

Guidance Notes for Area Coordinating Team on the integration of WASH to the CEAC Process

The matrix shows how WASH is integrated into the stages of the CEAC process. Most of the steps are already part of the regular activities in KC-NCDDP except for those activities (red font) that are done together with the other members of the Municipal Action Team (MAT).

CEAC STAGE	WASH INTEGRATION IN CEAC
SOCIAL PREPARATION STAGE	
Social Investigation	ACTs should ensure that necessary information on health and sanitation are obtained for the planning <ul style="list-style-type: none"> - LGU data (MHO/RHU) - SWDI Data (CMO) - Barangay Profile/Social Investigation data (ACT) - Beneficiary Profile (MLs) AC to have sound SI analysis to present to MAT
	ACT to meet with the MAT to formulate the Behavior Change Communication Plan (Identify persons to involve to advocate WASH ex. Brgy Health Committee)
FGD with key stakeholders	Orientation on WASH. Parent leader may provide orientation. Between 1st BA and PSA Workshop (c/o Pantawid). Parent leaders/ Municipal Health Officer may be the attendees
PSA Workshop	CEFs should be able to surface health and sanitation issues/themes in problem analysis and mapping
Community Consultation	Presentation of pressing issues based on result of PSA. The CEF should ensure that the identified problems and needs on health and sanitation are matched against the LGU-NGA PPAs
	ACTs should be able to incorporate proposed health and sanitation sub-projects into the Barangay Action Plan (BAP)
PROJECT IDENTIFICATION, SELECTION AND PLANNING STAGE	
CSW	ACT may facilitate the inclusion of health and sanitation as one of the criteria during the MIBF if the issue is pronounced in the municipality
PDW	TFs should provide technical assistance in the preparation of proposals on toilet facility
	ACT to coordinate with SLP and Pantawid for possible linkages with enterprise groups
PROJECT APPROVAL STAGE	
MIBF	ACTs should be able to incorporate non-prioritized health and sanitation sub-projects into the LPRAP and other funding source if not funded by MIBF.
SPI, O&M and M&E STAGE	
Pre-Implementation Workshop	Planning for construction. Identification of those who will be employed. (Coordination with SLP)
Implementation Of SP	Monitoring of subproject
Implementation of O&M Plan	Organization of O&M group to come up with O&M plan to manage the WASH facility
TRANSITION STAGE AND ACCOUNTABILITY REPORTING	
Accountability Reporting	Review of commitments on WASH.

M&E PLAN FOR WASH

INTRODUCTION

The M&E Plan was prepared in order to provide guidance in monitoring and evaluation of the Water Access, Sanitation and Hygiene (WASH) Project of the Department of Social Welfare and Development (DSWD). It aims to provide information on necessary activities to be conducted, indicators to be monitored, and mechanisms and processes to be used in data gathering, reporting, and feedbacking in order to achieve Zero Open Defecation (ZOD) in identified key municipalities.

In addition, the M&E Plan is intended to identify key accountabilities – the specific roles and deliverables of the Three Core Programs, specifically by the members of the Municipal Action Team. This document will help clarify how data sharing will be facilitated among the Three Core Programs through the establishment of an M&E System.

WASH THEORY OF CHANGE

Water Access, Sanitation and Hygiene (WASH) serves as a priority of the Department. The achievement of the Project Development Outcome will significantly contribute to the attainment of the Department's strategic goal.

Impact:

- Raise 2.3 million Pantawid Pamilya families with improved level of well-being by 2016
- Improved Health and Sanitation Situation

The WASH Project by DSWD aims to achieve Zero Open Defecation (ZOD) in identified key municipalities and cities with high incidence of no access to toilet facility based on the 2014 results of the Social Welfare Indicator (SWI).

