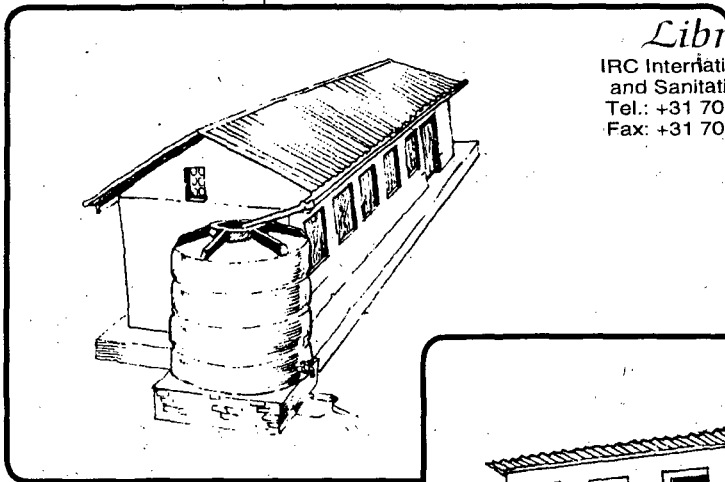
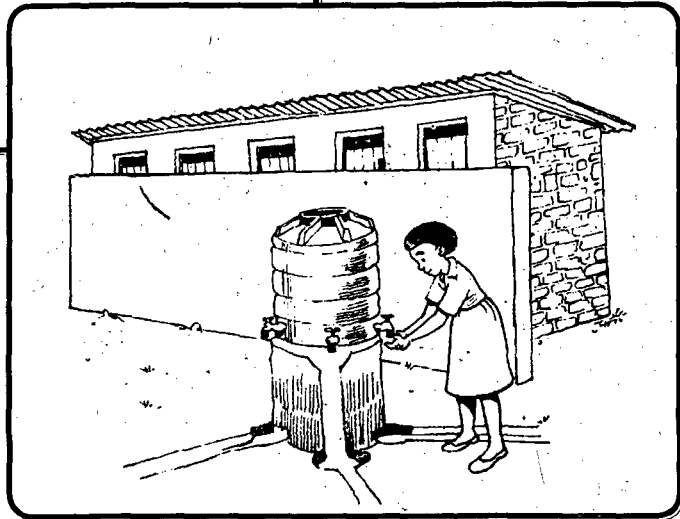


**SCHOOL
SANITATION
MOBILISATION**

SCHOOL SANITATION



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Mobilisation Information for
DISTRICT LEADERS

June 1999

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Introduction

The Problem

Poor sanitation is a national problem and everybody's responsibility. In Uganda it has an effect on health status, education, trade and development. In the process, it drains the national economy and slows down the national poverty reduction interventions.

The environmental sanitation status in primary schools in this country falls below the expected standards. Sanitation related diseases are the greatest cause of illness and death among our children. Recent studies show that sanitation related diseases like malaria, cholera, and diarrhoea are the top killer diseases among children in this country.

In 1995 there were 8,531 government-aided primary schools with a total number of 2.6 million pupils. Of these schools, 44% had a water supply and the reported ratio of students to stances was 328:1 compared to the recommended ratio of 40:1. Currently with the increased enrolment of almost 5.8m pupils due to UPE, the pupil stance ratio in most schools has gone up, 700:1. In addition, many schools, particularly rural schools, have no latrines at all and those with latrines do not have separate latrine facilities for girls and boys.

A study undertaken by the Uganda National Examination Board (1996) in a number of sampled districts found that:

- 66.7% of schools had safe water.
- 8% schools had adequate number of stances.
- 33% had separate latrines for girls.

In addition, a study by RUWASA in September 1998 in a sample of 7 districts and 128 schools, found that:

- 14.1% of schools had safe water.
- 49% schools had latrines
- 13.7% had hand washing facilities

And one done by a consultant for UNICEF-WES in April 1999 in 9 districts and 90 schools found that:

- 80% had access to water
- 2% schools had adequate number of latrine stances
- 82% had separate latrines for girls
- 20% had hand washing facilities next to the latrine and 20% had evidence of use

During the cholera epidemic, many of schools were closed due to lack of adequate and acceptable sanitation facilities. To date few schools in Uganda have access to adequate sanitation facilities. In addition, local leaders/administrators, politicians, and school



management committees and communities do not regard school sanitation and hygiene as their responsibility.

