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**DPHE-Danida Urban Water and Sanitation Project**

**STEP-BY-STEP PLANS**  
FOR  
**IMPLEMENTATION OF SANITATION COMPONENT**  
*(Software Aspects)*



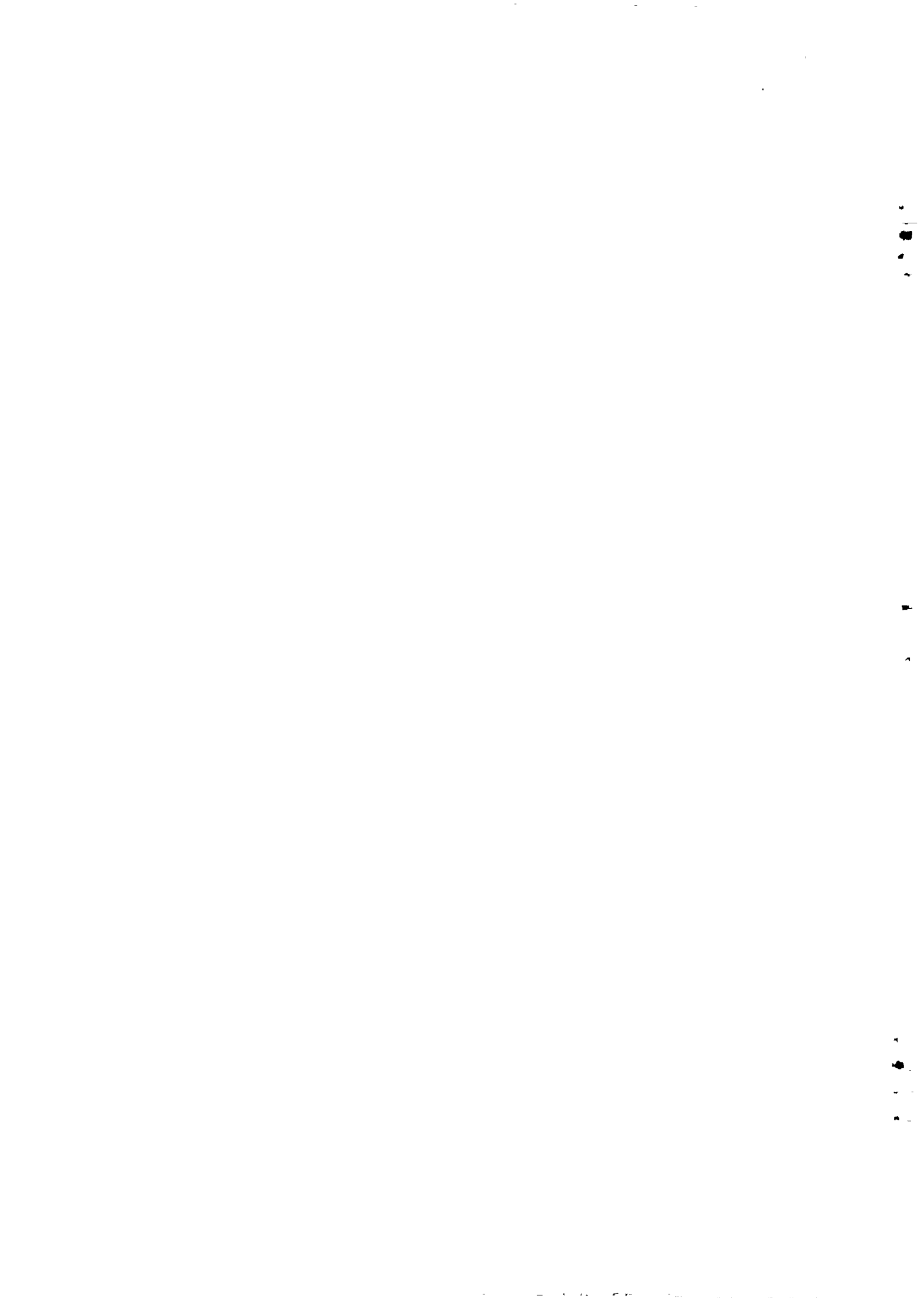
**June 1998**

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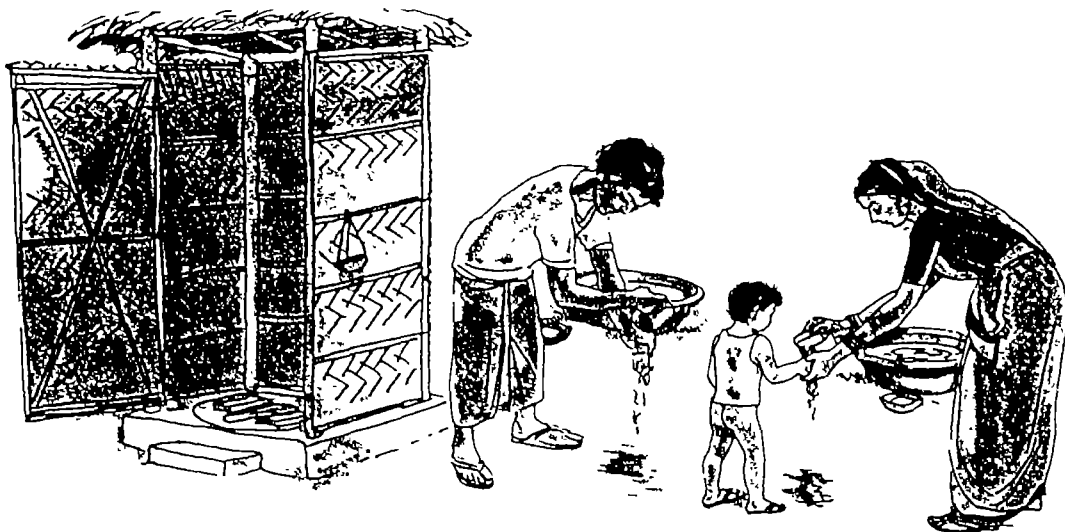
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## DPHE-Danida Urban Water and Sanitation Project