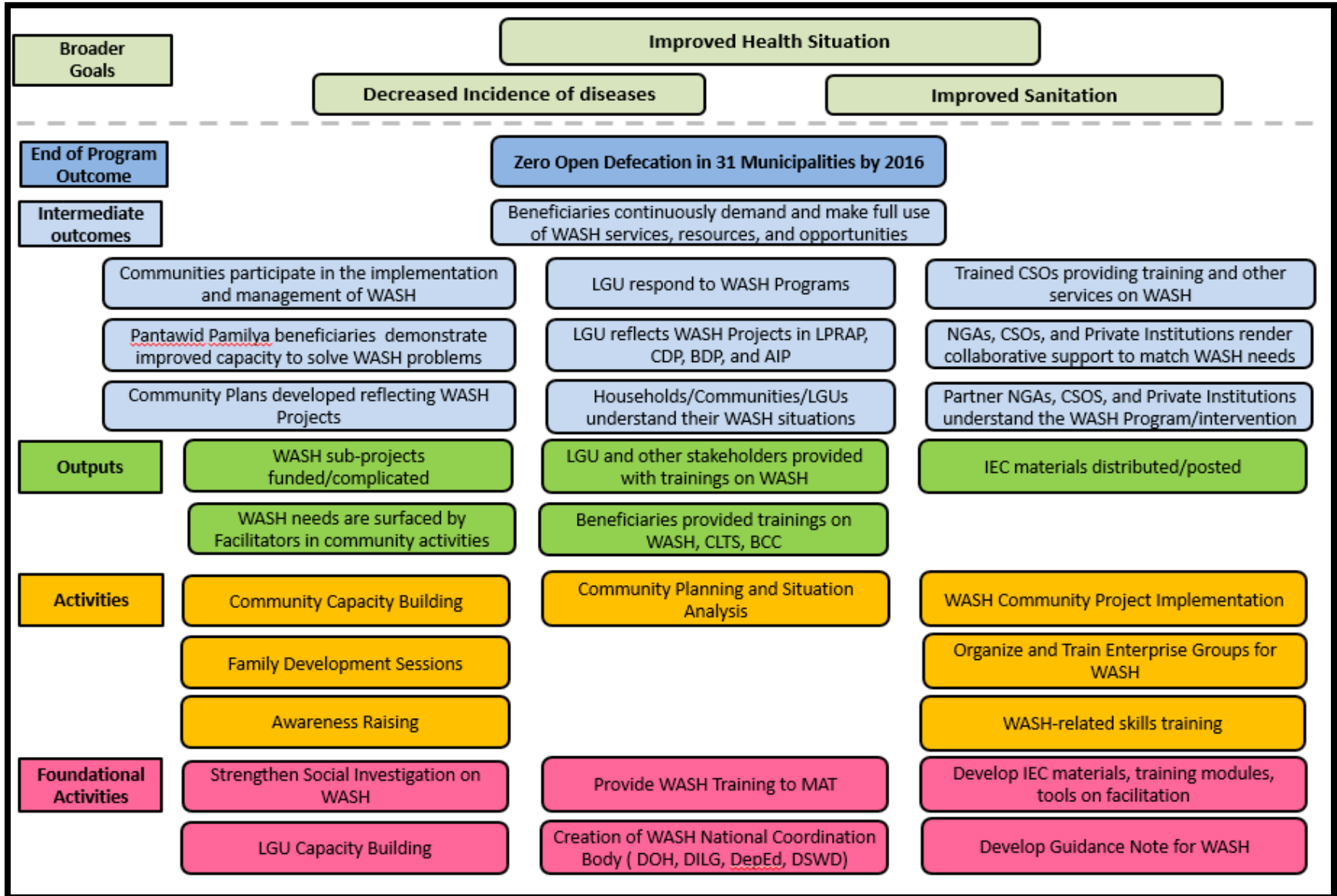
Project Development Objective:

- Zero Open Defecation in 31 Municipalities by 2016

To ensure the attainment of this Project Development Objective, a Theory of Change and Results Framework were developed to provide a comprehensive picture of the different pathways or steps required to achieve immediate outputs, intermediate outcomes, and the attainment of the End of Program Outcome.

Based on the developed Theory of Change for WASH, the End of Project Outcome is Zero Open Defecation in 31 Municipalities by 2016. Figure 1 shows the Theory of Change for WASH.

Figure 1: Theory of Change for WASH



Three pathways were identified as critical to the attainment of the end of program outcome. These pathways will lead to an intermediate outcome of beneficiaries continuously demanding and making full use of WASH services, resources, and opportunities.

1. Communities participate in the implementation and management of WASH;
2. LGU respond to WASH Programs; and
3. Trained CSOs providing training and other services on WASH.

