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LOCAL ADAPTATION
TO CLIMATE CHANGE
LACC PROJECT

STEP-BY-STEP SCHEME MONITORING BOOK

TOILET AND SANITATION INFRASTRUCTURE

Scheme code:

Name of Scheme:

☐ New ☐ Rehab

Province:

District:

Local Government:

Wards:

Benefitted Settlement/Toles:

Fiscal Year:

☐ INSTITUTIONAL SANITATION

☐ HOUSEHOLD SANITATION

STEP-BY-STEP TO SANITATION SCHEME, PUBLIC, SCHOOL AND INSTITUTIONAL TOILETS

Step 1: Feasibility/Detail study Before proceeding to detailed technical designs or any other works, the Institutional Management Committee together with the LG Project Implementation Unit staff needs to verify that the proposed plan is acceptable in terms of: 1) location; 2) supporting infrastructure including water supply; 3) commitment for future Operation & Maintenance.

Step 2: 1st Monitoring aims to establish the overall feasibility and future sustainability of the scheme. At this point structural improvements and changes in technical design can be made (ref. access, child/gender/disable friendliness). Water facilities and plans for who will take care of the facility in the future need to be considered already here.

Step 3: 2nd Monitoring verifies that the toilet is constructed as per plan and makes recommendations for any missing issues. This monitoring will recommend for the financial clearance of the scheme.

TO BE UPDATED FOR THE DATES AND CHANGES

Note: the data below should be **updated/verified during each monitoring visits**; some data may change during the planning process

	Easting X	Northing Y	Elevation	Way Points No
GPS location of the Scheme Area				
Type of scheme: (tick one)	☐ Public	☐ Institutional	☐ Household	☐ Other:
Targeted Group:				
Beneficiaries (Expected users per month for Public):				

FINANCIAL SUMMARY

Users		NRDF			Others	Total
Cash	Kind	LG	GoN	GoF/EU		

DESCRIPTION OF BANK ACCOUNT

Name of Bank	:	
Address	:	
Account number and type	:	

BANK ACCOUNT OPERATORS

SN	Name	Position	Remarks

BENEFICIARY DETAIL

Cross-check the following from the Details Engineering Survey before the mass meeting starts. If something is not clear or correct, raise the issue in the meeting.

MIS: Number of beneficiaries	First Monitoring				Final Monitoring			
	HH	Female	Male	Total population	HH	Female	Male	Total population
Beneficiaries ☐ Institutional/Public Toilet								
BCTS								
Dalit								
Janajati								
Others								
Total								
Beneficiaries ☐ House Hold								
BCTS								
Dalit								
Janajati								
Others								
Total								
Beneficiaries ☐ School Toilet								
School Beneficiaries	Girls	Boys	Female Teachers	Male Teacher	Girls	Boys	Female Teachers	Male Teacher
BCTS								
Dalit								
Janajati								
Others								
Total								

LG PROJECT IMPLEMENTATION UNIT (LG PIU) STAFF

- LG PIU Staff– verify names during each visit as these may add new name into relevant cell with a note for the date started
- Add lines as needed

Position	Name	Sex	If changed	Total working days in the field		Remarks
				Till monitoring I	Till Final monitoring	
LACC Project Officer/ Field Coordinators						
Agro- forestry/Livelihood Facilitators						
Sub Engineer						
WRTs						
Social Mobilizers						

COMPOSITION OF USER/INSTITUTIONAL MANAGEMENT COMMITTEE

- User or Management Committee composition – name list next page, verify names during each visit as these may change add new name into relevant cell with a note for the date started

Designation	Gender	Name	BCTS	Dalit	Janjati	Others	PWD
Chairperson*							
Vice- Chairperson*							
Secretary*							
Joint Secretary*							
Treasurer*							
Member							

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Member							
Member							
Member							
Member							
Total							

1ST MONITORING**FIRST MONITORING AT THE BEGINNING OF IMPLEMENTATION PHASE**

Documents must be on hand with the Monitoring Team:

- ✓ Feasibility Study
- ✓ Design Report and Cost Estimate
- ✓ Action Plan

MONITORING DATE

FEASIBILITY STUDY DATA

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CROSS-CHECK THE FOLLOWING FROM THE FEASIBILITY STUDY BY DISCUSSING WITH THE PROPOSED BENEFICIARIES/ USER COMMITTEE/INSTITUTIONAL MANAGEMENT COMMITTEE (IMC)/CONSTRUCTION COMMITTEE