### STEP-BY-STEP PLANS FOR IMPLEMENTATION OF SANITATION COMPONENT (Software Aspects)



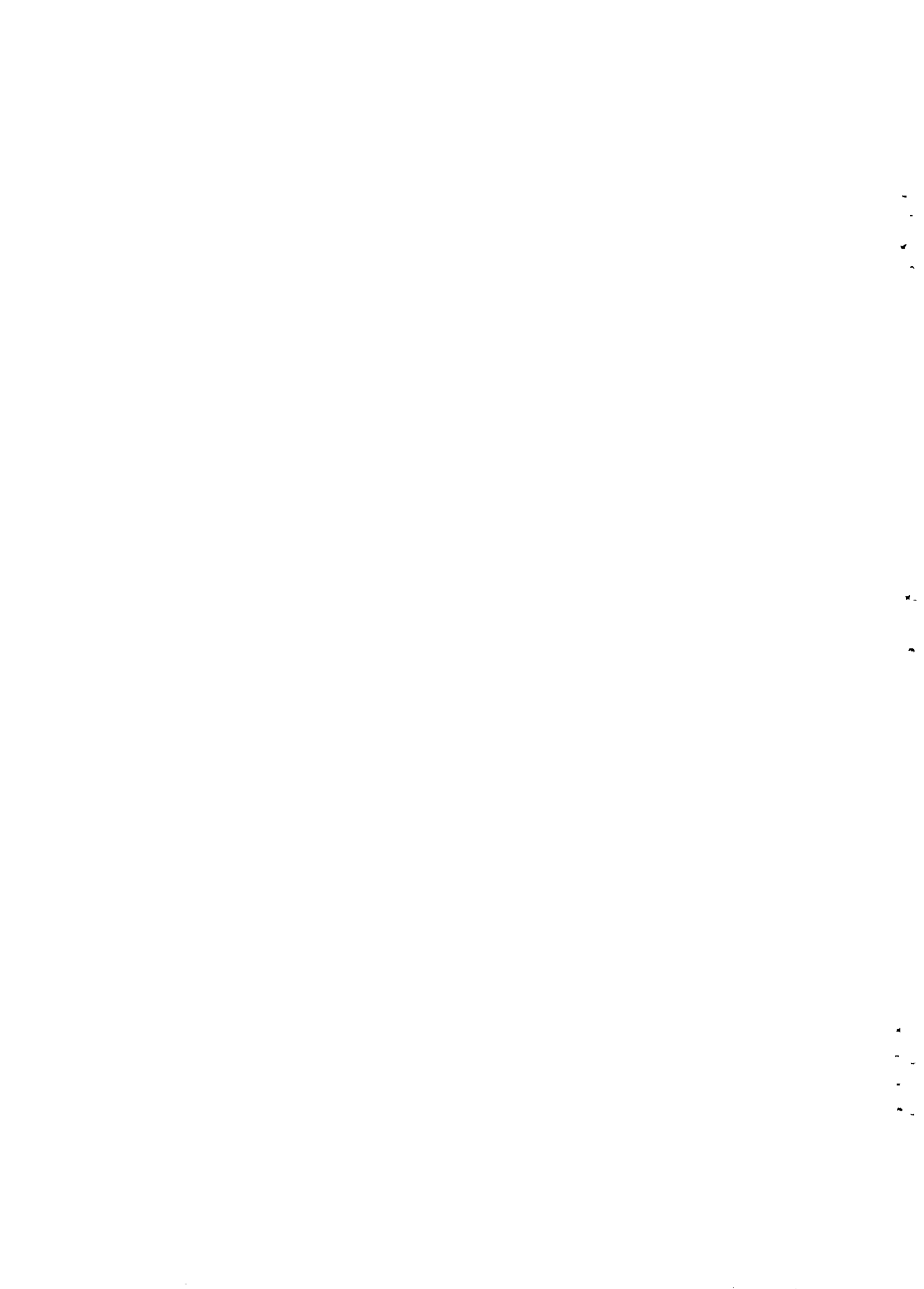
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## *Abbreviation*

DPHE	Department of Public Health Engineering
Danida	Danish International Development Assistance
DHV	Project Consultant
JRM	Joint Review Mission
NGO	Non-Government Organisation
O&M	Operation and Maintenance
PMU	Project Management Unit
WATSAN	Water and Sanitation





## ***Background and purpose***

### **Introduction:**

The main objective of the DPHE-Danida Urban Water and Sanitation Project is to improve the health condition of the target groups through a provision of safe water, sanitation and health education facilities. In order to achieve this objective, the Project in addition to the other components has a sanitation component. The sanitation component contains the following technological options:

- Household Sanitary Latrine (Common: Ring Slab/Water seal etc );
- Community Latrine/Shared Latrine ( Rare cases); and
- Public Toilet.