It also maps out the different interventions with accountabilities distributed among the Three Core Programs which are necessary to bring about immediate outputs that will contribute to the desired result.

Table 1: Summary of Outputs, Activities, and Accountable Office based on WASH TOC

Outputs	Activities	Accountable Office	Foundational Activities (TA from WSP-WB)	
WASH sub-projects funded/completed	WASH Community Project Implementation	KC-NCDDP	Develop IEC materials, training modules, tools on facilitation	<ul style="list-style-type: none"> • Develop Guidance Note for WASH • Creation of WASH National Coordination Body (DOH, DILG, DepEd, DSWD)
	Organize and Train Enterprise Groups for WASH	SLP		
	WASH-related skills training	SLP		
WASH needs are surfaced by Facilitators in community activities	Community Planning and Situation Analysis	KC-NCDDP	Strengthen Social Investigation on WASH Develop IEC materials, training modules, tools on facilitation	
Beneficiaries provided trainings on WASH, CLTS, BCC, O&M	Family Development Sessions to household beneficiaries	Pantawid	Develop IEC materials, training modules, tools on facilitation	
	Community Capacity Building	Pantawid KC-NCDDP SLP	Provide WASH Training to MAT	
LGU and other stakeholders provided with trainings on WASH	Community Capacity Building	KC-NCDDP	LGU Capacity Building	
IEC materials distributed/posted	Awareness Raising	Pantawid KC-NCDDP SLP	Develop IEC materials, training modules, tools on facilitation	

WASH INDICATORS

Based on the Theory of Change, the key indicators to measure success of the Project were identified. These indicators are already being monitored by the existing databases of the Three Core Programs, to be consolidated through the Convergence Toolbox.

Table 2: WASH Indicators

WASH Outcomes and Indicators	Data Collection Instrument	MOV
Impact		
% of households reporting an improvement in their health situation	SWDI	SWDI Survey Form
Outcome		
No. of ZOD Municipalities	Convergence Toolbox	Certification from MHO
No. of ZOD Barangays	Convergence Toolbox	Certification from Municipal Verification Team
No. of Households with access to and use of sanitary toilet facility	SWDI, KC database	SWDI Survey Form
Intermediate Outcome		
# of LGUs with development plans reflecting WASH	KC database	LGU WASH-Related Projects Copies of LPRAP, CDP, BDP, and AIP
# of BAPs with WASH intervention	KC database	Barangay Action Plan
# of households with access to livelihood/employment opportunities in WASH Projects	SLPIS database KC database	Enterprise Financial / Operating Documents / Photos Cash Voucher / Employment Contract ERS
# of households participating in planning, implementation, and management of WASH Projects	KC database	Community Volunteers Profiles
# of NGAs/CSOs/Private Institutions present in the community providing support to WASH	KC database	LPRAP Checklist
Immediate Outputs		
# of WASH sub-projects funded and completed	KC database	SPCR Geotagged Photos
# of FDS on sanitation/WASH	Pantawid database	Barangay/Community Training Attendance Sheet
# of Pantawid participants in EFDS	Pantawid database	
# of WASH trainings provided (CLTS, BCC, skills training, project management, etc.)	Convergence Toolbox Pantawid/SLP/KC- NCDDP database	Barangay/Community Training Attendance Sheet Skills Training Attendance Sheet

# of participants (beneficiaries, staff, LGU) trained on WASH (CLTS, BCC, skills training, project management, etc.)	Convergence Toolbox Pantawid/SLP/KC- NCDDP database	Barangay/Community Training Attendance Sheet Skills Training Attendance Sheet
# of awareness raising activities provided (other than FDS)	Convergence Toolbox	Installation of WASH-related Awareness Raising Activities
# of Enterprise groups for WASH formed	SLP database	Approved SEA-K / CBLA / Skills Training Project Proposal

FORMS AND MOVS (MEANS OF VERIFICATION)

A new paper-based form was developed to capture awareness raising activities on WASH. This new form and the responsibility to gather this data is given to the Pantawid Office. Meanwhile, the existing paper-based forms and databases of KC-NCDDP, SLP, and Pantawid are enhanced to capture data on WASH so as to avoid the need to develop new forms and a separate database. Table 3 below shows the forms and documents per activity and the accountable Program/Office to facilitate them. The templates/forms are attached in Annex A.