In light of this, the Government of Uganda has found it necessary to supplement the on going efforts by UNICEF – WES, RUWASA, and other agencies, to promote better sanitation in primary schools through the provision of supplementary funds to UPE supported schools. The funds are an additional Government of Uganda contribution to funds already committed by WES/RUWASA funding for school sanitation. These funds shall be channelled through the existing District WES/ RUWASA account and their utilisation shall follow established government procedures.

In addition, the following are examples of some activities being supported:

- Mobilisation for UPE school sanitation
- The school sanitation campaign
- The training of primary teachers
- Hygiene education in primary schools
- The politically driven sanitation promotion process.
- Involvement of the private sector

This assistance is in support of the Kampala Declaration on Sanitation 1997 signed by LC V Chairpersons of all district local councils at the National Sanitation Forum, which states that:

"Focus on schools: 'We shall ensure that every primary school and all other institutions of learning have adequate sanitation facilities (latrines, safe drinking water supply and hand washing facilities; with separate facilities for girls) by the end of 1998' (action point 5)"

The responsibility for the promotion of sanitation in schools shall remain with the community; the resources provided under this activity, are intended to help communities to meet their responsibilities. This is important for community empowerment reasons and sustainability purposes.



School Sanitation

What is the school sanitation promotion campaign ?

- It is a district based activity aimed at improving the sanitation status in primary schools.
- It is part of all other on going efforts to promote better and adequate sanitation in primary schools.

Objectives of school sanitation activity

- To improve water supply and sanitation facilities at primary schools in support to Universal Primary Education.
- To impart hygienic skills to children at an impressionable age by providing an environment and opportunities which can introduce and reinforce good hygiene practices in children.

What will be its outputs?

In the initial year of the activity, the following will be the outputs:

- 1840 latrines constructed in 920 schools
- 1840 hand washing facilities provided in 920 schools
- 400 rain water tanks installed in 400 primary schools
- Community participation in activities
- Well used and maintained facilities
- 2760 primary teachers trained

Selected schools will initially receive a minimum of two 5-stance latrines, two hand washing facilities and a rain water tank where there are no nearby safe water sources.

Time frame

It is a three year activity subject to renewal depending on the success rate of implementation and achievements.

Eligibility criteria

Schools to receive support are to be selected according to the following criteria:

Government schools:

- Involved in the UPE programme (including schools with or without classroom structures)
- Without a nearby water source (in a distance of more than 0.5 km)
- With high enrolment
- With a high ratio of pupils to existing latrine stance
- Whose community shows interest and willingness to participate in the activity

Procedures

a) Access to funding:

1. Standardised application forms are distributed to schools through the LC3 Chairpersons and chiefs during the sub-county sensitisation meetings.
2. Head Teachers apply to the CAO through the Sub-county leadership.
3. The Sub-county Chiefs present the application list to the LCIII Standing Committee for Health and Education and Technical Committee for approval.
4. The Sub-County Chiefs submit the list of approved schools in their respective sub-counties to the CAO.
5. The CAOs submit the list of applications to the District Vetting Committee comprising of the DTC, Sectoral Standing Committee for Health and Education for approval.
6. A list of approved schools shall be sent to the Director - DWD and copied to the focal point officers in the line Ministries (ie Health, Education, Local Government, Gender and Finance).
7. The Director compiles submissions into quarterly requests to the Ministry of FPED to release funds to the respective districts as conditional grants.
8. Once funds have been released to the Districts, the CAO shall inform the sub-county Chiefs and advise the school authorities to start digging the pits. Copies of this notice will be given to the LCIII Chairperson, Sub-county chief, County Health Inspector and the private contractors engaged by the District to under take the construction.
9. The Health Inspector or Health Assistant will help the school management to site the pit. The school will then dig a pit (s) according to the recommended dimensions.
10. When the pit has been dug, the District Health Inspector and the District Engineer shall be responsible for certification and quality assurance.

b) Privatisation and contracting procedures:

All latrine construction work will be undertaken by private contractors (see attached guidelines). The District Tender Boards will advertise and invite tenders and follow the district tendering procedures. Sub-counties should encourage local contractors to take up construction work.