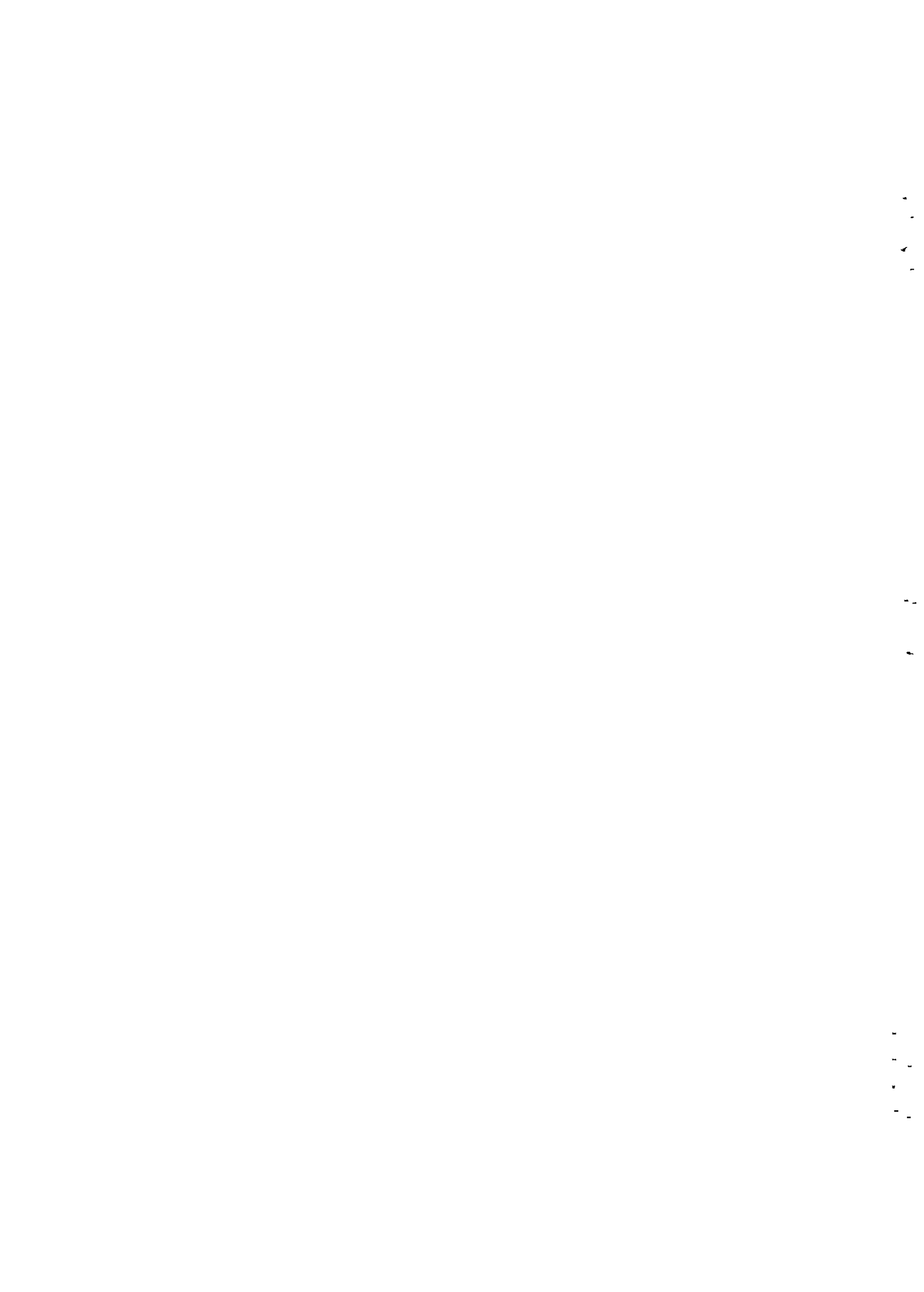
### **Purpose of these Guidelines:**

The purpose of these guidelines is:

- to elaborate on the sanitation policies mentioned in the project documents in order to make them more operational,
- to assist project staff and supporting agencies by providing necessary information and step-by-step planning.
- to provide a basis for uniform thinking and action for all partners involved in implementation of the Project's sanitation components.

### **How to use these guidelines:**

The underlying idea is that these guidelines shall assist all those involved in implementation to carry out the activities related to sanitation in a uniform and efficient manner. These guidelines are to be tested during the implementation. If needed, these guidelines could be modified based on local demand and situation.



## *Household Sanitary Latrines*

### **Introduction:**

Household sanitary latrine in general, a common type of low cost latrine made of brick's ring and slab Normally five rings and one slab is called a standard set of latrine One such latrine can easily serve a family of 7-8 members for 3-4 years without emptying the pit if the soil condition is good, water table is not so high and the latrine is installed and maintained properly. The technology of this type of latrine has already been transferred and established all over the country through DPHE, NGOs and other stakeholders. Many local producers have already been established enterprises by which a large proportion of people has access to buy the latrines from their local market But, still it is unfortunate that the communities from very poor income groups are not covered by sanitary latrines In order to reach to those sections, the project has initiated area-based approach prioritising the un-served and unde-served groups

The project engaged NGO in co-ordination with the pourashava and with assistance from the PMU will be responsible for implementation of the household sanitary latrine component. In order to implement the household sanitary latrine activity, the NGO should initiate the following steps for implementation.