Table 3: Forms and Accountable Office per Activity

Key Activities	Forms/MOVs	Accountable Office
Preparatory Activities		
Preparation of Guidance Note and Manuals	Guidance Note	Pantawid, KC-NCDDP, SLP
Distribution of IEC Materials, conduct of BCC	Installation of WASH-related Awareness Raising Activities	Pantawid
Training of Trainers	Attendance Sheet	CMO
MAT Training on WASH	Attendance Sheet	CMO
Baseline Data Gathering and Profiling		
Review of SWDI Results	SWDI Survey Form	Pantawid
Review of Secondary Data from the LGU (MHO, RHU)	Copies of LPRAP, CDP, BDP, and AIP	KC-NCDDP
Conduct of Social Investigation	Barangay Profile Form	KC-NCDDP
Development of MAT Plan on WASH (including BCC)	MAT Plan	MAT
Awareness Raising and Generating Buy-In		
Conduct of Family Development Sessions on WASH (Barangay Assembly)	Barangay/Community Training Attendance Sheet	Pantawid
Conduct of Participatory Situational Analysis	Barangay/Community Training Attendance Sheet Barangay Action Plan Community Volunteers Profiles	KC-NCDDP

Planning and Resource Mobilization		
Conduct of Participant Identification, and Project Identification	Approved SEA-K / CBLA / Skills Training Project Proposal	SLP
Conduct of Skills Training, and Cash for Building Livelihood Assets	Attendance Sheet / Logbook for Skills Training or Cash for Building Livelihood Assets	SLP
Conduct of Project Development Workshop, and Criteria Setting Workshop	Barangay/Community Training Attendance Sheet Community Volunteers Profiles	KC-NCDDP
Municipal Interbarangay Forum	MIBF Resolution Municipal Activity Attendance Sheet Copies of LPRAP, CDP, BDP, and AIP	KC-NCDDP
Sub-Project Implementation	Community Volunteers Profiles ERS SPCR Geotagged Photos	KC-NCDDP SLP
Engagement of Other Stakeholders	LPRAP Checklist	KC-NCDDP

DATA GATHERING AND ENCODING

Data gathering and encoding will be guided by the respective processes of the Three Core Programs. In general, these will be done at the municipal and community level with the Municipal Action Team (MAT) taking the lead in ensuring that all relevant data are available to generate Municipal Profile on WASH and to allow measurement of accomplishment in terms of the WASH indicators. Table 4 shows the summary of task/responsibilities of the MAT and the individual members.

