13,680		
2011	13,680		
2012	13,680		
2013	13,680		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet
Name of Strategic Objective: USAID SO7 – Health status improved
Name of Intermediate Result: Relief Int. IR 1 – Improve access to improved water and sanitation infrastructure for individual households, communities, schools, and clinics in the target areas
Name of Indicator: Number of institutions with access to improved water supply assistance as a result of USG assistance
Is this an Annual Report Indicator? No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013
DESCRIPTION
Precise Definition(s): This is the count of institutions (schools and clinics) with access to improved water supply facilitated by RI with funding from USG. Improved drinking water sources are defined as water supply technologies including household water connection, public standpipe, borehole, protected dug well (hand-dug well fitted with pump) and rainwater collection. Unimproved drinking water sources are considered unprotected well, unprotected spring, rivers, ponds, vendor-provided water, or tanker truck water.
Unit of Measure: Number of institutions
Method of calculation: Count of institutions who gained access to any one of the improved water facilities facilitated by RI. Improved water facilities as defined above
Disaggregated by: <i>Clinics/schools, Rural/urban, district/region, gender and age where appropriate</i>
Justification & Management Utility: This indicator accurately measures delivery of a basic human service, using definitions that are completely consistent with internationally endorsed WHO/UNICEF indicators for sanitation improvement. A positive change in the indicator indicates increase in coverage (in institutions with access to improved water facilities). This will result in increased access to and utilization of the institutions.
PLAN FOR DATA ACQUISITION
Data Collection Method: Site visits, reports from local partners (LNGOs), and reports from field staff
Data Source(s): Target communities and institutions
Method of Acquisition by USAID: Scheduled reports from Relief International
Frequency & Timing of Data Acquisition by USAID: Annually
Estimated Cost of Data Acquisition:
Individual Responsible at USAID: Emmanuel Odotei
Individual Responsible for providing data to USAID: RI COP
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.
DATA QUALITY ISSUES
Date of Initial Data Quality Assessment: Baseline to be completed in November, in progress as of October, 2010.
Known Data Limitations and Significance (if any): Classification of water facilities
Actions Taken or Planned to Address Data Limitations: Verification by WATSAN Advisor and validated by M&E Specialist
Date of Future Data Quality Assessments: TBD

Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Table and charts (disaggregated by schools/clinic and rural/urban)			
Review of Data: Semi-annual review, routine monitoring and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	15		
2011	15		
2012	15		
2013	15		
THIS SHEET LAST UPDATED ON: 27/10/2010			

Performance Indicator Reference Sheet
Name of Strategic Objective: USAID SO7 – Health status improved
Name of Intermediate Result: Relief Int. IR 1 – Improve access to improved water and sanitation infrastructure for individual households, communities, schools, and clinics in the target areas
Name of Indicator: Number of institutions with access to improved sanitation facilities as a result of USG assistance
Is this an Annual Report Indicator? No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) <u> </u> FY2010, FY2011, FY2012 and FY2013
DESCRIPTION
Precise Definition(s): This is the count of institutions with access to improved sanitation facilities facilitated by RI. Improved sanitation facilities are defined as technologies more likely to ensure privacy and hygienic use, (i.e. ventilated improved pit (VIP) latrine or Kumasi Improved pit latrine (KVIP). Unimproved sanitation facilities are considered public or shared latrines, open pit latrines, and bucket latrines.
Unit of Measure: Number of institutions
Method of calculation: Count of institutions with access to any one of the improved sanitation facilities facilitated by RI. Improved sanitation facilities as defined above
Disaggregated by: <i>Clinics / schools, rural/urban, district/region, gender and age where appropriate</i>
Justification & Management Utility: This indicator accurately measures delivery of a basic human service, using definitions that are completely consistent with internationally endorsed WHO/UNICEF indicators for sanitation improvement. A positive change in this indicator indicates an increase in access to sanitation facilities by institutions (clinics/schools). This will result in increased utilization of the facilities.
PLAN FOR DATA ACQUISITION
Data Collection Method: Site visits, reports from local partners (LNGOs), and reports from field staff
Data Source(s): Target institutions (clinics and schools)
Method of Acquisition by USAID: Scheduled reports from Relief International
Frequency & Timing of Data Acquisition by USAID: Annually
Estimated Cost of Data Acquisition:
Individual Responsible at USAID: Emmanuel Odotei
Individual Responsible for providing data to USAID: RI COP
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.

DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any): Counting of unimproved sanitation facilities			
Actions Taken or Planned to Address Data Limitations: Verification by WATSAN Advisor and validated by M&E Specialist			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams (disaggregated by schools/clinics and rural/urban)			
Review of Data: Semi-annual review, routine monitoring and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	30		
2011	30		
2012	30		
2013	30		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet
Name of Strategic Objective: USAID SO7 – Health status improved
Name of Intermediate Result: Relief Int. IR 1 – Improve access to improved water and sanitation infrastructure for individual households, communities, schools, and clinics in the target areas
Name of Indicator: Number of improved household latrines constructed and functioning (M)
Is this an Annual Report Indicator? No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) _FY2010, FY2011, FY2012 and FY2013
DESCRIPTION
Precise Definition(s): This is the count of improved household latrines constructed for households in communities. Improved sanitation facilities are defined as technologies more likely to ensure privacy and hygienic use, (i.e. ventilated improved pit (VIP) latrine or Kumasi Improved pit latrine (KVIP). Unimproved sanitation facilities are considered public or shared latrines, open pit latrines, and bucket latrines.
Unit of Measure: Number of households
Method of calculation: Count of households who were assisted to construct improved household latrines using USG funding
Disaggregated by: Rural/urban, district/region, gender and age where appropriate
Justification & Management Utility: This indicator accurately measures delivery of a basic human service, using definitions that are completely consistent with internationally endorsed WHO/UNICEF indicators for sanitation improvement. A positive change of the indicator will result in increasing access to adequate sanitation for households.
PLAN FOR DATA ACQUISITION
Data Collection Method: Site visits, reports from local partners (LNGOs), and reports from field staff
Data Source(s): Target households
Method of Acquisition by USAID: Scheduled reports from Relief International

Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any): Tendency to count facilities considered to be unimproved.			
Actions Taken or Planned to Address Data Limitations: Data enumerators would be adequately trained to collect the correct data based on the correct definition. Data would be verified by WATSAN Advisor and validated by M&E Specialist			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams (disaggregated by sex of households and rural/urban)			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	500		
2011	500		
2012	500		
2013	500		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet			
Name of Strategic Objective: USAID SO7 – Health status improved			
Name of Intermediate Result: Relief Int. IR 1 – Improve access to improved water and sanitation infrastructure for individual households, communities, schools, and clinics in the target areas			
Name of Indicator: Number of improved water supply facilities constructed and functioning			
Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013			
DESCRIPTION			
Precise Definition(s): This is the count of improved water facilities constructed by RI for communities and institutions as a result of USG funding. Improved water facilities are; boreholes that shall provide at least 20 liters of water per person per day, serving a maximum of 300 persons within a 500 meter radius; small town water systems with a service level of 20 liters per person per day at standpipes, and 60 liters per person per day for house connections. Standpipes shall serve 300 per person per tap within 500 meters of households; hand-dug wells fitted with pumps (protected hand-dug wells) that provide at least 20 liters of water per day per person within a 500m radius.			
Unit of Measure: Number of water facilities			
Method of calculation: Count of all water facilities constructed by RI with assistance from USAID			

Disaggregated by: <i>Type of facility (borehole, hand-dug well, small town water system, rainwater harvesting system), rural / urban, district/region, gender and age where appropriate.</i>			
Justification & Management Utility: A positive change in this indicator indicates increased access by population to improved water facilities. This indicator is used as a proxy to determine the number of people who gained access to water facility as a result of USG assistance.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Site visits, reports from local partners (LNGOs), and reports from field staff			
Data Source(s): Target communities and institutions (clinics and schools)			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any): Counting of boreholes and hand-dug wells that are dry			
Actions Taken or Planned to Address Data Limitations: Verification by WATSAN Advisor and validated by M&E Specialist			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams (disaggregated by facility type, institution and rural/urban)			
Review of Data: Semi-annual review, routine monitoring and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	46		
2011	45		
2012	45		
2013	45		
THIS SHEET LAST UPDATED ON: 27/010/2010			