### **STEP-1: Mapping/Survey and identification of Target groups**

Based on various preliminary studies, the NGO under the guidance of the pourashava and the PMU will carryout social mapping in priority areas, with a view to identify target groups. The activity related to social mapping/survey should cover the following aspects:

- Mapping/survey and identification of target desegregated groups (poor women, out-of-school children in an area etc.) on the basis of which differentiated objectives can be set with a view to health impact,
- Area based programme implementation to ensure a health impact and structuring savings/credit activities among groups of poor families,
- Intensive mobilisation and education with many partner groups, including a focus on hygiene behaviours;
- Privatised physical implementation specially for latrines, kucha drains and the need to organise savings/credit/instalment payment facilities to reach poor groups,
- Gradual development of plans to reach to the poorest groups; and
- Investigate the feasibility of different types of latrines by the target groups

### **STEP-2: Engaging Latrine Production Centre/Group**

According to the Socio-economic Baseline Survey, a high percentage of households already have sanitary latrines in the pourashava areas. Those who do not have sanitary latrines are mainly from



the low-income groups. To promote the sanitary facilities to the low-income groups, there will be a need of promotional campaigns and appropriate sanitation strategies by which the demand for latrine and fulfilment of the demand can be ensured

According to available information, there are many private latrine producers, a few DPHE and other agencies production centres in the Pourashava area. Most of them are producing latrines as per DPHE design. The production cost for 1 set of latrine (5 rings + 1slab) is between 500-600 taka. Each of the production centres is selling about 25-30 sets per month. It has been noticed that the present quality of the produced latrines by the private producers and other agencies are not very high in standard. So far we have identified the reasons for not keeping up the quality by the private producers are 1) lack of training and follow up assistance and 2) As the production cost of quality production will increase, demand may reduce.

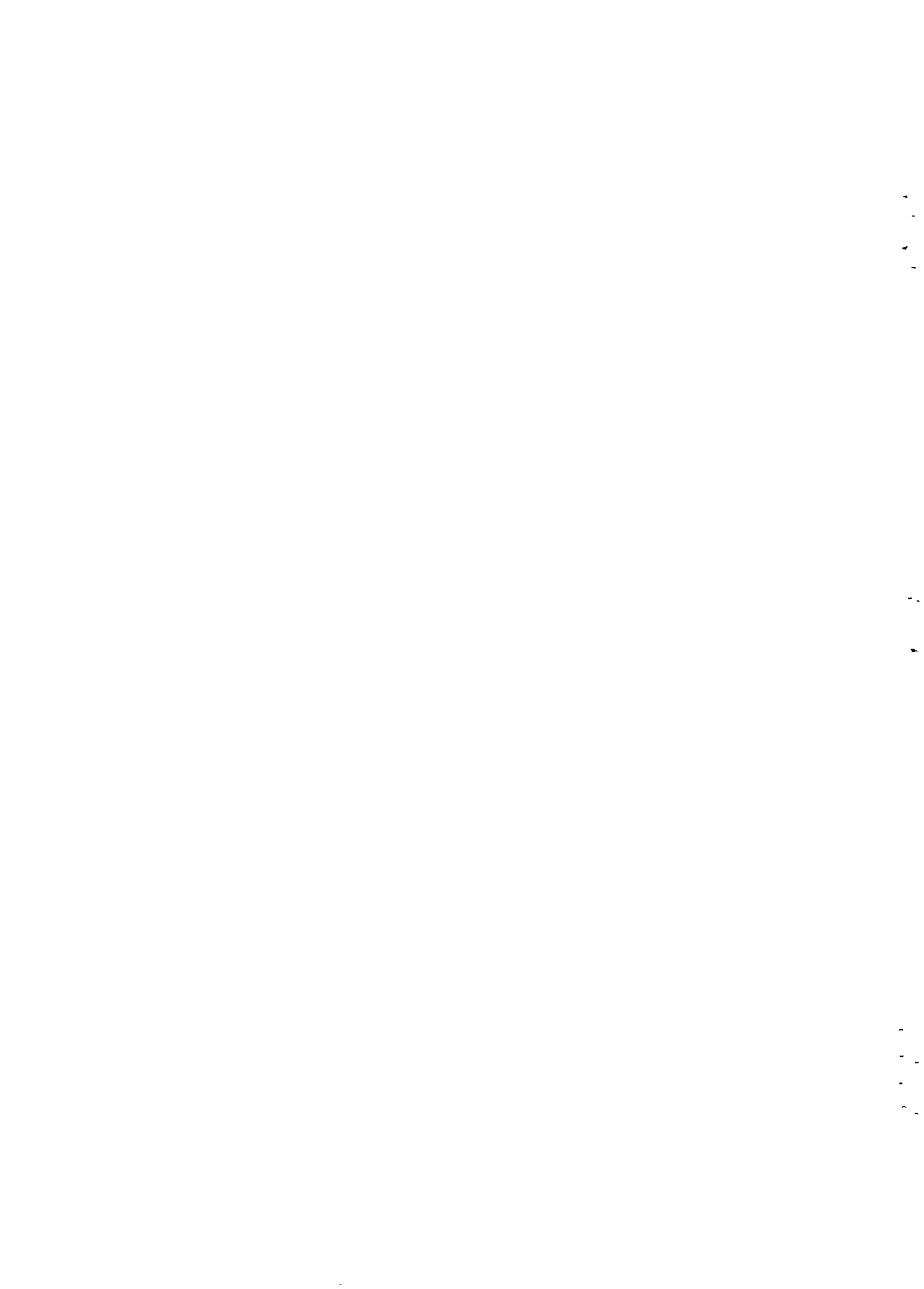
The NGO, with assistance from the Pourashava and the PMU, will select number of potential producers for production of latrines for the target group. In these cases the NGOs shall be responsible for ensuring the quality of the products through provision of training, supervision and other necessary inputs to the producers. Additionally, the NGO shall be responsible for an agreement between the Project and the producer where the following items are considered:

- The selected producers will produce latrines and maintain quality as per design and specification given by the Project,
- The NGO, with assistance from the Pourashava and the PMU, will provide technical training to the producers in order to improve the quality and designs of latrines,
- If needed, necessary equipment (Ring mould etc) will be provided by the PMU to the producers;
- If needed, an amount of capital fund will be provided to the private producers from PMU as advance money,
- To run the activity smoothly, an operational procedure of the production centre will be developed jointly by the Project and the producers.

