Health and Hygiene Activity
SWACHCHHATA
Semi-Annual Report

July 15\textsuperscript{th}, 2016 - January 14\textsuperscript{th}, 2017

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List of Acronyms

AEPC     Alternative Energy Promotion Center
AHRPO    Admin, HR, and Procurement Officer
BCC      Behavior Change Communications
CDSC     Country Development Cooperation Strategy
CQM      Construction Quality Manager
COP      Chief of Party
DO       District Officers
DoHS     Department of Health Services
DHO      District Health Office
DPHO     District (Public) Health Office
GIS      Geographic Information System
GoN      Government of Nepal
H4L      Health for Life
HCF      Health Care Facility
HIA      Health Integration Advisor
HHA      Health and Hygiene Activity
HP       Health Post
IL       Implementation Letter
IP       Infection Prevention
ISPS     Institutional Solar PV System
LMD      Logistic Management Division
M&E      Monitoring and Evaluation
MELA     Monitoring, Evaluation, and Learning Advisor
MoF      Ministry of Finance
MoH      Ministry of Health
MoU      Memorandum of understanding
MoWSS    Ministry of Water and Sanitation
MWDR     Mid-Western Development Region
MWRHD    Mid-Western Regional Health Directorate
NSHCC    National Sanitation and Hygiene Coordination Committee
PBCC     Provider Behavior Change Communication
PSI      Population Services International
PV       Photo Voltaic
REA      Renewable Energy Advisor
RFA      Request for Application
RHD      Regional Health Directorate
RHCT     Regional Health Coordination Team
RMSO     Regional Monitoring and Supervision Office
TOR      Terms of Reference
USAID    United States Agency for International Development
WASH     Water, Sanitation and Hygiene
WSS(S) DO Water Supply and Sanitation (Sub-) Divisional Office
I. Project Background and Objectives

The USAID-funded, five-year (2016 – 2021) Health and Hygiene Activity, named as Swachchhata, aims to contribute to Nepal’s 2014–2018 Country Development Cooperation Strategy (CDCS) goal of a healthier and well-nourished population. The project is implemented by SNV and its partner, Population Services International (PSI), with an overarching purpose of improving community health status through improved integration of hygiene and health services. The project uses an integrated approach with a dual focus on improving quality of health and hygiene service delivery in the Mid-Western Development Region (MWDR), more specifically the two mountain districts of Kalikot and Dolpa and the three hill districts, Jajarkot, Rukum, and Salyan.

By the end of the project, it is expected that at least 80 health care facilities (HFs) will have new or improved small scale, safe water treatment and maintenance systems and functional sanitation systems that are sensitive to people with special needs (such as pregnant women and people with disabilities). Additionally, it is expected that at least 60 HFs will have new or renovated solar power supplies with affordable maintenance systems in place. In addition to the infrastructural investments in these HFs, the project will work extensively with stakeholders at the village, community, district, and national level to strengthen community ownership, activate stronger governance structures, and establish a solid base for project sustainability. Swachchhata will provide a series of intensive trainings that target medical and management staff at the HFs along with members of various community based committees. These trainings will cover a range of topics including proper facility maintenance procedures, sanitation systems development, proper hygiene and infection prevention at the facilities, and the development of best practices for effective and consistent engagement in Behavior Change Communication (BCC).

This first semi-annual progress report presents project progress against the work plan for the period of July 15, 2016 to January 14, 2017.

II. Project Progress during Reporting Period

Project progress visible following the organization of the work plan and began with the project start-up, which formed the bulk of activities in the current reporting period. The project quickly moved into annual project cycle management, project governance, and demonstrating project results.

A. Project Start-up

The planned project start-up activities focused on establishing the project offices, hiring the project team, forming a basis for cooperation with government stakeholders, and collaboration with other USAID implementing partners. Additionally, the team prepared for assessment and selection of HFs for infrastructure interventions, launching the project, and preparing the project team for sound implementation. The project achieved the following activities during the reporting period:

1. Project Office Set-up

The project obtained the necessary permissions via the Nepal USAID Office for custom clearance at the border in order to initiate procurement of one vehicle and five motorbikes. This procurement effort is in the final stage and is expected to be completed by end February 2017.