Performance Indicator Reference Sheet

Name of Strategic Objective: USAID SO7 – Health status improved			
Name of Intermediate Result : Relief Int. IR 1 – Improve access to improved water and sanitation infrastructure for individual households, communities, schools, and clinics in the target areas			
Name of Indicator: Number of hand-washing facilities established for institutions			
Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013			
DESCRIPTION			
Precise Definition(s): This is the count of hand-washing facilities established in clinics and schools that are functioning. The hand-washing facilities may include rainwater harvesting tanks with taps (and the ability to receive piped water when available), veronica buckets (covered buckets with a tap and a basin), “soak away systems,” or other appropriate infrastructure, depending on water source and drainage system.			
Unit of Measure: Number of hand-washing facilities			
Method of calculation: Count all hand-washing facilities (that meet any one of the definitions above) constructed (established) by RI			
Disaggregated by: <i>Type of institution with hand-washing facility, rural/urban, district/region, gender and age where appropriate.</i>			
Justification & Management Utility: Behaviours on hand-washing can best be inculcated when people have access to hand-washing facilities. The provision of hand-washing facilities at the institutional-level will enable pupils in schools and users at clinics to practice hand-washing behaviours when taught. An increase in this indicator indicates increased coverage.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Site visits, reports from local partners (LNGOs), and reports from field staff			
Data Source(s): Target institutions (clinics and schools)			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any):			
Actions Taken or Planned to Address Data Limitations:			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams (disaggregated by facility type, institution, and rural/urban)			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
Notes on Baselines/Targets:			
Other Notes:			
PERFORMANCE INDICATOR VALUES			
Year	Target	Actual	Notes
2010	30		

2011	30		
2012	30		
2013	30		
<i>THIS SHEET LAST UPDATED ON: 27/10 /2010</i>			

Performance Indicator Reference Sheet
Name of Strategic Objective: USAID SO7 – Health status improved
Name of Intermediate Result: Relief Int. IR 2 – Improved modes of managing water and sanitation infrastructure developed
Name of Indicator: Number of small grants awards distributed to small grant recipients
Is this an Annual Report Indicator? No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013
DESCRIPTION
Precise Definition(s): This is the count of awards distributed by the Project on an annual basis to small grant award recipients. Small grants are awards given to grantees that are adjudged to have been successful in the participation of a small grant competition to be organized by the program. The small grants will cover the following areas: Behaviour Change, Mobilization, and Social Marketing; Civic participation; Supply chain strengthening; provision and repair of WATSAN services; Management of urban water and sanitation: Community monitoring and support; and Innovative technology solutions. Receipt of awards in any one of these categories would be counted as a small grant.
Unit of Measure: Number of grants
Method of calculation: Count of all awards given out by the project as part of the small grant annually. The value of the grant is not counted under this indicator, but the number (count) of small grants given out as awards by the project.
Disaggregated by: <i>Category/type of small grant distributed, recipient characteristics, rural/urban, district / region, gender and age where appropriate.</i>
Justification & Management Utility: Small grant recipients’ capacity will be built to manage water and sanitation facilities, as well continue to provide water and sanitation services to communities and households after the close of the project. The higher the number of recipients who receive grants the more the likelihood that sustainability of interventions, after project close out, will be assured.
PLAN FOR DATA ACQUISITION
Data Collection Method: Review of small grant awards and records
Data Source(s): RI Small grant component records
Method of Acquisition by USAID: Scheduled reports from Relief International
Frequency & Timing of Data Acquisition by USAID: Annually
Estimated Cost of Data Acquisition:
Individual Responsible at USAID: Emmanuel Odotei
Individual Responsible for providing data to USAID: RI COP
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.
DATA QUALITY ISSUES
Date of Initial Data Quality Assessment: TBD
Known Data Limitations and Significance (if any):
Actions Taken or Planned to Address Data Limitations:
Date of Future Data Quality Assessments: TBD
Procedures for Future Data Quality Assessments:
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Quantitative analysis to be done by Relief International

Presentation of Data: Tables and diagrams (disaggregated by facility type, recipient category and rural/urban)			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	21		
2011	36		
2012	32		
2013	32		
THIS SHEET LAST UPDATED ON: 27/10/2010			

Performance Indicator Reference Sheet	
Name of Strategic Objective: USAID SO7 – Health status improved	
Name of Intermediate Result: Relief Int. IR 2 – Improved modes of managing water and sanitation infrastructure developed	
Name of Indicator: Value of small grant distributed annually	
Is this an Annual Report Indicator? No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013	
DESCRIPTION	
Precise Definition(s): This is the amount of funds (in US Dollars) distributed as part of the small grant mechanism to grant recipients annually.	
Unit of Measure: Value of funds in US\$	
Method of calculation: Sum of all the individual funds distributed by the program	
Disaggregated by: <i>Type/Category of small grant, rural/urban, district / region, gender and age where appropriate.</i>	
Justification & Management Utility: The higher the value of small grants distributed, the higher the number of entities providing WATSAN services to communities and households.	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Review of small grant awards and records	
Data Source(s): RI Small grant component records	
Method of Acquisition by USAID: Scheduled reports from Relief International	
Frequency & Timing of Data Acquisition by USAID: Annually	
Estimated Cost of Data Acquisition:	
Individual Responsible at USAID: Emmanuel Odotei	
Individual Responsible for providing data to USAID: RI COP	
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any):	
Actions Taken or Planned to Address Data Limitations:	
Date of Future Data Quality Assessments: TBD	
Procedures for Future Data Quality Assessments: Informal, semi-formal ,and formal procedures would be employed	
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING	

Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams (disaggregated by grant category and rural/urban)			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	USD \$245,750		
2011	USD \$249,430		
2012	USD \$253,178		
2013	USD \$256,975		
THIS SHEET LAST UPDATED ON: 27/10/2010			

Performance Indicator Reference Sheet
Name of Strategic Objective: USAID SO7 – Health status improved
Name of Intermediate Result: Relief Int. IR 2 – Improved modes of managing water and sanitation infrastructure developed
Name of Indicator: Number of sanitation facility installations that are clean and well-maintained annually
Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY2013
DESCRIPTION
Precise Definition(s): Count of sanitation facilities that are clean and well maintained by community members six months after installation. A clean sanitation facility is one (typically a toilet or latrine) with no faeces on the floor, seat/stands or walls, and with very few flies.
Unit of Measure: Number of sanitation facilities
Method of calculation: Direct count of facilities that meet the definition of a clean sanitation facility. Calculation of this indicator will be on incremental basis for out years with the base year being FY 2010.
Disaggregated by: <i>Type of facility, ownership type (institutional or household), rural/urban, district / region, gender and age where appropriate.</i>
Justification & Management Utility: This indicator is a proxy to measuring adoption rates at the community-level. It also measures the functionality of the maintenance crews to be instituted at the community level. The higher the number of facilities that are well maintained, the higher the adoption of best practices at the community-level.
PLAN FOR DATA ACQUISITION
Data Collection Method: Direct observations of facilities through site visits and interviews
Data Source(s): Target communities, households, clinics, and schools
Method of Acquisition by USAID: Scheduled reports from Relief International
Frequency & Timing of Data Acquisition by USAID: Annually
Estimated Cost of Data Acquisition:
Individual Responsible at USAID: Emmanuel Odotei
Individual Responsible for providing data to USAID: RI COP
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.
DATA QUALITY ISSUES
Date of Initial Data Quality Assessment: TBD
Known Data Limitations and Significance (if any): Classification of clean sanitation facility