Where there is no scope for working with private producers, the NGO with assistance from the PMU and Pourashava will form latrine producer groups. Female and male members from the target group will be selected and trained by the NGO for such groups. In this case training, capital cost and follow-up assistance shall have to be provided by the project through the NGO. An operational procedure of such production centre will be developed by the PMU. These operational procedures should contain

- To whom the latrine will be distributed,
- How the money shall be collected,
- How the distributed latrine be registered; and
- What should be funding procedure between the project and the producer etc ?

In all cases the quality of the latrines will be maintained through a provision of regular supervision and assistance from the NGO and periodical visits by project staff.



### STEP-3: Creation of Demand through Social Mobilisation

Once quality latrines are available on the market, the NGO will go for demand creation. Creation of such demand may be made through the following activities:

- initial contact,
- Formation of groups/mother's groups
- Establishment of demonstration latrine in the production centre,
- Organising seminars for community people,
- Distribution of posters and leaflets on sanitation,
- Loud speaker announcement;
- Organising popular songs and drama shows,
- Organising videos on sanitation;
- Implementing health education in schools; and
- Sharing and disseminating information to the other stakeholders working in the same area

Demand may already exist but people often refrain from buying latrines due to inadequate design and quality. In order to gain trust on the quality of latrine, NGO should involve community in designing and setting quality standards. Moreover, with regard to creating and fulfilment of demand, NGOs should maintain close link and co-ordination with the Pourashava, Ward Level WATSAN Committees, the PMU and the community.

Potential buyers will be referred to the selected producers/groups by the NGO. The producers/groups will ensure the proper distribution of the latrines to the latrine buyers as well as their registration in the distribution register. The NGO, in all steps of production and distribution of latrines will control and ensure the quality of the latrines.

### STEP-4: Promotion of Latrine

The NGO will concentrate visit to mother's group/groups and use other motivational techniques in selected areas (unserved and underserved area). The objective of such activities should be to make aware the households about the advantages and need of a sanitary latrine through health and hygiene education. The NGO should discuss with the households about sources, designs, quality, price and project's assistance for sanitary latrine.

If a household residing in slums and fringe areas in line with the area plan fulfils **the following criteria**, it will be entitled to receive sanitary latrine under this project.

1. The household without an easy access to a sanitary latrine,
2. The household with thatched or semi-thatched (tin roof, bamboo walls) house,
3. The head of the household with daily labouring occupation,

If widows, separated, divorced and female-headed households fulfil the above criteria, there will be given preference.





The NGO will ensure the fulfilment of the above criteria through physical visits. A household fulfilling the criteria will be recommended for collection from a selected centre. A small slip (Annex-1) will be introduced in regard to an authorisation of receiving latrine by the household

### **STEP-5: Distribution of Latrine**

A recommended household, having an authorisation from the NGO will come to a selected production centre for collecting latrine set. The representative of the household will submit the slip to the producer. Before handing over the latrine set, the producer will brief the receiver on:

1. Safe transportation of the set from centre to home,
2. Safe installation of latrine
  - Size of pit,
  - Soil condition,
  - Fixing of rings and slab,
  - Distance from water sources,
  - Distance from Khals/drains
  - Superstructure, and
  - Other matters related to installation
3. Use and Maintenance of Latrine
  - Ensuring consistent use by all members including children;
  - Keeping hand washing materials at the latrine site;
  - Using extra water for cleaning the latrine by the users;
  - Taking care of the water seal, and
  - Other matters related to use and maintenance.

There will be a demonstration latrine installed within the premises of the production and distribution centre. The producer, in addition to the above issues, will show the demonstration latrine to the receiver for transferring practical idea on proper installation of the latrine at home. There will be a provision for keeping some communication materials such as posters, leaflets, manuals etc. at the centre. The producer will also be trained by the NGO on use of these materials as communication tools. A package of materials on operation and maintenance of latrine as well as health and hygiene education in a plastic folder may provide to the latrine receiver for further follow-up and dissemination of messages in these respects.

### **STEP-6: Record keeping**

The producer of a latrine production and distribution centre will be trained by the NGO on record keeping of the distributed latrines. The record keeping system should be developed by the PMU and which may contains the following information:

- Name and addresses of the latrine receiver;
- Date of recommendation and date of receiving latrine;
- Description of distributed set (no of rings, slab, types etc.)



- <sup>1</sup> Amount of money received against distributed set; and
- Signature and date of latrine receiver.

The project at the PMU level will develop a financial procedure for selling of sanitary latrines. The procedure will contains:

- Production cost of a set as well as cost of individual items;
- Rate of subsidy for a set as well as for individual items;
- Provision for credit through revolving funds including disbursement and repayment system; and
- Role of NGO, PMU, Pourashava, Ward Level WATSAN Committee, latrine producer and the community on credit operation and management.

**STEP-7: Follow-up on Installation, Use and Maintenance of latrines:**

With regular frequency depending on quantity of distribution, the NGO staff responsible for the supervision of the production centre will collect the list of latrine receivers in order to plan the follow-up activities. The follow-up activities in addition to group discussions should cover:

**Observation**

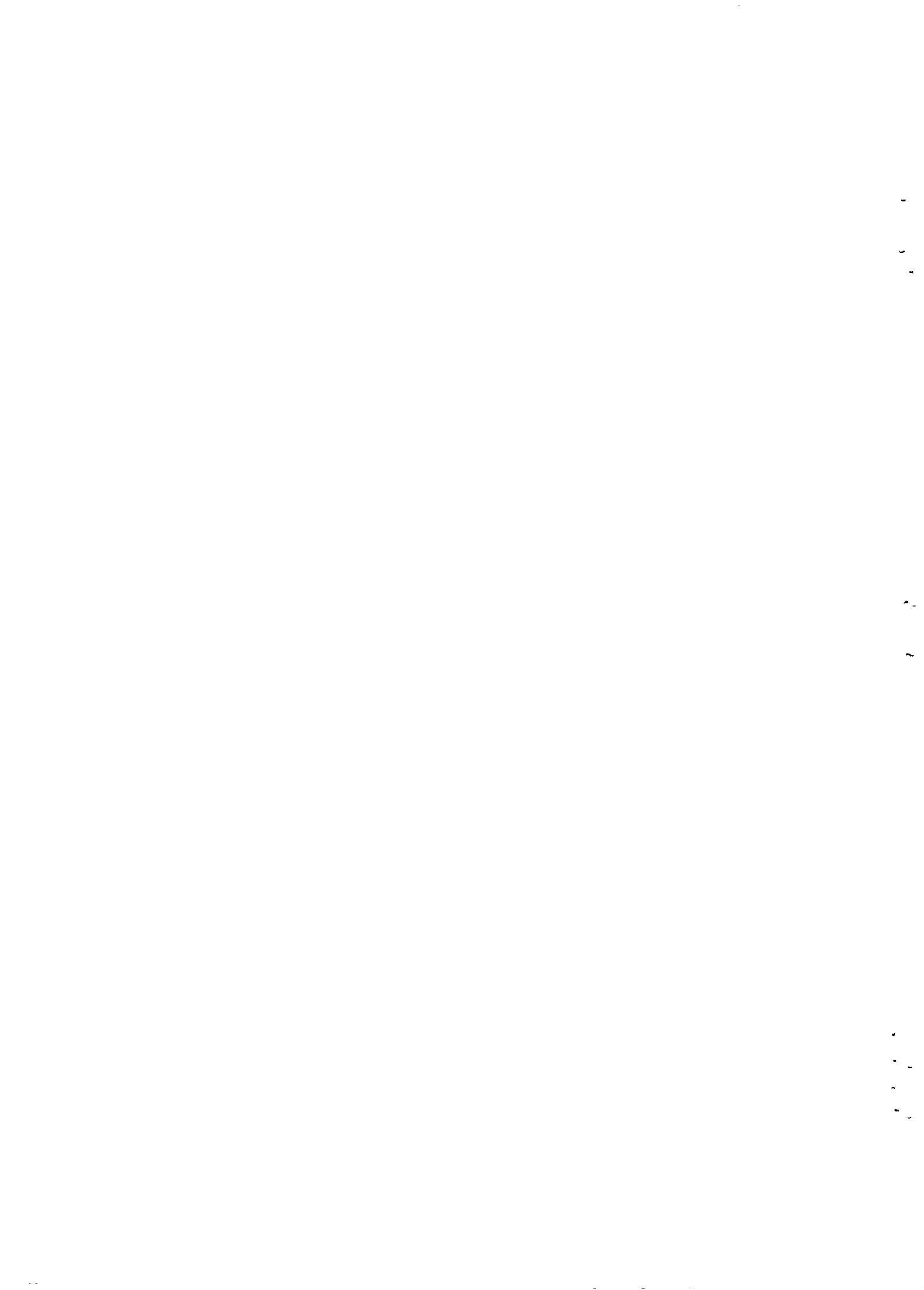
- Installation (installed properly/not installed)
- Superstructure (made/not made)
- Distance of latrine from nearest drinking water source (more than 10 m/less than 10 m)
- Condition of water seal (OK/broken)
- Use of latrine (used/not used)
- Cleanliness (clean/unclean)
- Availability of hand washing agents (ash/soap etc )
- Availability of water for cleaning (yes/no)
- Availability of cleaning materials (broom/brush etc.)

Based on the findings from the observation on the above issues the NGO staff should carryout the health education process to the user groups. At the discussion the use and maintenance perception of the users may also be collected in particular.

- No. of household members using the latrine (Male/female/children)
- Who are not using the latrine and reasons for not using
- Who cleans the latrine (male/female and their positions in household)
- How frequent the cleaning is done
- How they wash hands after using latrine
- What are hand-washing agents
- Do they use sandal during latrine visit?
- What do they do if children do not go to latrine?
- Do they have any advantages of using the latrine?
- Do they have any disadvantages for the latrine?

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<sup>1</sup> Amount of money - Selling price for household latrine will be according to the project's financing policy