The project worked with the District Health Office (DHO) to set aside rooms on the premises in Dolpa for office space for the HHA project. The office set-up process has been initiated in Dolpa. The project still must find office space outside of the DHO premises in Salyan and Rukum since space is not available within the DHO premises in those areas. A house in Salyan has been identified and terms negotiated for Swachchhata office use by next month while the search is going on in Rukum.
2. Human Resources and Team Establishment
The project has successfully recruited all six Nepalgunj-based staff. SNV recruited five staff including the Chief of Party (COP), Finance Manager (FM), Monitoring Evaluation and Learning Advisor (MELA), Renewable Energy Advisor (REA), and Admin, HR & Procurement Officer (AHRPO). PSI recruited the remaining staff, a Health Integration Advisor (HIA). PSI has also hired three sub-District Health Officers (one per district) in the first phase districts of Dolpa, Salyan and Rukum. The position for Construction Quality Manager (CQM) was initially filled, however the candidate resigned from the post during this reporting period. A short-term consultant has been hired and is working to complete the construction program development document. Recruitment is ongoing for a full-time Nepalgunj Construction Quality Manager position (SNV). Shortlisting has been completed with interviews to take place shortly. The CQM is expected to be in place by mid-March 2017.

A Request for Application (RFA) for a private consulting firm for infrastructure construction in HF s has been announced in the National and local newspapers and proposals are expected by January 22nd. The project has engaged in a rigorous RFA process that has involved drafting and finalizing a TOR, developing the RFA assessment criteria, and hosting a pre-bid informational meeting for potential applicants. We expect to have selected a consulting firm by March 2017.

3. Cooperation and Collaboration

Government stakeholders
Swachchhata received a signed Implementation Letter (IL) from the Ministry of Finance (MoF,) enabling the signing of a MoU between SNV and the MoH on August 22, 2016. The MoU detailed the project deliverables and the expected roles of the two actors. Based on the MoU, MoH has issued letters to the sub-national structures (regional and district health offices) asking for their cooperation in project implementation.

Furthermore, SNV signed an implementation agreement with AEPC effective from October 2016 to February 2021. The objectives of the agreement are to improve electrical power supply in the selected health care facilities and to improve the governance and maintenance of HF assets and systems in five Swachchhata districts. As a partner, AEPC is responsible for the coordination and facilitation of renewable energy (RE) sector activities through the provision of a subsidy (equivalent to an estimated 30 million rupees) to establish at least 60 Institutional Solar PV System (ISPS) systems in health care facilities.

USAID Implementing Partners
The COP and MELA participated in a USAID partners meeting which took place in January 2017 in Nepalgunj. The meeting focused on a collaborative framework for better coordination developed by USAID partners working in MWDR. All the partners have shown their commitment to working together up to the VDC level according to their matching themes. USAID partners working in MWDR agreed to meet regularly and so scheduled the next meeting for mid-February 2017.

Monthly Swachchhata review meeting with AOR
On November 22nd, 2016 the Swachchhata team organized a review meeting with AOR (Linda Kentro) at Nepalgunj where the team updated the AOR on the status of the project and pace of project implementation. All Swachchhata team members participated in the meeting.

Swachchhata AOR meeting with USAID partners
Swachchhata project organized a meeting with two USAID partners (H4L & Suaahara-II) on November 22nd, 2016 at Nepalgunj in the presence of Linda Kentro (AOR of Swachchhata project). The participants of the meeting discussed and identified thematic areas of work in the project districts and devised a
mechanism for coordination with each other. Mr. R. Sharan Pyakurel, Regional Manager and Basanti Chand, QI Coordinator from H4L suggested working closely with Health Facility Operation and Management Committee (HFOMC) and the Health Facility Quality Improvement Team (HFQIT) for the smooth implementation of the project, better results and sustainability. The H4L team stressed the use of lessons learned by H4L to address gaps identified by various local level assessments. Lessons learned were captured through different reports produced during project implementation. Balram Sigdel, Regional WASH Coordinator, and Ratanpati Joshi, Program Officer from Suahara-II, suggested that WASH messages used by Suahara be referenced in drafting behaviour change communication messages to be used for health care providers related to Swachchhata’s work on infection prevention.