The centre shall support districts to strengthen the tendering processes and in preparation of tender documents for certification and payment. This will be done in accordance with existing procedures as stipulated by the Ministry of Local Government guidelines on tendering.

Role of District Tender Board

- Advertise and issue tenders based on approved school and type of latrine.
- Issue these tenders in convenient lots arranged by geographical area.
- Ensure that not only do you advertise but also you directly contact everyone in your district capable of doing this work.
- Receive and award tenders within the shortest possible time, preferably one month.
- Ensure that the winning contractors are reputable people/companies capable of doing a good job.
- We recommend that where possible you select local contractors, as they will be more responsible to the community.
- That you share the work amongst several contractors, perhaps one per county to enable the work to progress quickly.
- In short your job is to ensure that the schoolchildren of your district receive the best value for money.

In accordance with Government of Uganda policy private contractors must build these latrines with payment being made on certified completion of a latrine. Private contractors will be used because they are more cost effective than traditional construction by government agencies. If properly supervised they can also usually produce a latrine of higher quality. Because of the use of private contractors the District Tender Board have vital role to play in this programme.

The designs and bills of quantity are attached. Overtime there will be more flexibility in the design but right now we have very little flexibility. This is to make supervision simpler. There is also a list of selected schools for your district attached. Make sure that these designs are appropriate for the nominated school. If it is not, the school should be dropped from the list and another school for which the design is appropriate selected.

It is very important that this programme succeed. First of all we have been promised much more money by the Government as well as our donors if we effectively use this money. Secondly, this is social sector money so the International Monetary Fund, The World Bank and the principal donors to Uganda are watching. Finally as both UPE and sanitation appear in his manifesto, the President is watching. Thus it is very important that quality latrines be built with this money. That makes your job of selecting the people/contractors vital if the programme is to succeed.

Please refer to the contract documents for more information.



c) Accountability

Accounting for funds released shall be done through the normal Government accounting procedures.

The CAO shall account for all resources with the support of the Education Officer and the Sub-county Chief, stating names and location of schools and number of latrines built. Auditors will be facilitated to ensure that the facilities reported as built have actually been constructed.

Any District that delays in its accountability by more than six months shall be disqualified from subsequent funding.

d) Reporting

The DMT should submit quarterly progress reports on UPE school sanitation to the CAO; copy to LCV chairpersons and PC-WES. The report should indicate the names of schools, their location, number of hand washing facilities, number of rain water tanks installed and number of latrines constructed. The report should follow the standardised reporting format. The subcounty shall also prepare report which will be a basis for payment of private contractors. It will indicate work done, quantity and quality of outputs.

Activities and Outputs

Activities	Outputs	Responsible level
Mobilisation	Beneficiaries/ community participation	National District Subcounty
Application approval	List of schools to access funding	Subcounty District
Tendering for private sector service	Tenders awarded No of different contractors used	District
Training of teachers	Numbers trained and tender boards	National District
Latrine construction	Latrines constructed	Private sector
Support supervision	Quantity & Quality facilities constructed and used correctly	National District Subcounty
Monitoring and evaluation	Quantity & Quality facilities constructed and used correctly	National District Subcounty

Standards for Quality Control

Latrines:

Two 5 stance latrines of 10 metres deep, built with burnt bricks, with separate facilities for girls and boys, door shutters, a urinal with soak away pit, corrugated iron roof and slab floor. Anal cleansing materials like paper/leaves/toilet paper should be provided.

Hand washing facilities:

One 200 litre container with 3 taps raised on platform, with a drain, soak away pit and soap or ash.

Rainwater facilities:

One HDPE (plastic) tank with a tap, mounted on a flat topped platform .

Please refer to the bills of quantities for further specifications.