Actions Taken or Planned to Address Data Limitations: To be verified by sanitation coordinator and validated by M&E specialist			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi formal and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report, and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	530		
2011	1,060		
2012	1,845		
2013	2,460		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet			
Name of Strategic Objective: USAID SO7 – Health status improved			
Name of Intermediate Result: Relief Int. IR 2 – Improved modes of managing water and sanitation infrastructure developed			
Name of Indicator: Number of hand-washing facility installations that well-maintained annually.			
Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013			
DESCRIPTION			
Precise Definition(s): Count of hand-Washing facilities that are adequately supplied with water and soap with either a soak away or a container that receives washed-off water from the main hand-washing facility. The water container should be clean, and the tap functioning. Hand-Washing facilities with leaking containers cannot be countered as well-maintained.			
Unit of Measure: Number of hand-Washing facilities			
Method of calculation: Direct count of facilities that meet the definition of a well maintained hand-washing facility			
Disaggregated by: <i>School / clinic, rural/urban, district / region, gender and age where appropriate.</i>			
Justification & Management Utility: Availability of functioning and well maintained hand-Washing facilities affords users the opportunity to practice hand-Washing behaviours to be promoted by the program. A positive change in this indicator indicates increased coverage. The higher the value of the indicator the higher the adoption rate of BCC messages.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Direct observations of facilities through site visits and interviews			
Data Source(s): Target clinics and schools			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			

Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any): Classification of clean hand-Washing facility			
Actions Taken or Planned to Address Data Limitations: To be verified by BCC Specialist and validated by M&E specialist			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring and RI reporting			
Reporting of Data: Semi Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	30		
2011	60		
2012	90		
2013	120		
THIS SHEET LAST UPDATED ON: 27/10/2010			

Performance Indicator Reference Sheet	
Name of Strategic Objective: USAID SO7 – Health status improved	
Name of Intermediate Result: Relief Int. IR 3 – Capacities to manage water and sanitation infrastructure improved	
Name of Indicator: Number of small grant recipients trained in community mobilization and behavior change techniques	
Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013	
DESCRIPTION	
Precise Definition(s): This is the count of small grants recipients (individuals, associations, and/or organizations) that complete training (at least 80% of complete modules) in community mobilization and behaviour change techniques. Organizations (represented by more than one person) will be countered as one. Individual small grant recipients will also be countered as one. The data will be disaggregated by type of small grant recipient.	
Unit of Measure: Number of small grant recipients	
Method of calculation: Total of all small grant recipients trained in a fiscal year	
Disaggregated by: <i>Type of small grant, rural/urban, district / region, gender and age where appropriate.</i>	
Justification & Management Utility: Small grant recipients are expected to provide services to communities and households in target areas. This indicator is a proxy to service coverage by the recipients. The more geographically located (rural/urban) the small grant recipients, the widespread the service availability to communities and households.	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Direct count at training workshops and sessions	
Data Source(s): Training workshop participant list	

Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any):			
Actions Taken or Planned to Address Data Limitations:			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
Notes on Baselines/Targets:			
Other Notes:			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	21		
2011	36		
2012	32		
2013	32		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet	
Name of Strategic Objective: USAID SO7 – Health status improved	
Name of Intermediate Result: Relief Int. IR 3 – Capacities to manage water and sanitation infrastructure improved	
Name of Indicator: Number of small grant recipients that have successfully institutionalized themselves	
Is this an Annual Report Indicator? No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013	
DESCRIPTION	
Precise Definition(s): Count of small grants recipients who meet regularly (depending on the recipient’s meeting plan), identify problems, take action to resolve problems, have funds for small purchases, and actively maintain infrastructure improvements. Small grant recipients who are found to be adhering to any one of the above criteria of integrating themselves would be counted to have institutionalized themselves.	
Unit of Measure: Number of small grant recipients	
Method of calculation: Sum of all small grant recipients who are found to have adhered to any one criteria of institutionalizing themselves. For FY 2011, FY 2012, and FY 2013, the indicator will be determined by counting all those small grants recipients who are identified at each point in time (FY 2010, FY 2011, FY 2012 and FY 2013) to be institutionalizing themselves as per the definition above.	
Disaggregated by: <i>Type of small grant, rural/urban, district / region, gender and age where appropriate.</i>	

Justification & Management Utility: A positive change in this indicator means a higher adoption of promoted skills. It also will indicate availability of WATSAN services to target communities and households since the small grant recipients are expected to provide such services at the community and household-level.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Review of small grant recipients records and work			
Data Source(s): Small grant recipients meetings minutes and reports			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any):			
Actions Taken or Planned to Address Data Limitations:			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	21		
2011	72		
2012	104		
2013	136		
THIS SHEET LAST UPDATED ON: 27/10/2010			

Performance Indicator Reference Sheet			
Name of Strategic Objective: USAID SO7 – Health status improved			
Name of Intermediate Result: Relief Int. IR 3 – Capacities to manage water and sanitation infrastructure improved			
Name of Indicator: Number of people trained in effective communication, community profile analysis, and civic engagement.			
Is this an Annual Report Indicator? No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) <input type="checkbox"/> FY 2010, <input type="checkbox"/> FY 2011, <input type="checkbox"/> FY 2012 and <input type="checkbox"/> FY 2013			
DESCRIPTION			
Precise Definition(s): This is the count of target participants (people) that completes training in effective communication, community profile analysis, and civic engagement organized by RI. A person will be said to have completed training if s/he fully participates in the training and/or has completed at least 80% of the modules for this category of training.			

Unit of Measure: Number of people			
Method of calculation: Count of all people who have attended fully or at least 80% of the complete module under this category of training.			
Disaggregated by: <i>LNGO staff, WATSAN committee members, rural/urban, district / region, gender and age where appropriate.</i>			
Justification & Management Utility: The higher the number of people trained, the higher the number of people available to promote BCC messages to households in the target area.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Direct count at training workshops/sessions			
Data Source(s): Training workshop participant lists			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Semi-annual			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any): Counting of participants who might not have attended up to at least 80% of the training			
Actions Taken or Planned to Address Data Limitations: Attendance records to be kept by trainers for each module treated. This will be verified by the Field Coordinator and validated by the M&E Specialist			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	800		
2011	1,100		
2012	560		
2013	560		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet	
Name of Strategic Objective: USAID SO7 – Health status improved	
Name of Intermediate Result: Relief Int. IR 3 – Capacities to manage water and sanitation infrastructure improved	
Name of Indicator: Number of local artisans trained in latrine facility construction	
Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013	

DESCRIPTION			
Precise Definition(s): This is the count of interested local business people or volunteers selected by the program and trained in improved latrine construction as local latrine artisans.			
Unit of Measure: Number of artisans			
Method of calculation: Count of all volunteers who have completed fully (100%) the training sessions on latrine construction.			
Disaggregated by: <i>Rural/urban, district / region, gender and age where appropriate.</i>			
Justification & Management Utility: A positive change means the availability of local expertise to build and or maintain latrines promoted by the project.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Direct count at training sessions			
Data Source(s): Training sessions participant lists			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any):			
Actions Taken or Planned to Address Data Limitations:			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
Notes on Baselines/Targets:			
Other Notes:			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	50		
2011	50		
2012	50		
2013	50		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet
Name of Strategic Objective: USAID SO7 – Health status improved
Name of Intermediate Result: Relief Int. IR 3 – Capacities to manage water and sanitation infrastructure improved
Name of Indicator: Number of people trained in water and sanitation facility maintenance

Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013			
DESCRIPTION			
Precise Definition(s): This is the count of target participants (people) that completes training in water and sanitation facility maintenance and can be regarded as members of facility maintenance crews.			
Unit of Measure: Number of people			
Method of calculation: Count of all people who have attended at least 80% of the complete module under this category of training.			
Disaggregated by: <i>LNGO staff, WATSAN committee members, rural/urban, district / region, gender and age where appropriate.</i>			
Justification & Management Utility: A positive change indicates a higher number of people available to maintain WATSAN facilities at the community level. This will contribute to continued use and sustainability of the facilities promoted by RI and partners.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Direct count at training workshops/sessions			
Data Source(s): Training workshop participant lists			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Semi annual			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any): Counting of participants who might not have attended up to at least 80% of the training			
Actions Taken or Planned to Address Data Limitations: Attendance records to be kept by trainers for each module treated. This will be verified by field coordinators and validated by the M&E Specialist			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
Notes on Baselines/Targets:			
Other Notes:			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	800		
2011	1,100		
2012	560		
2013	560		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet

Name of Strategic Objective: USAID SO7 – Health status improved			
Name of Intermediate Result: Relief Int. IR 4 – New behaviors results in: (a) increased utilization of water and sanitation infrastructure by target communities, and (b) increased adoption of complementary hygiene behaviors that will reduce waterborne disease.			
Name of Indicator: Number of hygiene messages disseminated by BCC entities to target communities			
Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013			
DESCRIPTION			
Precise Definition(s): This is the number of hygiene behavioural change messages that have been delivered to target communities, households, clinics, and schools.			
Unit of Measure: Number of BCC messages			
Method of calculation: Count of all hygiene behavior change messages delivered by BCC Agents (including LNGO staff) at the field-level.			
Disaggregated by: Rural/urban, district / region, gender and age where appropriate.			
Justification & Management Utility: Good hygiene behaviours emanate from the adoption of a combination of the BCC messages to be delivered. This indicator will show the type and combination of messages delivered.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Direct count from BCC reports			
Data Source(s): BCC reports			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Semi annual			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any):			
Actions Taken or Planned to Address Data Limitations:			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures to be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
Notes on Baselines/Targets:			
Other Notes:			
PERFORMANCE INDICATOR VALUES			
Year	Target	Actual	Notes
2010	TBD		<i>Baseline to be completed in November. Target to be set after establishment of a baseline.</i>
2011	TBD		

2012	TBD		
2013			
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet			
Name of Strategic Objective: USAID SO7 – Health status improved			
Name of Intermediate Result: Relief Int. IR 4 – New behaviors results in: (a) increased utilization of water and sanitation infrastructure by target communities; and, (b) increased adoption of complementary hygiene behaviors that will reduce water-borne disease.			
Name of Indicator: Number of water supply and sanitation infrastructure installations that are actively utilized annually			
Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013			
DESCRIPTION			
Precise Definition(s): Count of water and sanitation facilities constructed by the project that are being used by community members and clinics/school users and maintained as required by the established facility maintenance regime by RI. Result for this indicator is expected to keep increasing on an annual basis as more infrastructures are constructed by the program.			
Unit of Measure: Number of water and sanitation facilities			
Method of calculation: Count of all facilities that are being used by the target users.			
Disaggregated by: <i>Type of water and sanitation facility, district / region, gender and age where appropriate.</i>			
Justification & Management Utility: Water and sanitation facilities that are not well maintained are unsafe and inadequate for use. Facilities that are actively utilized imply they are being maintained and providing adequate needs of the target population.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Direct observations of facility and review of facility maintenance records			
Data Source(s): Facility maintenance records			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Semi-annual			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any): Counting of facilities that might not have met the well maintained criteria set forth by the facility maintenance regime by RI			
Actions Taken or Planned to Address Data Limitations: Verification by Sanitation Coordinator and validated by M&E Specialist			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi Annual Portfolio report and Annual Results Reports			
OTHER NOTES			

Notes on Baselines/Targets:

Other Notes:

PERFORMANCE INDICATOR VALUES

Year	Target	Actual	Notes
2010	661		
2011	1,321		
2012	1,981		
2013	2,641		

THIS SHEET LAST UPDATED ON: 27/10 /2010

Performance Indicator Reference Sheet

Name of Strategic Objective: USAID SO7 – Health status improved

Name of Intermediate Result: Relief Int. IR 4 – New behaviors results in: (a) increased utilization of water and sanitation infrastructure by target communities; and, (b) increased adoption of complementary hygiene behaviors that will reduce waterborne disease.

Name of Indicator: Number of communities that have stopped Open Defecation Free (ODF) behaviours

Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013

DESCRIPTION

Precise Definition(s): Count of communities with visible reduction or absence of faecal material around targeted communities and clinics/schools.

Unit of Measure: Number of communities

Method of calculation: Count of communities (including school/clinic communities) that meet the definition set forth by this indicator

Disaggregated by: Rural/urban, district / region, gender and age where appropriate.

Justification & Management Utility: This indicator shows the number of communities adopting safe sanitation practices promoted by RI. A positive change indicates that many communities are adopting the BCC practices promoted.

PLAN FOR DATA ACQUISITION

Data Collection Method: Direct observations around communities, schools, and clinics

Data Source(s): Sanitation monitoring reports

Method of Acquisition by USAID: Scheduled reports from Relief International

Frequency & Timing of Data Acquisition by USAID: Semi-annual

Estimated Cost of Data Acquisition:

Individual Responsible at USAID: Emmanuel Odotei

Individual Responsible for providing data to USAID: RI COP

Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: TBD

Known Data Limitations and Significance (if any): Counting communities without actual observations being carried out

Actions Taken or Planned to Address Data Limitations: To be verified and validated by M&E Specialist

Date of Future Data Quality Assessments: TBD

Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed

PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING

Data Analysis: Quantitative analysis to be done by Relief International

Presentation of Data: Tables and diagrams

Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	64		
2011	88		
2012	30		
2013	30		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet
Name of Strategic Objective: USAID SO7 – Health status improved
Name of Intermediate Result: Relief Int. IR 4 – New behaviors results in: (a) increased utilization of water and sanitation infrastructure by target communities; and, (b) increased adoption of complementary hygiene behaviors that will reduce waterborne disease.
Name of Indicator: Number of entities (LNGOs and WATSAN committees) that received Behaviour Change (BC) and Community Led Total Sanitation (CLTS) training delivered by RI BCC agents.
Is this an Annual Report Indicator? No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) <u> </u> FY2010, FY2011, FY2012 and FY2013
DESCRIPTION
Precise Definition(s): Count of entities (LNGOs and WATSAN committees) who have received BC and CLTS training/messages and integrating BC and CLTS concepts in their community level training work plans (in the case of LNGOs) community action plans in the case of WATSAN committees. An entity trained and not integrating any one concept of BC and CLTS will not be countered.
Unit of Measure: Number of entities (LNGOs and WATSAN committees)
Method of calculation: Count of all entities (LNGOs and WATSAN committees) that received training in BC and CLTS and have integrated at least one of the concepts in their community level training work plan (for LNGOs) and community action plans (in the case of WATSAN committees).
Disaggregated by: <i>Rural/urban, district / region, gender and age where appropriate.</i>
Justification & Management Utility: Required to assure technical delivery of BC and CLTS messages at the field-level. An increase in number of entities is indication of increased coverage.
PLAN FOR DATA ACQUISITION
Data Collection Method: Review of LNGO records and WATSAN committee records
Data Source(s): LNGOs and WATSAN committee records
Method of Acquisition by USAID: Scheduled reports from Relief International
Frequency & Timing of Data Acquisition by USAID: Semi-annual
Estimated Cost of Data Acquisition:
Individual Responsible at USAID: Emmanuel Odotei
Individual Responsible for providing data to USAID: RI COP
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.
DATA QUALITY ISSUES
Date of Initial Data Quality Assessment: TBD
Known Data Limitations and Significance (if any):
Actions Taken or Planned to Address Data Limitations:

Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures to be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	64		
2011	88		
2012	30		
2013	30		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet	
Name of Strategic Objective: USAID SO7 – Health status improved	
Name of Intermediate Result: Relief Int. IR 4 – New behaviors results in: (a) increased utilization of water and sanitation infrastructure by target communities; and, (b) increased adoption of complementary hygiene behaviors that will reduce waterborne disease.	
Name of Indicator: Number of persons receiving grants for the establishment of WATSAN Mart	
Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013	
DESCRIPTION	
Precise Definition(s): Count of individuals receiving grant awards, from the project, for the establishment of WATSAN Marts. WATSAN Marts are water and sanitation facility supermarkets that sell the different kinds/types of water and sanitation facilities. These WATSAN Marts will serve the community members who want to procure water and sanitation facilities and/or spare parts for repair of their broken down facilities.	
Unit of Measure: Number of persons	
Method of calculation: Count of all individuals that received an award to establish a WATSAN Mart as defined above.	
Disaggregated by: Rural/urban, district / region, gender and age where appropriate.	
Justification & Management Utility: The intent of this indicator is to measure the availability of service providers at the community level who will continue to provide WATSAN services to households and communities after the project closes out. A positive change in this indicator will mean higher access to WATSAN services at the community and household-level	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Direct count of persons from WATSAN Mart award records	
Data Source(s): WATSAN Mart awards records	
Method of Acquisition by USAID: Scheduled reports from Relief International	
Frequency & Timing of Data Acquisition by USAID: Semi-annual	

Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any):			
Actions Taken or Planned to Address Data Limitations:			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	5		
2011	5		
2012	5		
2013	5		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet			
Name of Strategic Objective: USAID SO7 – Health status improved			
Name of Intermediate Result: Relief Int. IR 4 – New behaviors results in: (a) increased utilization of water and sanitation infrastructure by target communities and (b) increased adoption of complementary hygiene behaviors that will reduce waterborne disease.			
Name of Indicator: Number of WATSAN Marts established and functioning			
Is this an Annual Report Indicator? No__ Yes <input checked="" type="checkbox"/> , for Reporting Year (s) <u> </u> FY 2010, FY 2011, FY 2012 and FY 2013			
DESCRIPTION			
Precise Definition(s): Count of WATSAN Marts established with consistent and incremental sale of WATSAN related goods such as latrines and or WATSAN stations.			
Unit of Measure: Number of WATSAN Marts			
Method of calculation: Count of all WATSAN Marts established and making consistent and incremental sales.			
Disaggregated by: Rural/urban, district / region, gender and age where appropriate.			
Justification & Management Utility: Availability of WATSAN Marts is indicative of availability of services to target communities and households			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Review of WATSAN Marts accounts/records			
Data Source(s): WATSAN marts accounts and sales records			

Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any): Counting of established WATSAN Marts that are not making consistent and incremental sales.			
Actions Taken or Planned to Address Data Limitations: Verification by Sanitation Coordinator and validated by M&E Specialist			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures would be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	5		
2011	5		
2012	5		
2013	5		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet			
Name of Strategic Objective: USAID SO7 – Health status improved			
Name of Intermediate Result: Relief Int. IR 4 – New behaviors results in: (a) increased utilization of water and sanitation infrastructure by target communities and (b) increased adoption of complementary hygiene behaviors that will reduce waterborne disease.			
Name of Indicator: Percentage of caregivers in the target communities that can accurately recall BCC messages			
Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013			
DESCRIPTION			
Precise Definition(s): Proportion of caregivers in a sample (from communities that received BCC messages) who can accurately recall at least four BCC messages during an annual survey to be conducted by RI. The caregivers will be interviewed alongside the head of households during the interview.			
Unit of Measure: Percentage of people			

Method of calculation: This is calculated by dividing the number of caregivers in a sample (from communities that received BCC messages) who accurately recall at least four BCC messages over the total number of caregivers in the sample .			
Disaggregated by: Rural/urban, district / region, gender and age where appropriate.			
Justification & Management Utility: This measures the quality of delivery of BCC messages at the community-level.			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Interviews through an annual survey			
Data Source(s): Target communities			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Annually			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any): Data enumerators posing leading questions to elicit the messages			
Actions Taken or Planned to Address Data Limitations: Data enumerators to be trained to allow respondents scan their memories and respond to question			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments: Informal, semi-formal, and formal procedures to be employed			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
<i>Notes on Baselines/Targets:</i>			
<i>Other Notes:</i>			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	60		
2011	70		
2012	80		
2013	85		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet	
Name of Strategic Objective: USAID SO7 – Health status improved	
Name of Intermediate Result: Relief Int. IR 5 – New partnerships developed to ensure sustainability of the WATSAN project	
Name of Indicator: Number of Public Private Partnerships (PPPs) established	
Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY2010, FY2011, FY2012 and FY2013	
DESCRIPTION	

Precise Definition(s): This is the count of agreements signed or Memorandum of Understanding entered with private organizations to establish a new partnership for the delivery of water and sanitation services to the target populations in the target regions. PPPs partnerships involving private entities and public institutions agreeing to provide services to the target populations. The agreements/MOUs could be in the areas of either software (BCC training and or other capacity building efforts) and or in the area of hardware (water and sanitation facility infrastructure).			
Unit of Measure: Number of PPPs			
Method of calculation: Count of all PPPs signed with organizations to provide water and sanitation services			
Disaggregated by: Rural/urban, district / region, gender and age where appropriate.			
Justification & Management Utility:			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Review of PPP records			
Data Source(s): PPP agreement documents			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Annual			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any):			
Actions Taken or Planned to Address Data Limitations:			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments:			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
Notes on Baselines/Targets:			
Other Notes:			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	2		
2011	2		
2012	4		
2013	0		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

Performance Indicator Reference Sheet	
Name of Strategic Objective: USAID SO7 – Health status improved	
Name of Intermediate Result: Relief Int. IR 5 – New partnerships developed to ensure sustainability of the WATSAN project	
Name of Indicator: Amount of resources (funds) leveraged through PPPs annually.	

Is this an Annual Report Indicator? No__ Yes _√_, for Reporting Year (s) _FY 2010, FY 2011, FY 2012 and FY 2013			
DESCRIPTION			
Precise Definition(s): This is the total amount of funds in US Dollars that have been leveraged through PPP on an annual basis.			
Unit of Measure: US Dollars			
Method of calculation: Sum of all funds obligated by all parties who signed an agreement with RI or other organizations under the Ghana WATSAN project to provide water and sanitation services to project target participants.			
Disaggregated by: <i>Type of organization, rural/urban, district / region, gender and age where appropriate.</i>			
Justification & Management Utility:			
PLAN FOR DATA ACQUISITION			
Data Collection Method: Review of PPP records			
Data Source(s): PPP agreement documents			
Method of Acquisition by USAID: Scheduled reports from Relief International			
Frequency & Timing of Data Acquisition by USAID: Annual			
Estimated Cost of Data Acquisition:			
Individual Responsible at USAID: Emmanuel Odotei			
Individual Responsible for providing data to USAID: RI COP			
Location of data storage: RI/Ghana country head office in Accra, with back up at RI-LA HQ office.			
DATA QUALITY ISSUES			
Date of Initial Data Quality Assessment: TBD			
Known Data Limitations and Significance (if any):			
Actions Taken or Planned to Address Data Limitations:			
Date of Future Data Quality Assessments: TBD			
Procedures for Future Data Quality Assessments:			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Quantitative analysis to be done by Relief International			
Presentation of Data: Tables and diagrams			
Review of Data: Semi-annual review, routine monitoring, and RI reporting			
Reporting of Data: Semi-Annual Portfolio report and Annual Results Reports			
OTHER NOTES			
Notes on Baselines/Targets:			
Other Notes:			
PERFORMANCE INDICATOR VALUES			
<i>Year</i>	<i>Target</i>	<i>Actual</i>	<i>Notes</i>
2010	<i>USD \$50,000</i>		
2011	<i>USD \$100,000</i>		
2012	<i>USD \$200,000</i>		
2013	<i>0</i>		
THIS SHEET LAST UPDATED ON: 27/10 /2010			