Table 4: Summary of Tasks/Responsibilities of MAT in Data Gathering and Encoding

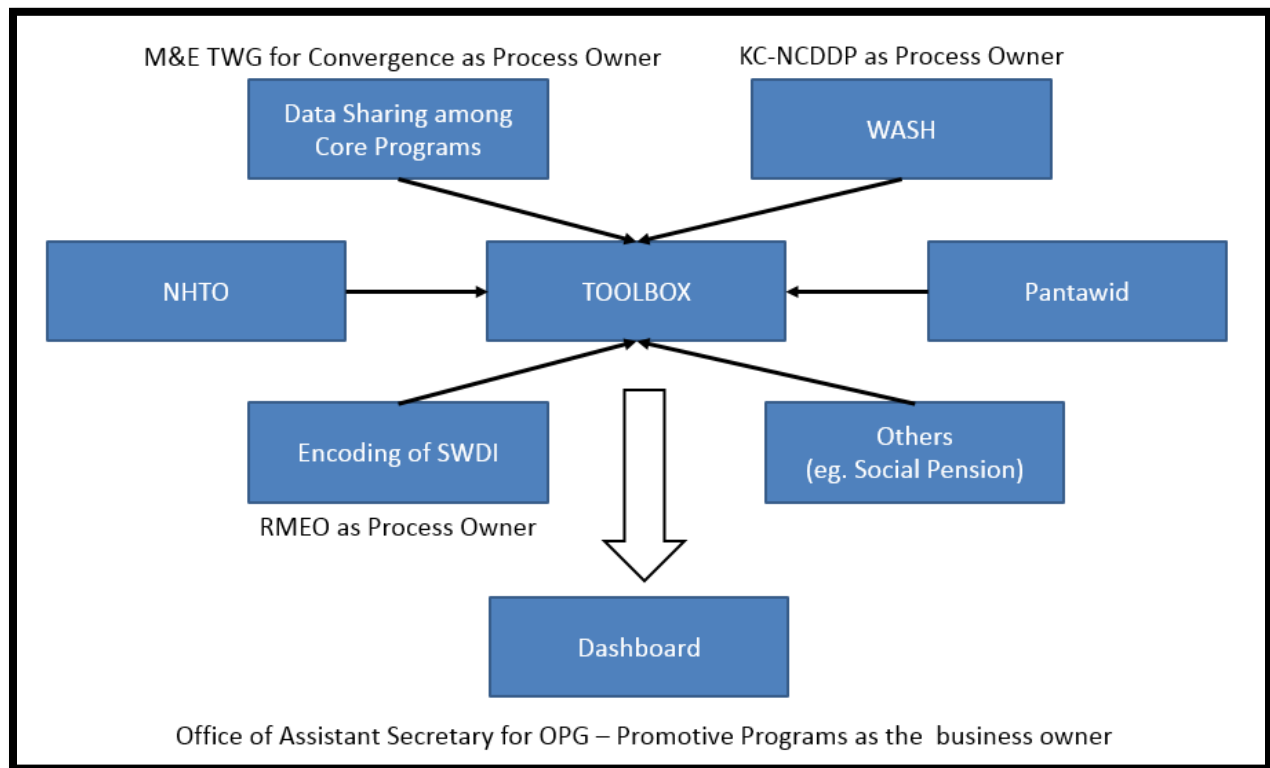
Data to gather/Responsibilities	
MAT Team Leader	<ul style="list-style-type: none"> • BCC Materials, MAT Plan, Municipal Profile on WASH • LGU Plans
Area Coordinator	<ul style="list-style-type: none"> • Brgy. Profile on WASH • Prioritized issues and solutions during PSA • WASH Projects funded and constructed • NGAs/CSOs/Private Institutions providing support to WASH • Geotagged Photos of WASH Projects

Municipal Links	<ul style="list-style-type: none"> • eFDS conducted • Participants • Awareness raising-activities • Geotagged Photos of WASH Projects
PDOs of SLP	<ul style="list-style-type: none"> • WASH-related skills trainings conducted • Micro-enterprise groups formed • Beneficiaries of cash for work related to Wash • Geotagged Photos of WASH Projects

DATA SUBMISSION, REPORTING, AND FEEDBACKING

The Convergence Toolbox was developed to provide a central database that would allow SWDI encoding and data sharing among the Three Core Programs. It is also capable of housing the WASH Database with KC-NCDDP as the Process Owner. It will support encoding and information gathering in order to assist in the project management and in making timely project decisions. Figure 2 shows the capabilities of the Convergence Toolbox.

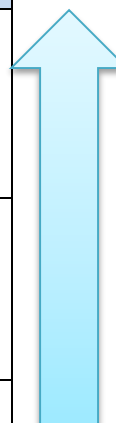
Figure 2: Convergence Toolbox Capabilities



For the WASH Project, the Convergence Toolbox shall be utilized to encode relevant data, extract data from the existing database systems of the Three Core Programs, and consolidate information that will allow the generation of the reports/summaries/dashboard. Other reports can be developed depending on the needs of the business owner. Table 5 shows the data flow.

Table 5: Data Flow

Level	Responsibility
NATIONAL	<ul style="list-style-type: none"> • Review data and inform RPMO about findings • Data analysis - generate summaries, graphs, and maps • Publish reports to the website and dashboard, • Produce reports to inform field implementers, oversight agencies, other implementers, partners, and the public
REGIONAL	<ul style="list-style-type: none"> • Review data for its accuracy and timeliness and inform MAT about findings • Provide spot-check/technical assistance to MAT • Approves submission to NPMO
MUNICIPAL	<ul style="list-style-type: none"> • MAT to ensure completeness, timeliness, and accuracy of encoded data • Submission of encoded data is done upon approval of the MAT



Given this, it is important to ensure that databases of the three Core Programs are regularly updated. Figure 3 shows Data Sharing Process - how individual databases will feed into the Convergence Toolbox.

Figure 3: Data Sharing Process