Roles and responsibilities of Stakeholders

District Authorities

- Mobilise sub-counties for sanitation improvement
- Plan and budget for school sanitation and ensure that all plans for new structures like offices, health units, markets have adequate sanitation facilities.
- Approval of final list of schools to receive resources
- Tendering for local contractors to carry out construction, (preferably one contractor per subcounty) and pay for finished product
- Certification of the quality of facilities constructed
- Accountability of all funds forwarded to the district
- Support the provision of new facilities and additional facilities in line with enrolment
- Monitor and supervise sanitation activities in schools. Schools should be reminded to provide anal cleansing materials.

Sub-county Authorities

- Process school applications and forward to district for final approval
- Advise communities on the correct siting of facilities
- Assist Community to supervise the construction
- Supporting construction of new facilities once the WES-supported ones get out of use.
- Work with school management committees and PTA executive to plan, raise resources for sanitation improvement
- Make adequate provisions for proper operation and maintenance of facilities
- Mobilise school management committees and PTA executive for sanitation improvement
- Plan and budget for school sanitation and ensure that all plans for new structures like offices, health units, markets have adequate sanitation facilities.

Contractors

Construct quality facilities according to specifications in good time as per conditions of the contract.

Teachers

- Set a good example by having and using a latrine yourself.
- Carry out community outreaches especially to homes within your neighbourhood.
- Encourage children to transfer the skills learnt in schools to their homes.
- Teach the pupils how to utilise the facilities correctly.
- Introduce a system in the school that will ensure cleanliness of latrine facilities, hand washing facilities always have water.



- Ensure that adequate anal cleansing materials are available in the latrines.
- Ensure availability of safe water for drinking.
- Encourage children checking each other during hygiene inspection parades.
- Make duty roster for cleaning latrines.
- Ensure that there is a school sanitation plan
- Initiate school health clubs for hygiene behaviour change
- Ensure that there is water in the hand washing facility as well as soap/ash

School Management Committee, PTA Executive of Selected Schools

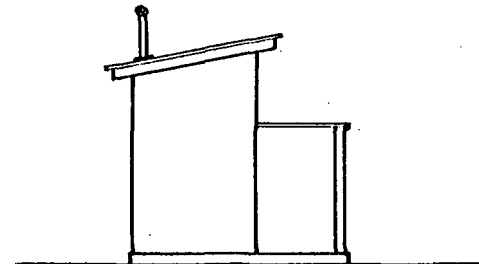
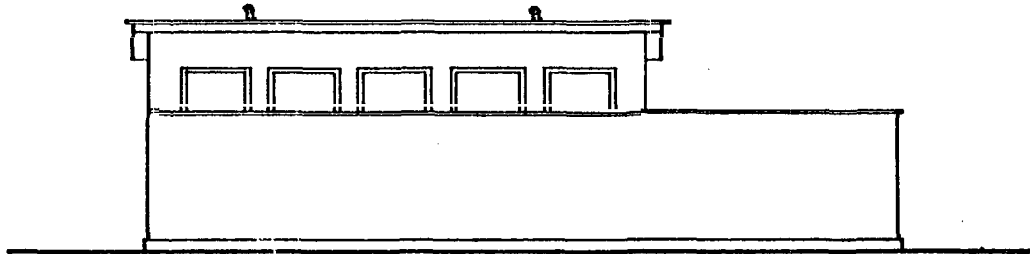
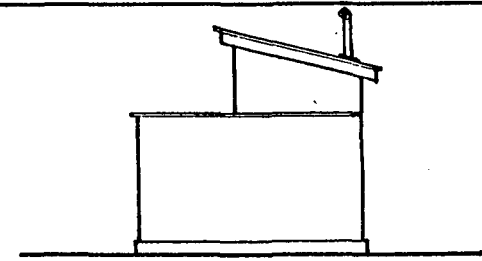
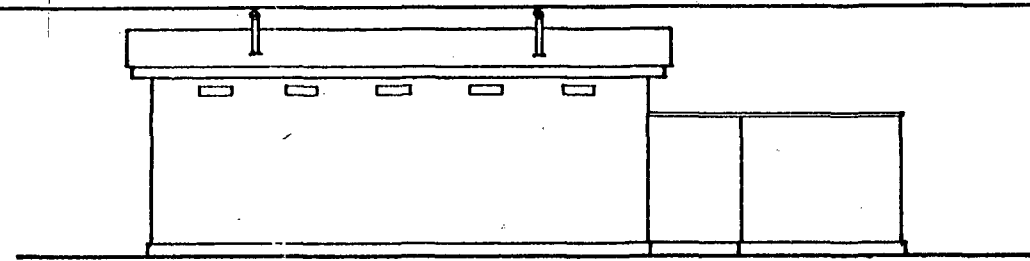
- Overall responsibility for the construction, usage, maintenance and quality of the facilities
- Correct siting of facilities in consultation with Health Assistant.
- Provision of one hundred thousand (100,000/=) shillings for unskilled labour for construction of the superstructure
- Provide materials, skilled and unskilled labour for construction of that from for the rain water tank.
- Support to provision of additional facilities in line with enrolment
- Support the provision of new facilities and additional facilities in line with enrolment
- Plan and budget for school sanitation and ensure that all plans for new structures like offices, health units, markets have adequate sanitation facilities.