7.0 APPENDIX B: PERFORMANCE INDICATOR TRACKING TABLE

Indicator	Baseline	FY10 Target	FY10 Actual	% FY10 Actual vs Target	FY11 Target	FY11 Actual	% FY11 Actual vs Target	FY12 Target	FY12 Actual	% FY12 Actual vs Target	FY13 Target	FY13 Actual	% FY13 Actual vs Target	LOA Target
Project Goal: Improves access to safe and adequate water supply and basic sanitation infrastructure for schools, clinics and households and promote complementary hygiene practices to maximize the health impact from this improved infrastructure.														
% households with year round access to potable water (I)		TBD ¹												TBD ²
Percent households with access to improved sanitation (I)		TBD ¹												TBD ²
% of households with proper hand-Washing behaviors (I)		TBD ¹												TBD ²
% of children less than 5 years with diarrhea in last two weeks (I)		TBD ¹												TBD ²
Component 1: Water and Sanitation Infrastructure Development – to enable communities, schools and clinics access adequate safe water and sanitation														
IR: Improve access to improved water and sanitation infrastructure for individual households, communities, schools, and clinics in the target areas														
Number of people in target areas with access to improved water supply as a result of USG assistance (M)		10,400			8,400			8,400			8,400			35,600
Number of people in target areas with access to improved sanitation facilities as a result of USG assistance (M)		13,680			13,680			13,680			13,680			54,720
Number of institutions with access to improved water supply as a result of USG		15			15			15			15			60

¹ To be determined at baseline. Baseline data analysis is ongoing as of October 2010.

² LAO target for these indicators are determined based on the actual baseline values obtained at baseline. These targets would be determined after the baseline study

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Indicator	Baseline	FY10 Target	FY10 Actual	% FY10 Actual vs Target	FY11 Target	FY11 Actual	% FY11 Actual vs Target	FY12 Target	FY12 Actual	% FY12 Actual vs Target	FY13 Target	FY13 Actual	% FY13 Actual vs Target	LOA Target
assistance (M)														
Number of institutions with access to improved sanitation facilities as a result of USG assistance (M)		30			30			30			30			120
Number of improved water supply facilities constructed and functioning		46			45			45			45			181
Number of hand-Washing facilities established for institutions (M)		30			30			30			30			120
# of household latrines constructed and functioning (M)		585			585			585			585			2,340
Component 2: Small Grants Facility – links with sustainability issues on structures under component 1 in facilitating establishment of institutions that can make delivery of water and sanitation services sustainable.														
IR 2: Assist in developing innovative modes of managing new infrastructure														
Number of small grants distributed		36			36			32			32			136
Value of small grant distributed annually (in US\$)		193000 to 303000			193000 to 303000			145000 to 239000			145000 to 239000			676,000 to 1,084000
Number of sanitation facility installations that are clean and well maintained six months after installation and annually thereafter over the life of the project.		615			1230			1,845			2,460			2,460
Number of hand-Washing facility installations that are adequately supplied well maintained six months after		30			60			90			120			120

Indicator	Baseline	FY10 Target	FY10 Actual	% FY10 Actual vs Target	FY11 Target	FY11 Actual	% FY11 Actual vs Target	FY12 Target	FY12 Actual	% FY12 Actual vs Target	FY13 Target	FY13 Actual	% FY13 Actual vs Target	LOA Target
installation and annually thereafter over the life of the project														
Component 3: Capacity Building Support – efforts aimed at enhancing the skills of individuals and institutions to make delivery of water and sanitation services affordable and sustainable														
IR 3: Improve the capacity of small grant recipients to mobilize community members in actively participating in: (a) the improvement and maintenance of water and sanitation infrastructure; and, (b) local official bodies that provide support for these efforts.														
Number of small grant recipients trained in community mobilization and behavior change techniques		36			36			32			32			136
Number of small grants recipients that have successfully institutionalized themselves.		36			72			104			136			136
Number of people trained in effective communication, community profile analysis and civic engagement.		800			1100			560			560			3,020
Number of local artisans trained in latrine facility construction		50			50			50			50			200
Number of people trained in facility maintenance		800			1100			560			560			3,020
Component 4: Strategic Behavior Change Interventions – believed to be a catalyst to the adoption of good practices and in the sustainable use of safe water and adequate sanitation														
IR 4: Support the development of behaviors that result in: (a) water and sanitation infrastructure that is well utilized by target communities and (b) increased adoption of complementary hygiene behaviors that will reduce waterborne disease.														
Number of hygiene messages disseminated by BCC entities to target communities		TBD			TBD			TBD			TBD			TBD

Indicator	Baseline	FY10 Target	FY10 Actual	% FY10 Actual vs Target	FY11 Target	FY11 Actual	% FY11 Actual vs Target	FY12 Target	FY12 Actual	% FY12 Actual vs Target	FY13 Target	FY13 Actual	% FY13 Actual vs Target	LOA Target
Number of water supply and sanitation infrastructure installations that are actively utilized annually		661			1321			1981			2641			2641
Number of communities that have agreed to adopt Open Defecation Free (ODF) behaviors		64			88			30			30			212
Number of entities that received Behavior Change (BC) and Community Led Total Sanitation (CLTS) training delivered by RI BCC agents.		64			88			30			30			212
Number of persons receiving grants for the establishment of WATSAN Mart		5			5			5			0			15
Number of WATSAN marts established and functioning		5			5			5			0			15
Percentage of households in the target communities that can accurately recall BC messages		60			70			80			85			85
Component 5: Public-Private Partnerships – to link private sector to the development of water and sanitation and integrate their efforts in the project work														
IR 5: New partnerships developed to ensure sustainability of the WATSAN project														
Number of Public Private Partnerships (PPPs) signed		2			2			4			0			8
Amount of resources (funds) leveraged through PPP annually (US\$)		50,000			100,000			200,000			0			350,000

SUCCESS STORY

USAID-Supported Water Board in Nyive Revived with Positive Results

Water and Sanitation Committees / Boards (WatSan Committees / Boards) can be found throughout Ghana, but many like the committee found in the Nyive community in the Volta region are not functioning as intended. Water Committees exist at the village and community level, while water boards govern water resources in semi-urban or small town environments. Lack of inclusion and transparency, along with closed governing structures mean water systems fall into disrepair, are not serving all community members, and sanitation facilities and best practices needed to decrease illnesses associated with poor sanitation continue to plague the community.

Relief International (RI), under the USAID-supported Ghana WatSan project, organized meetings with the Nyive community to identify solutions to the water and sanitation management issues. Through facilitated broad-based community discussions and sensitization the community took the action to reformulate the existing and dysfunctional Watsan Committee into a new Water and Sanitation (WatSan) Board.