Appropriate location of Schemes	☐ Yes	☐ No
Accessibility considered	☐ Yes	☐ No
GEDSI aspects considered	☐ Yes	☐ No
Adequate water available (If toilets)	☐ Yes	☐ No
Sustainable O&M plan for the management	☐ Yes	☐ No
Contribution commitment	☐ Yes	☐ No
Were the conclusions made in the Feasibility Study format taken into consideration?	☐ Yes	☐ No
Toilet use, hand washing station and awareness raising component included	☐ Yes	☐ No
Solid waste and/or drainage water component included	☐ Yes	☐ No
Menstruation Hygiene Management component and facilities included	☐ Yes	☐ No

Monitoring Team's Evaluation regarding credibility of collected data and information from observation:

☐ GOOD ☐ SATISFACTORY ☐ POOR

If any difference specify/mention (if feasibility study not done, why?)

USER/INSTITUTIONAL MANAGEMENT COMMITTEE AND ACTION PLAN

1. Has UC been formed or reformed as per PIM (Project Implementation Manual)? ☐ Yes ☐ No

If yes, please update the UC structure in Table no.

If not, Describe the difference and suggest for necessary correction.

2. Who formed the user committee? ☐ Mass meeting ☐ LG ☐ Others, specify
3. Who participated from LG and LG PIU Staffs during the user or management committee formation or reformation meeting?

Name	Organization	Designation

4. How many committee meetings for scheme construction have been organized so far?

5. Has the agreement for scheme construction been prepared? (Verify the agreement)

☐ Yes ☐ No

6. Has the action plan (CAP) for scheme construction been prepared? (Verify the plan)

☐ Yes ☐ No

7. Has the Committee opened their Bank Account?

☐ Yes ☐ No

If yes, Update in Financial Summary.

If not, why?

8. For HH level Sanitation, Details of PWD in service area for HH level Sanitation:

SN	Forms of Disability	HH	Population	F	M	Ethnicity				Remarks
						BCTS	Dalit	Janajati	Other	
1	Physical									
2	Vision									
3	Hearing									
4	Intellectual									
5	Multiple									
6	Other									

9. For Public Sanitation Activity, have the Caretaker/Operator selected? ☐ Yes ☐ No

Full Name	F/M	Ethnicity	Education	Age	Mobile Number
1					
2					
3					

TECHNICAL: DESIGN AND COST ESTIMATION OF SCHEME

10. Has the design and cost estimate been prepared and approved by LG PMC? ☐ Yes ☐ No

If yes, are there following components considered?

Component	If yes	Recommendations/issues to be followed up
Community Sanitation Facilities:		
Chang		
Accessible HH Toilets		
Solid Waste Pits		
Improve Cooking Stove		
Hand Washing Stations		

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Safely Manage Water		
Drainage		
Others		
Toilets:		
Separate Male and Female blocks (sufficient)		
Privacy (Direction of urinal, cabins etc.)		
Doors' opening direction (opens outside)		
Inside lock (in cubicles)		
Outside lock (in the main doors)		
Windows (enough light inside)		
Ventilation (air in, air out)		
Water tank		
Hand washing basin/facility (water, drainage)		
Taps inside		
Mirror		
Urinal for males		
Women friendliness		
Sanitary pad bin		
Provision for sanitary pads disposal		
Clothes hanging hooks		
Water availability inside		
Sufficient number of pans for girls		

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Design addresses security and privacy for women (windows, doors, entrance, locks)		
Disable friendliness		
Ramp or otherwise easy access inside/wide door		
Non-slippery floors		
Something to hold onto/handle (in the cubicle)		
Door easily closed from inside		
Door wide enough for disabled friendliness (wheelchair users)		
Child friendliness		
Urinals height accessible for children		
Enough light when door closed		
Wash basin is reachable for children		
No high steps		
Door locks are reachable for children and easy to use		
Environmental Sanitation		
Drainage arrangement sufficient		
Location of solid waste pit		
Location of the pit accessible when it will need to be emptied		
Other:		

11. Are there any conflict/issues regarding the proposed location, design, cost etc. to be addressed. ☐ Yes ☐ No

Comment of Monitoring Team regarding any conflict issues or technical design and improvement:

OPERATION AND MAINTENANCE

12. Has the O&M plan been prepared? (Verify the plan) ☐ Yes ☐ No

If yes, does the plan address the following issues? You may add other relevant issues to blank rows

O&M Component	If yes	Remarks and Specifications
Assigned caretaker / cleaner (If yes, who?)		
Cleaning schedule and responsibilities		
Locking and opening the toilet		
Purchase of soap, buckets, brush, cleaning agents		
Solid waste management		
O&M fund source identified (from where?)		
Continuous water supply for cleaning		
Provision of Sign boards, hoarding board		
Menstruation hygiene management		
For public toilets specifically:		
Tariff decided		
Tariff collection arrangement		
Business opportunities identified		

Place for caretaker		
Observation/guarding of the toilet		

Monitoring team's comments for the community, Institution WASH/public toilets to ensure that these facilities can be used and maintained in the future. Note if there are any changes needed in the technical plans to make sure that the facilities can be maintained and kept clean (i.e. check drainage, water availability, awareness raising amongst the future users, etc.)

RECOMMENDATIONS

Recommendations – to be followed up during the next monitoring visit – these recommendations should be listed in the user committee or institutional management committees register as well:

13. Is it appropriate to take the schemes to the implementation stage? Yes No

If it is not appropriate to take it to the implementation stage immediately, what are the reasons?

If improvements are not possible and the scheme has to be completely cancelled, what are the reasons? Mention them below.

MONITORING TEAM

MONITORING TEAM ATTENDED MONITORING

Name	F/M	Organization/designation	Mobile no	Signature

LG PROJECT IMPLEMENTATION UNIT STAFFS ATTENDED DURING MONITORING

Name	Gender F/M	Designation	Ethnic Community				Remarks
			BCTS	Dalit	Janajati	Others	

UC/IMC MEMBERS ATTENDED DURING MONITORING

Designation	Gender F/M	Name	Ethnic Community				
			BCTS	Dalit	Janajati	Others	PWD
Chairperson							
Vice-							

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Chairperson							
Secretary							
Joint Secretary							
Treasurer							
Member							
Member							
Member							
Member							
Member							
Total							

USERS ATTENDED DURING THE MONITORING

SN	Name	Gender - M/F	Caste / Ethnicity (√) Tick				Disability? (Y/N)	Signature	Remarks
			B/C/TS	Dalit	Janajati	Other			

Continue on the next page if needed

2ND /FINAL MONITORING

MONITORING AT THE END OF IMPLEMENTATION PHASE

Documents must be on hand with Monitoring Team:

- ✓ Agreement Paper
- ✓ Action Plan
- ✓ External material received and quality cross check report
- ✓ Design Report and Cost Estimate

GENERAL SCHEME DATA

Verify the data at page - there may be changes!

TRANSPARENCY

1. Has the design of structures been changed than proposed (Surveying)?

☐ Yes ☐ No

If yes, what? Has the design estimate been amended as per necessary process?

2. Is the materials rate as per the limit of approved rate?

☐ Yes ☐ No

If not, which materials and why?

Recommendations and comments of monitoring team about the procurement process of construction material

3. Is the rate of material transportation as per the approved rate?

☐ Yes ☐ No

If not, which material and why?

4. Has the User Committee (UC) or institutional management committee (IMC) been kept/maintained following registers/documents properly?

1) Meeting minute register

☐ Yes ☐ No

2) Bills and Receipts

☐ Yes ☐ No

3) Followed procurement process

☐ Yes ☐ No

If not, why?

5. Has the Scheme Information Board been fixed at the proper place?

☐ Yes ☐ No

If not, why?