Pupils

- Attend hygiene skills training sessions,
- Utilise the facilities correctly,
- Ensure cleanliness of facilities,
- Put and utilise anal cleansing materials
- Ensure availability of safe water for drinking,
- Use soap or ash for hand washing,
- Participate in hygiene inspection parades,
- Discussed skills learnt at school with parents, peers and siblings
- Participate in health club activities

Central Government

- Overall administration of the project
- Determination of facilities to be received by each district
- Check district lists to ensure that it conforms to agreed upon criteria
- Provision of funds for regional auditors
- Provision of funds to district for bricks, sand, aggregate, hard core, roofing poles, casting of slabs, cement for plinths, corrugated iron sheets, door frames and shutters, hoop iron, nails, and skilled labour for construction
- Provision of funds for a hand washing facility
- Provide funds for construction of a Rainwater tank where necessary

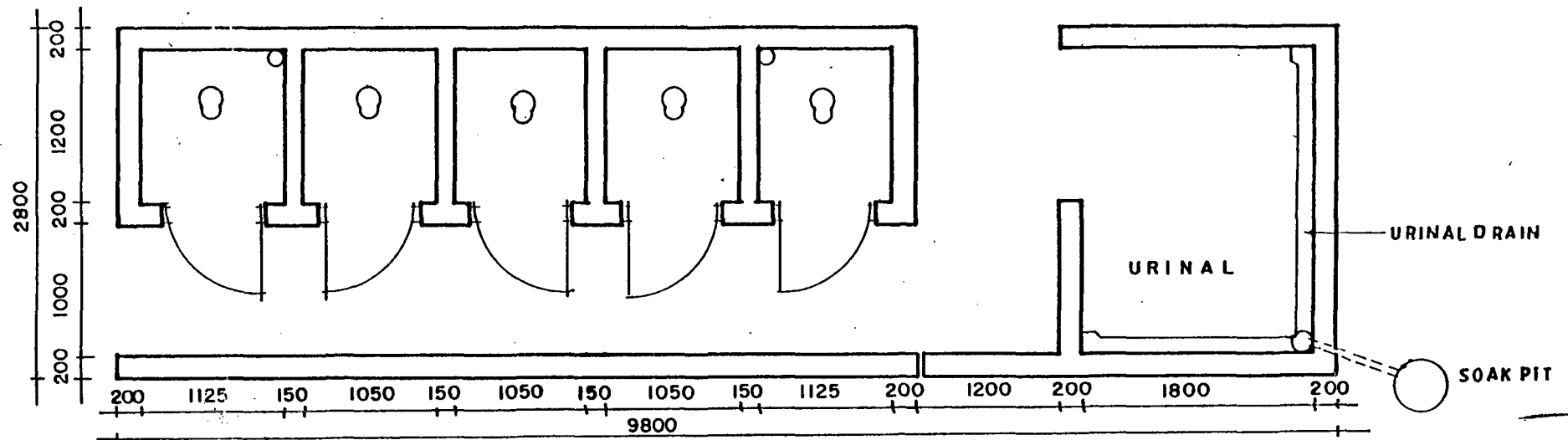


ELEVATIONS

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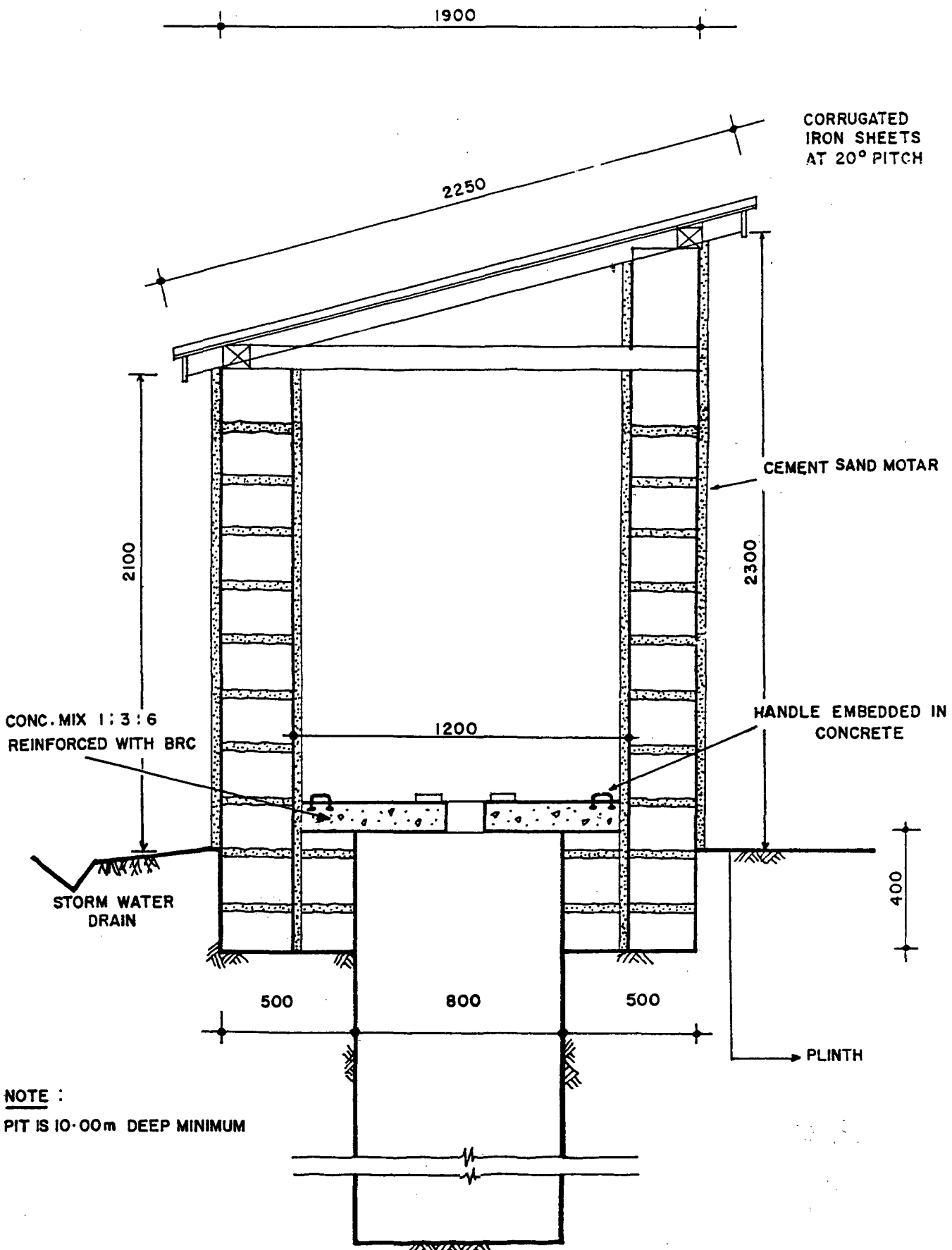
NOTES:

- The GIRL S' BLOCK SHALL NOT HAVE THE URINAL.