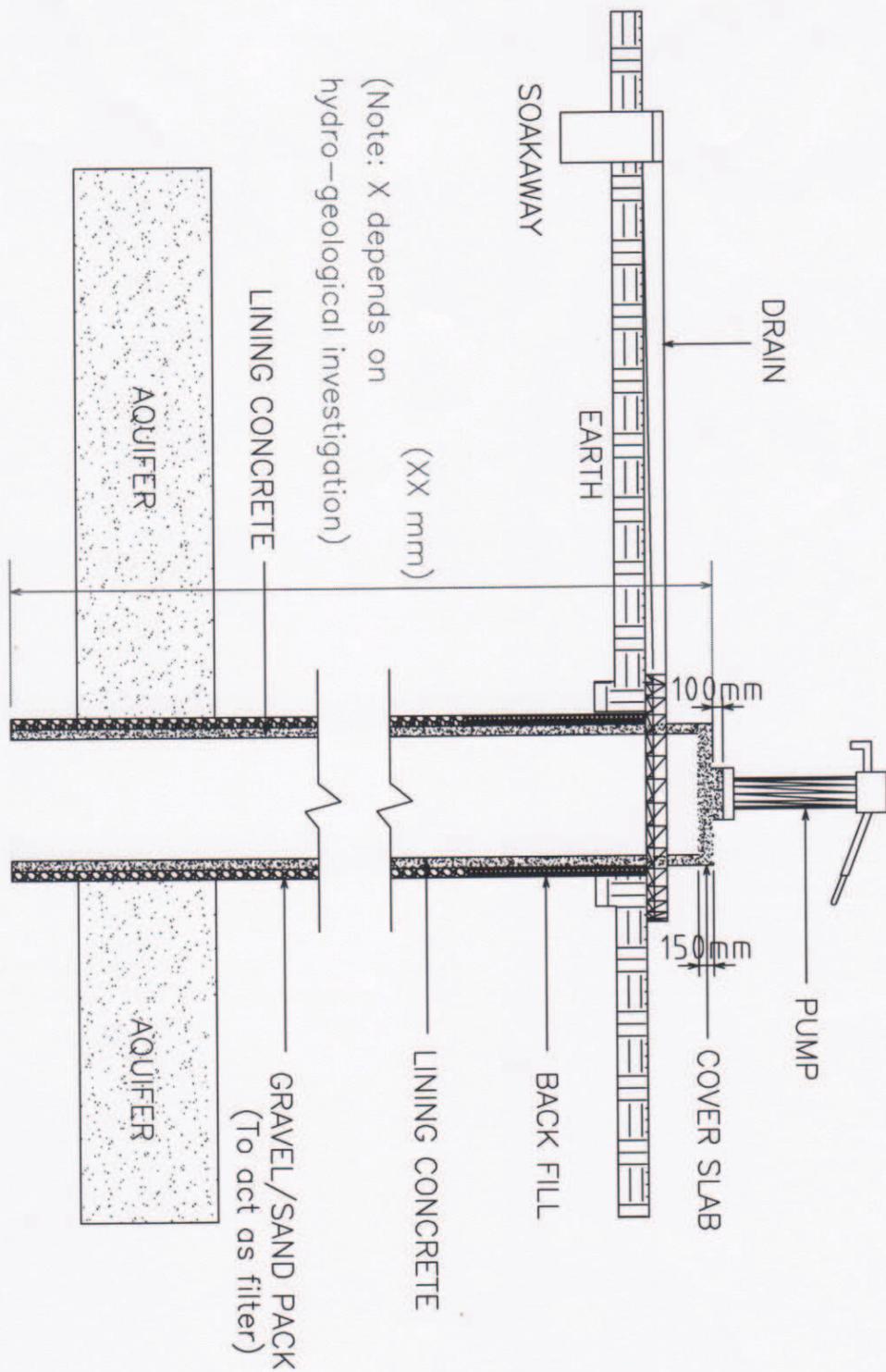


Inclusion of women in Water Development Boards is essential to meeting the water and sanitation needs of men, women, and children.

In order to guide the community through the formation of the WatSan Board in Nyive, RI's Behavior Change Communication (BCC) team worked with representatives from the Ho Municipal Water and Sanitation Team, the Regional Community Water and Sanitation team, and the Community Environmental Health Office to plan for the formation of the WatSan Board. The team worked together to define essential qualifications for WatSan Board members and discussed the importance of broad-based clan and gender representation within the Board.

After community meetings on the formation of water and sanitation board, coupled with a discussion on the need to involve broad representation, a 10-member WatSan board was formed. The board is currently made up of a member from each of the five clans in the community, a women's representative, a representative from the chief and elders, an Assembly member, an Environmental Health Assistant, and one person elected by the entire community. The participatory nature of the selection process helps to ensure accountability and promote regular maintenance of the water and sanitation facilities in the community. All candidates were approved by the community. The Board was introduced to the entire community during a community forum after the launch of the WatSan project in Nyive on May 20th, 2010.

A notable highlight of the renewed community engagement is their overwhelming desire to manage the water system, rather than having a private organization run it for them. The willingness of the community to seek ownership of water and sanitation systems early on in the project speaks to the sustainability possibilities of much needed water and sanitation infrastructure complemented by behavioral changes.



RELIEF INTERNATIONAL - GHANA WATSAN PROJECT

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Checked By : Felix Amofa

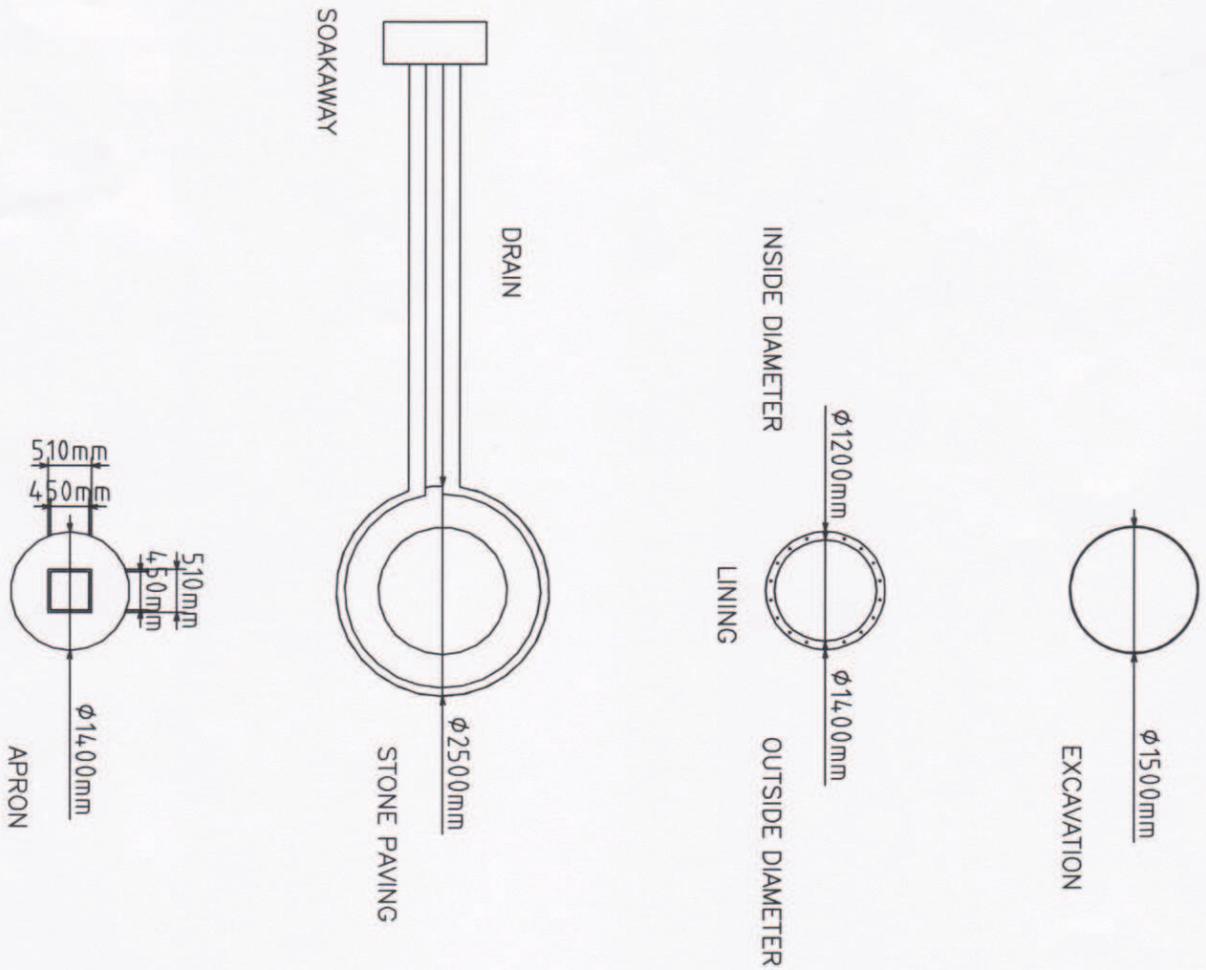
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HAND DUG WELL

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RELIEF INTERNATION - GHANA WATSAN PROJECT