WASH in HCF workshop

Management Division and Water Aid organized a one-day workshop on WASH in a Health Care Facility (HCF) that took place on December 4th, 2016. This meeting was held in Kathmandu whereas the project team is in Nepalgunj. Due to its inability to attend, the Swachchhata team acquired notes and met with other participants to gain an understanding of the workshop’s outcomes. Various organisations including WHO, UNICEF, CARE, Nick Simons Institute, SEBAC, and USAID participated in the workshop. Dr. Naresh Pratap KC announced the WASH in HCF Technical Working Group members as being UNICEF, WHO, Water Aid and Nick Simons Institute.

Results of the workshop include that Swachchhata approached Dr. KC and the Management Division about joining the WASH in HCF Technical Working Group and, with their permission, started to participate regularly in the meetings. The WASH in HCF Technical Working Group members including Nadira Khawaja from SNV and Khem Raj Shrestha from PSI (both are from Swachchhata project) met on December 30, 2016 to discuss on outline of the standards guidelines of WASH in HCF and assign responsibilities to team members related to WASH standards in HCF. On January 12th, 2017, WASH in HCF Technical Working Group members meet again to discuss further on the assigned responsibilities and compilation of shared task among the team members. To work further on this WASH in HCF Technical Working Group agreed to hire a consultant and meet again at the end of January 2017 to share the TORs of a consultant for further work.

4. Health Care Facility Assessment and Selection

A baseline survey of health care facilities, Health Care Facility Assessment, has been conducted to evaluate the status of infrastructure and conduct a Gap Analysis and Readiness exercise in relation to infection prevention. The Swachchhata team has completed the baseline survey for the three initial phase districts (Salyan, Rukum and Dolpa) and prepared the first draft baseline survey report. The next step will be to organize a national stakeholders’ workshop to agree on selection criteria for HFs and the finalisation of quality criteria and standards to be implemented for HF infrastructure.

5. Project Launching

Project launch events were organized in Kathmandu and Nepalgunj respectively. Swachchhata organized the project launch event in Kathmandu at the National Health Training Centre within the DoHS premises in the month
September 2016. Dr. Basudev Pandey, Deputy Director General of DOHS was the honourable Chief Guest for the session chaired by Dr. Naresh Pratap KC, Chief, MD, DoHS. The Country Director of SNV, Peter Newsum, welcomed the dignitaries while Mr. Daniel Sinclair, Deputy Office Director USAID, Mr. Mukesh Ghimire, Senior Officer/Component Manager of Solar Energy Sub-Component at the AEPC and Mr. Kabinbdr Karki, Senior Divisional Engineer from MoWSS provided their remarks for the project. Mr. Bimal Chapagain, COP for the Swachchhata project presented the project brief in the launching event.

Similarly, Swachchhata organized a project launch event in Nepalgunj on September 26th, 2016. Mr. Basant Adhikari, Public Health Administrator, MWRHD chaired the event in the presence of chief guest Dr. Naresh Pratap KC, Director, Management Division of DoHS, Mr. Peter Newsum, Country Director of SNV and Mr. Debendra Adhikari, Program Specialist on Nutrition at USAID.

Mr. Peter Newsum welcomed all the participants of the event by delivering a short speech on the project background, the role of stakeholders in the implementation of the Swachchhata project, and SNVs scope of work. Mr. Debendra Adhikari from USAID addressed the event by highlighting the objectives of the project and its implication in the quality improvement of the health service delivery. Mr. Bimal Chapagain presented the project introduction, scope of the project, project districts and its implementation modality with intended results. Chief guest Dr. Naresh Pratap KC announced the start of the project by lightning of the lamp followed by his valuable remarks for the project and direction to DHOs to support the project at the district level. At the end, chairperson, Mr. Basant Adhikari, concluded the event with his short speech on the importance of such a project to improve the quality of service delivery at the health care facility level.

6. Project Planning and Preparedness

The project planning and preparedness activities were completed as planned. These included drafting of documents such as final copy of M&E plan, final copy of annual work plan report as deliverables for USAID and team orientation and capacity building exercises.

The team orientation and capacity building exercises have been as follows:

- **Organizational induction:** All newly recruited staff went through an induction to SNV processes. The induction program focused on SNVs procedures, financial rules and regulations, lines of communication and administration matters. Staff was also informed of SNV’s current projects and overall portfolio.