6. Was the final public auditing done at the mass meeting?

☐ Yes ☐ No

If yes,

Date of public audit	Participation										Total
	BCTS		Dalit		Janjati		Other		PWD		
	F	M	F	M	F	M	F	M	F	M	

If not done, reason and tentative next date for the event:

7. Different stakeholders cost contribution share of scheme (NRs.) as per Public Auditing

Users cash	Users' kind	LG Contribution	NRDF cash (GOF/EU & GON contributions through NRDF)	Other cash and kind
Estimated				
Actual				

TECHNICAL: DESIGN ESTIMATION VS MATERIAL & CONSTRUCTION QUALITY**Completed structures**

Component	Estimated no	Completed no.	Quality/other remarks/issues to be followed up
1. Doors (open outside?)			
2. Windows (enough light?)			
3. Ventilation (air in/air out?)			
4. Hand washing basin/facility (drainage? Water?)			
5. Accessible/reachable?)			
6. Water tank			
7. Tap inside			
8. Inside lock (cubicles)			
9. Outside lock (main doors)			
10. Separate male and female blocks			
11. Pans for women			
12. Pans for men			
13. Urinals for women			
14. Urinals for men			

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15. Mirror			
16. Sanitary pad/solid waste disposal bin			
17. Clothes hanging hooks			
18. Incinerator or burning place for sanitary pads			
19. Ramp/other easy access (no steps? _			
20. Wide door for differently able/Accessible doors 21. both inside and outside			
22. Something to hold onto/handle /supports			
23. Other:			
24.			

8. Suggestions and comments of monitoring team regarding the quality of construction works (if poor quality of works, necessary suggestion to user's committee)

9. Any differences as per design, cost estimate and actual construction?

☐ Yes ☐ No

If yes, what and why?

10. Is the quality of non-local and local construction materials acceptable and as per plan? ☐ Yes ☐ No
11. Has materials Quality and brand verified with the minimum standard as per Procurement process? (Cross check in the field) ☐ Yes ☐ No
12. Has the materials Quality and brand verification report Submitted to LG Project Implementation Unit? ☐ Yes ☐ No
13. Monitoring the team's recommendations regarding the quality of construction material (if poor quality of material, necessary suggestion to construction committee)

14. Summary from the previous table – cross-verify:

Are constructed structures disable friendly ☐ Yes ☐ No

Are constructed structures women friendly ☐ Yes ☐ No

Are constructed structures child friendly ☐ Yes ☐ No

If not, why and what can still be improved?

REMAINING MATERIAL AFTER CONSTRUCTION

Material Name	Unit	Quantity	Storage Status (Poor, Good)	Remarks/plan for their use

OPERATION AND MAINTENANCE

15. Is there a sustainable operation and maintenance plan prepared?

☐ Yes ☐ No

If yes, are there some innovative ideas, business involvement etc.? Something that could be shared with other public/institutional/school toilet schemes?

If not, please suggest them and prepare management plan including O&M plan (see the 1st monitoring format for guidance), issues and date for follow up:

16. (In the case of Public Toilet) Do they have plans for O & M fund collection? ☐ Yes ☐ No If yes, what are the service charges?

Per person- Rs. for urination/ and Rs. for defecation.

Per student per month Rs. /

If not, please suggest how to collect O&M fund:

RECOMMENDATION OF MONITORING TEAM

The toilet is recommended for completion (IPC*) and ready for use? ☐ Yes ☐ No

Sanitation, hygiene and safety point of view - If not, what should be done?

Surface:

Pan/commode:

Hand washing place with soap:

Privacy:

Drainage:

O&M:

User-friendliness/access:

Other recommendations (for instance with regards to business ideas for public toilets)

IN CASE OF HOUSEHOLD SANITATION SCHEME:

Safely Manage Water Supply:

Chang:

Hand washing place with soap:

User-friendliness/access Toilet:

Solid Waste Pit:

Improve Cooking Stove :

Drainage:

MONITORING TEAM

MONITORING TEAM ATTENDED MONITORING

Name	Gender	Organization/designation	Mobile no	Signature

LG PIU STAFFS ATTENDED DURING MONITORING

Name	Gender	Designation	Signature	Mobile No	Remarks

CONSTRUCTION COMMITTEE/ICM MEMBERS ATTENDED DURING MONITORING

Designation	Gender	Name	Ethnic Community				
			BCTS	Dalit	Janajati	Others	PwD
Chairperson							
Vice-Chairperson							

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Secretary							
Joint Secretary							
Treasurer							
Member							
Member							
Member							
Member							
Member							
Member							
Total							

USERS ATTENDANCE

SN	Name	Gender - M / F / Others	Caste / Ethnicity (Tick)				Age Group					Disability? (Y/N)	Signature	Remarks
			B/C/TS	Dalit	Janajati	Other	1-15	16-29	30-39	40-59	<60			

Continue the next page if needed