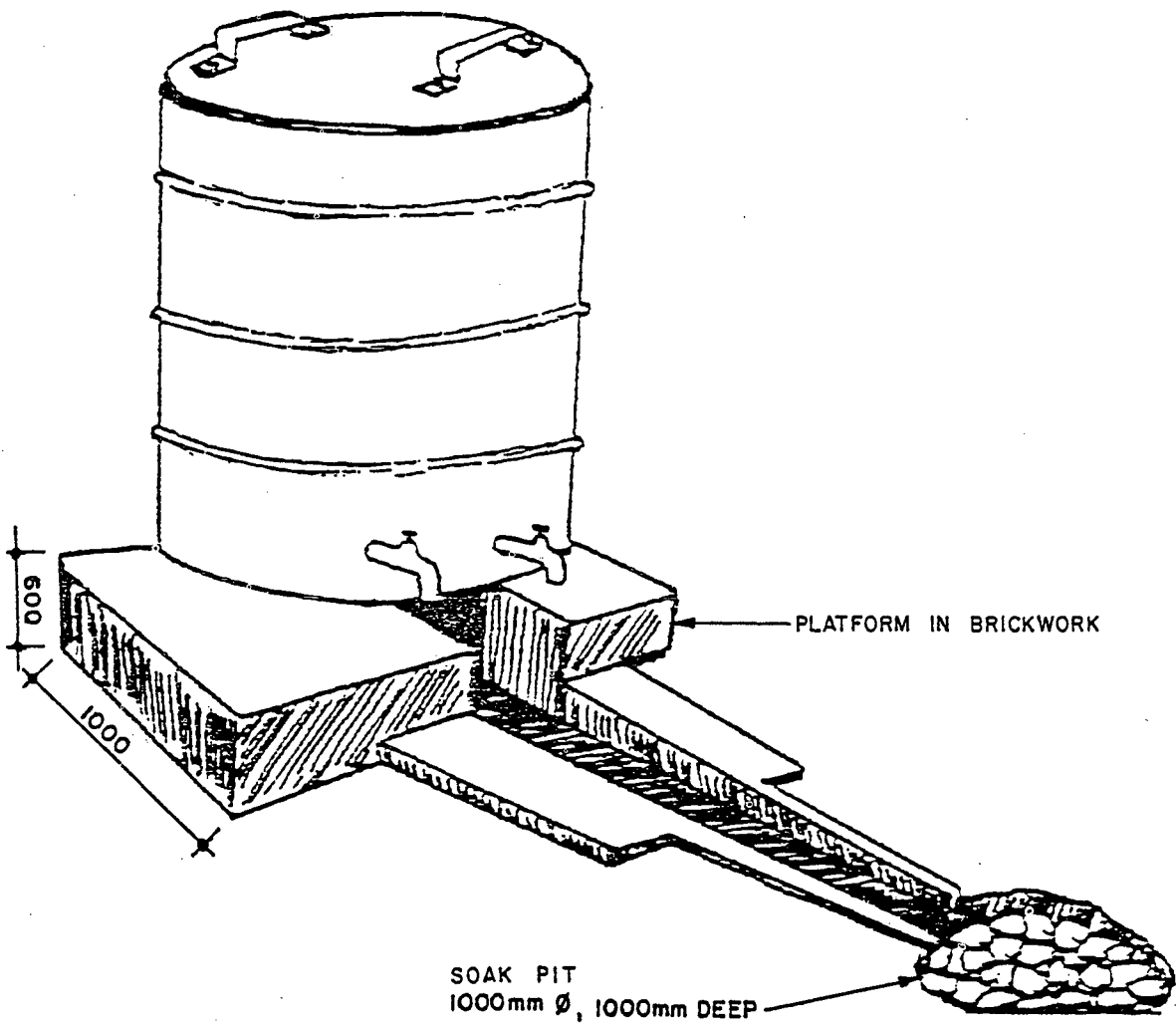
GROUND FLOOR PLAN

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SECTION THROUGH LATRINE

SCALE 1:20



HAND WASHING - FACILITY



THE REPUBLIC OF UGANDA
MINISTRY OF WATER, LANDS AND ENVIRONMENT
MINISTRY OF EDUCATION AND SPORTS
ENVIRONMENTAL, HEALTH DIVISION
MINISTRY OF HEALTH