- **Monitoring Evaluation and Learning workshop:** Swachchhata MEL Advisor participated in a two-day Monitoring Evaluation and Learning workshop organized by USAID on September 22nd and 23rd, 2016. The workshop focused on the sharing of lessons learned from current USAID projects. Participants shared innovative monitoring and evaluation ideas which they
applied to their projects. The Workshop was a great platform to exchange lessons learned and ideas related to monitoring and evaluation from USAID funded projects in Nepal.

- **Environmental Sustainability in WASH Program Planning Training:** Swachchhata Construction Quality Manager (CQM) participated in a four-day Environmental Sustainability in WASH Program Planning Training organized by WASH alliance Nepal on behalf of WASH Alliance International, Netherland in Nepal September 18th–21st, 2016. This training has enabled Nepali WASH organizations to integrate Environmental Sustainability aspects (such as water availability/quality, climate change scenarios, competing water users, up-and downstream VDC relations etc.) into their programs, including practical training in technical assessments phase of 3R options Re-charge, Retention and Re-use.

- **Leadership in Strategic Health Communication Workshop:** Swachchhata Health Integration Advisor (HIA) participated in a Leadership in Strategic Health Communication Workshop from September 12th–22nd 2016. The workshop was conducted under leadership of National Health Education, Information and Communication Centre (NHEICC)/Ministry of Health in collaboration with the Health Communication Capacity Collaborative (HC3) Nepal, Centre for Communication and Change India (CCC-I) and Johns Hopkins University Centre for Communication Programs (JHU CCP). The workshop allowed the participants not only to understand the importance of communication in health but also in developing a strategy for communication in the field of public health.

**B. Annual Project Cycle Management**

The Annual Project Cycle Management will cover project planning, review, and Project Planning Preparedness activity reporting in the current start-up phase.

The MEL plan was updated by finalizing the Swachchhata indicators as per comments from USAID and by harmonising with updated USAID indicators. The updated plan was re-submitted to USAID.

**C. Project Governance**

Project governance refers to the regular engagement of the project at the national, regional, district, and health care facility level, which will occur as the project ramps up. Parameters for collaboration with partners at all levels were set during the project start-up phase.

**Regional Health Coordination Team (RHCT) meeting:** The Mid-Western Regional Health Directorate (MWRHD) organized two events for the Regional Health Coordination Team (RHCT) meeting at Nepalgunj on September 2nd, 2016 and December 5th 2016. INGO/bilateral/UN agencies working in the field of Health, District Public Health Office (DPHO) of Banke and Dang district, and RHD team members participated in the meetings. The Swachchhata team participated in both RHCT meetings. The first RHCT meeting for this reporting period focused on the preparation of the upcoming Mid-Western Regional Health Annual Performance Review. MWRHD asked for the contribution (cash or in-kind) to conduct the Annual Health Review and most of the INGO working in this region contributed as per their mandate. The second meeting for this reporting resulted in the formation of sub-committees and teams in health sector at Regional level to streamline emergency/disaster preparedness activities. The committees are a. Preparedness and Response sub-committee, b. Vehicle movement team, and c. Technical Support team.

**Mid-Western Regional Health Annual Performance Review:** Swachchhata CoP and MELA participated in the Mid-Western Regional Health Annual Performance Review meeting organized by Mid-Western Regional Health Directorate, Surkhet from September 27th–29th, 2016.
**D. Project Results**

The implementation of activities defined under Intermediate Results will take place after the submission of the baseline study report and the finalization of the selection criteria for health care facilities.