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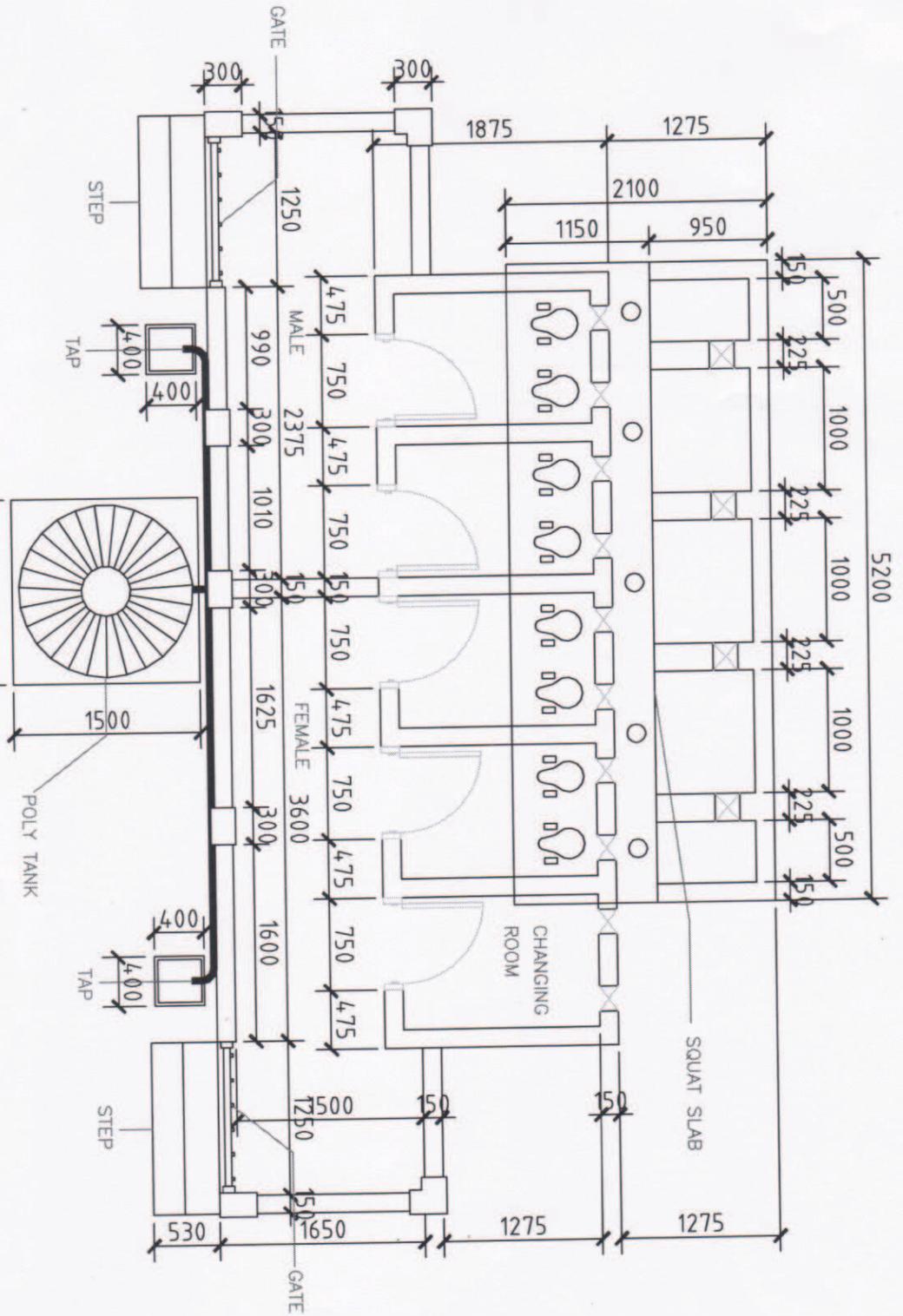
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FLOOR PLAN



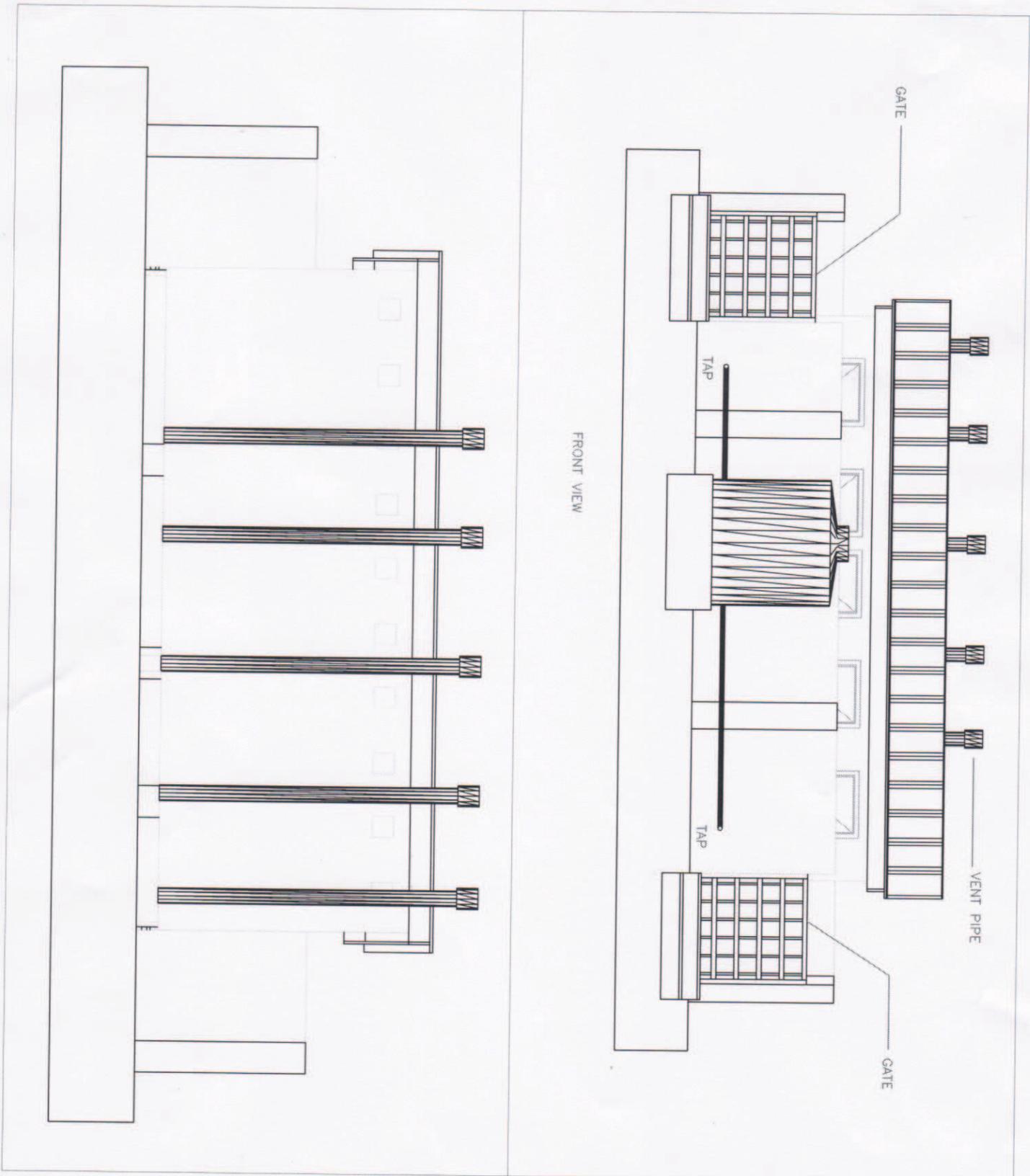
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4 SEATER KVIP

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 Checked By : Felix Amofa
 Approved By : Emmanuel T. Mensah
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