**Status Update of the Activities as per Work Plan**

<table>
<thead>
<tr>
<th>Work Plan Activity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Start-up:</strong></td>
<td></td>
</tr>
<tr>
<td>Recruit District Officers for Dolpa, Salyan and Rukum</td>
<td>One district officer has signed the contract agreement. The remaining two are expected to sign in the next quarter.</td>
</tr>
<tr>
<td>Purchase 1 vehicle and 5 motorcycles</td>
<td>Formal approvals for importing them duty free took time. Now they have reached the border.</td>
</tr>
<tr>
<td>Select local implementing partner</td>
<td>Request For Application (RFA advertised)</td>
</tr>
<tr>
<td>Recruit WASH Engineer</td>
<td>Will fall under responsibility of private sector.</td>
</tr>
<tr>
<td>Health Care Facility Assessment and Selection</td>
<td>Completed the draft baseline survey and next step is to share the findings with stakeholders and set selection criteria via national workshop.</td>
</tr>
<tr>
<td><strong>Health Care Facility Assessment and Selection:</strong></td>
<td></td>
</tr>
<tr>
<td>National stakeholders’ workshop to finalise the HF selection criteria and finalisation of quality criteria and standards to be followed while working on HF infrastructure</td>
<td>Completed the draft baseline survey. The stakeholders’ workshop will take place in February 2017.</td>
</tr>
<tr>
<td>Introduce project to regional (RHD, RMSO) and three district (DPHO, WSSDO) line agencies</td>
<td>Regional level introduction has been completed, district level introduction will be initiated soon after the Baseline Study Report is available and HF selection criteria is endorsed by the National Stakeholders’ workshop</td>
</tr>
<tr>
<td>Validation of recommended HFs by MoH in the phase one (3) districts</td>
<td>To be completed after project introduction in district level.</td>
</tr>
<tr>
<td><strong>Project Planning and Preparedness:</strong></td>
<td></td>
</tr>
<tr>
<td>Review GESI assessments and guidelines and identification of good practices for developing project implementation guidelines</td>
<td>Draft has been prepared for submission to USAID for feedback.</td>
</tr>
<tr>
<td>Project team training on project implementation and disaster preparedness and response</td>
<td>The project team training will be organized in the first half of February</td>
</tr>
<tr>
<td><strong>Project Governance</strong></td>
<td></td>
</tr>
</tbody>
</table>
District level Engagement | District level engagement activities will be initiated after the team training

Infrastructure Planning Phase | To be initiated once project introduction in district level and HF selection has begun.

Output 1.1 - At least 80 new or renovated sustainable, small scale, safe water maintenance systems functioning in peripheral level

N/A | These are district level activities and will be initiated after the health facility selection.

Output 1.2 - At least 60 new or renovated solar power supplies functioning in peripheral level health care facilities with sustainable maintenance programs:

Develop design standards and quality assurance guidelines for the components of solar PV system | Design standards and quality assurance guidelines to ensure the Solar PV system integrated in “Technical Standards and Guidelines For Construction of Infrastructure Projects” draft document.

Workshop with AEPC for quality management processes | This will be conducted after the Swachchhata district team is on-board

Quarterly review meeting with AEPC | This activity will be conducted within February 2017

Output 2.1 - All health care facilities in the five districts will have a trained representative in development of best practices and performance management systems for effective and consistent engagement in WASH BCC, both in the health care facility and in the community:

Identify PBCC champions from DPHO (Supervisors/focal persons) | Identification of PBCC champions will be initiated during the district level engagement

Formative research to identify the Health Workers’ needs/barriers at community level | Draft concept for the formative research has been developed and will be shared with USAID prior to being finalized.

Conduct TOT on PBCC for champions | Coaching guide and training guideline drafts have been developed

III. Challenges Encountered

Time and efforts required from the CoP for obtaining the Implementation Letter (IL) and drafting, finalising and facilitating the MoU signing with MoH were longer than anticipated. That hampered the project management from starting implementation of the project activities on the ground.

IV. Anticipated Future Problems

Resignation of a senior team member (CQM) has created a vacuum, requires time and efforts for seeking his replacement. Given that the outgoing CQM received the Environmental Sustainability WASH Program Planning training, it will be a challenge to bring new personnel up to speed on the project. We plan to mitigate this by sharing the training materials provided.
V. Security Issues
No security issues faced during the reporting period.

VI. Upcoming Events
The key upcoming events are:
- National stakeholders’ workshop on agreement of selection criteria for HFs and finalisation of quality criteria and standards to be implemented for HF infrastructure
- District team orientation on project implementation at Nepalgunj
- Joining of intern to look at water quality aspects of water supply systems in the HFs.
- Project team training on project implementation and disaster preparedness and response
- TOT on PBCC for champions
- District level project introduction and baseline findings sharing meetings
- Formative research on understanding motivators and barriers by HCF on hygiene behaviours
- Share all draft documents with USAID for comments

VII. Annex

December 4 WASH in Health Care Facilities