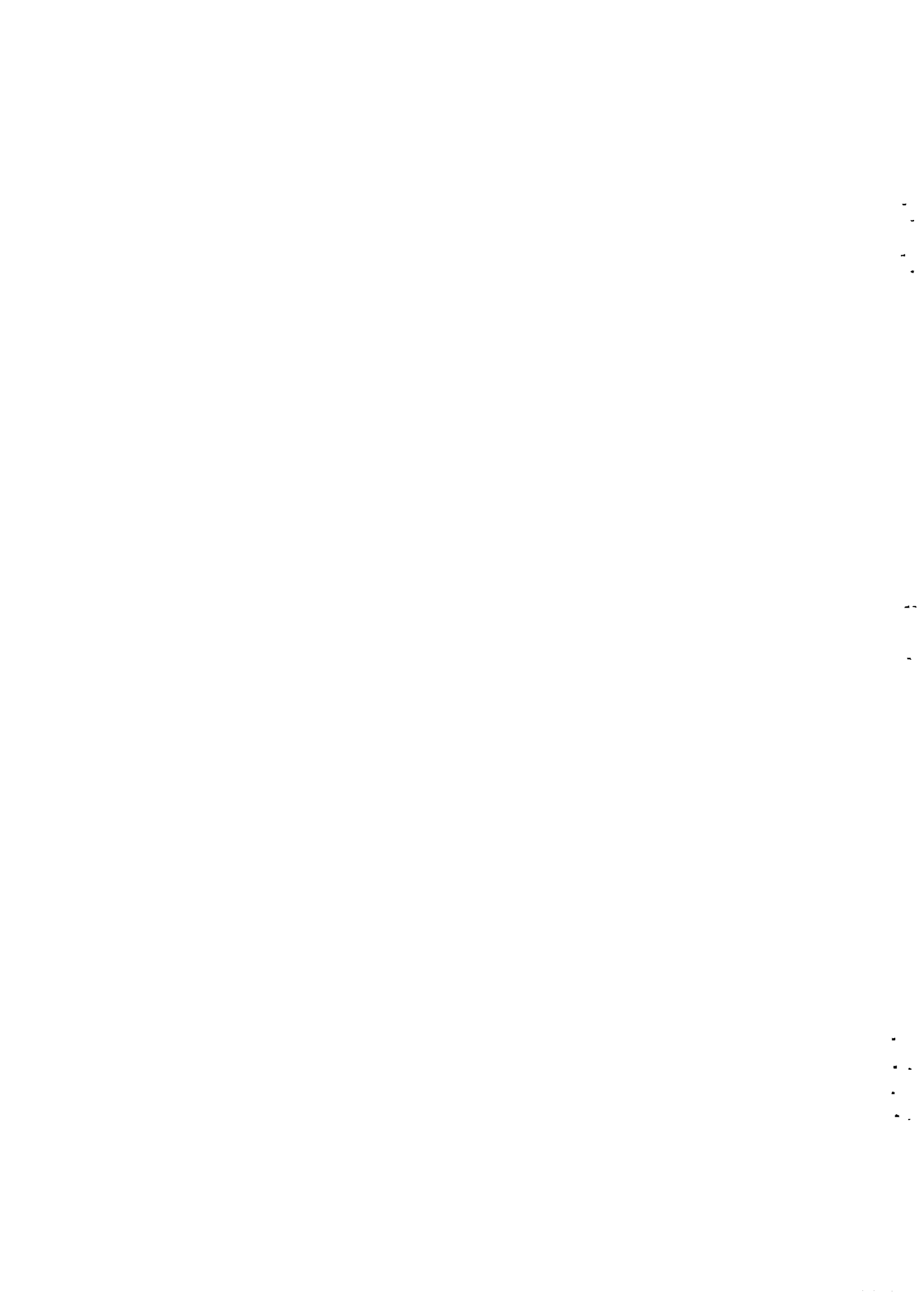


**STEP-8: Reporting**

The PMU jointly with the NGO will develop a regular reporting format. The reporting should cover the findings of observation and outcome of the discussions with the user groups. The copy of such progress report shall be submitted by the NGO to the PMU and Pourashava. In addition to this progress report, the PMU may carry out spot checks and surveys for assessing the reliability of NGO reporting as well as qualitative progress of the activity.

**STEP-9: Research and Development/Pilot Scheme:**

The present household latrine design especially in Patuakhali area is not suitable for operation and maintenance, as the water table is very high and the soil is rather impermeable. The PMU has initiated research on the designs with assistance from other appropriate agencies and will pilot the activity in order to find a suitable solution.



## ***Community Latrine/Shared Latrine***

### **Introduction:**

The Project definition of community latrine is. "a type of sanitary latrine which serve the purposes of safe and sanitary defecation to a group of households in a community of the poorer sections (lack of available land for making household latrine by each and every households and lack of money for it). The community latrine is a type of latrine which require strong motivation of the user households in order to take the joint responsibilities for operation and maintenance of the facilities"

Nine community latrines were constructed during Phase-I Project. On average these community latrines were used by 20-25 households and 120-150 users daily. These community latrines did not pose any social problem in relation to use and management, but there were some technical problems related to maintenance. Firstly, the capacity of the soak pits were comparatively smaller than the users size. Secondly, the soil condition was not favourable for making an effective soak pit. And finally, the cost for construction of a community latrine was high (50-60 thousand taka for one latrine)

The JRM 1997 did not recommend community latrine for Phase-II Project and agreed to by JRM 1998 due to the problems mentioned above. However, the Project finds that agreed in some circumstances community latrines prove to be the best and most feasible solution. The project will, however, ensure that the number of users of the facility matches the physical conditions, e.g. soil condition.

If at all, the Project will consider community latrine as a possibility, the following step by step plans for implementation could be followed:

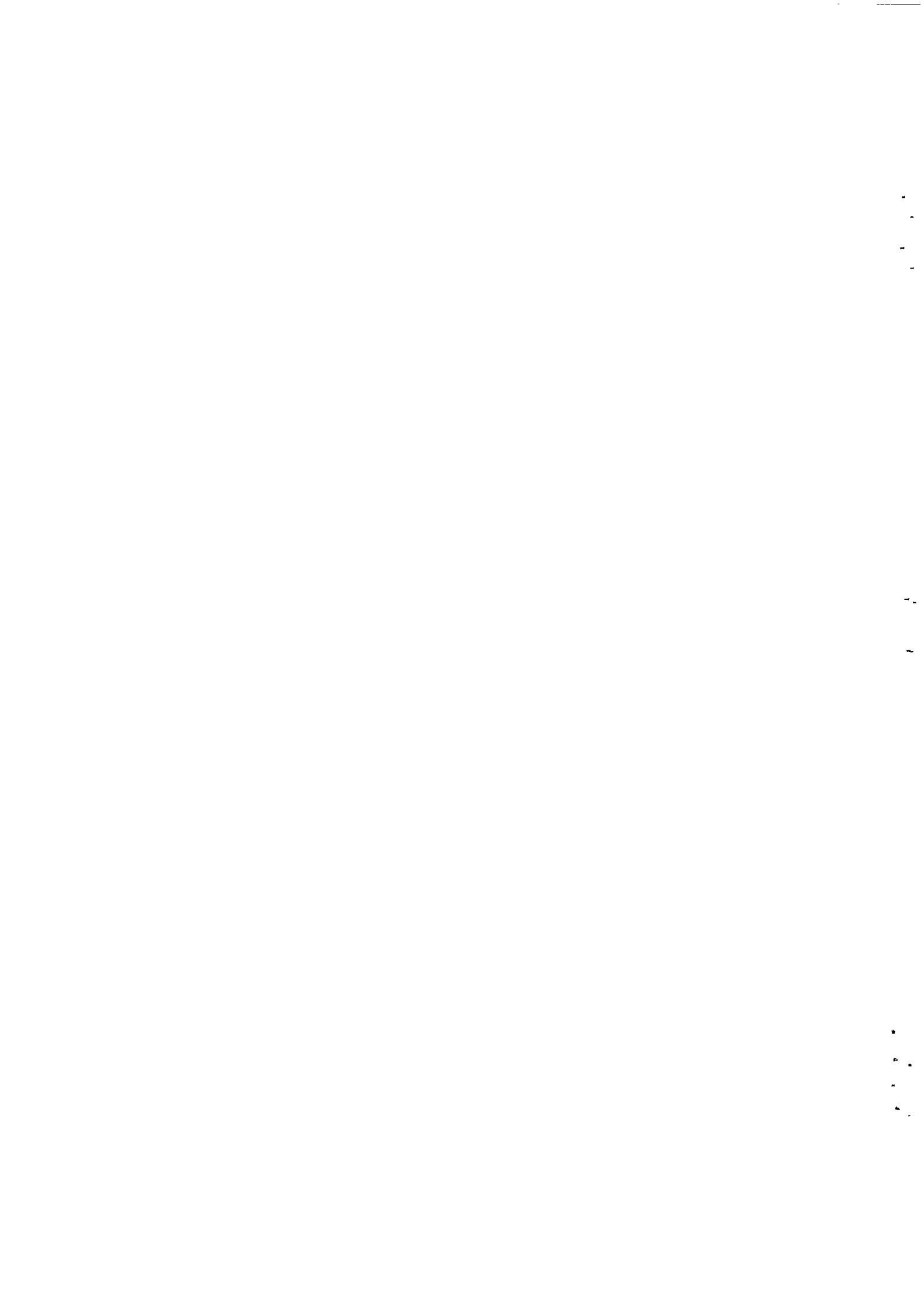
### **Step-by-step Planning for Implementation of Community Latrine**

#### **STEP-1: Identification of Target Group:**

The NGO with assistance from PMU and WATSAN Committees will identify the potential user households in slums and clusters where for physical (lack of space) and socio-economic reasons, household latrines are not feasible. The criteria for selecting such potential households shall be as stated under step-3.

#### **STEP-2: Application for Community Latrine:**

As part of the NGO's health and hygiene education/motivational work, the community will be informed about the possibility of obtaining community latrines. In cases where demand has been created, the concerned NGO will assist the community in filling an application form (Annex-2).





### **STEP-3: Site Selection**

While it is assumed that the NGO has carried out some initial screening of the community's eligibility, it remains the NGO's responsibility to ensure that the following criteria are fulfilled

#### **Criteria:**

1. the site should be socially, legally, technically and culturally acceptable both by women and men. This implies that present and future free access must be ensured, i.e. that the site is not likely to be subject to encroachment.
2. the applicant households should be from the same socio-economic background and not own sanitary latrines;
3. all the applicant households live in the same courtyard/cluster/slum and have a good relationship;
4. no available space for construction of individual household latrine;
5. a common/agreed suitable land (in social, legal and technical aspects) is available for construction of a community latrine,
6. applicant households should express in taking responsibility for operation and maintenance of the community latrine by themselves; and
7. all the applicant households are willing to contribute money for construction and afterwards to the cost for operation and maintenance.
8. availability of suitable dumping site, and
9. the applicant households must be willing to form some kind of user group in order to ensure O&M.

#### **Process:**

Within 2 weeks of receiving the application form from the applicant groups, the NGO working in the area will organise a site visit for Ward Level WATSAN and pourashava conservancy staff. During the visit, the following issues will be checked.

1. the reliability of the information mentioned in the application forms;
2. men and women's comments on existing relation among the applicant groups, siting of community latrine and management responsibility.
3. have the applicants understood the criteria: contribution money, responsibilities for O&M?

If a site does not fulfil the criteria, the reasons should be clearly explained in the space provided in the application form. The applicants should be informed why their request has been turned down.

A list of recommended sites along with the application forms should be forwarded by the respective Ward Level WATSAN Committee to the Pourashava WATSAN for their approval. The whole process (from application to recommendation) should not take more than a month. The PMU will monitor the whole site selection process.



**STEP-4: Approval of the site and contribution money**

The Pourashava WATSAN Committee is responsible for approving the recommended sites. If any queries related to site are raised by the WATSAN Committee, the member from the Ward Level WATSAN and the NGO representative will further clarify it.

After having the sites approved, the applicant groups will be notified by issuing of an approval letter (annex-3) by the respective WATSAN Committee. The NGO will be responsible for assisting the applicants in making equal contribution and depositing money on time

After the money is deposited to the Sanitation Account of the respective pourashava, the representative of the applicant group will come to the Pourashava office for registering the site as qualified. When deposition of contribution money and registering the site is certified in writing by the Field Co-ordinator or any other PMU representative, the physical construction can then be initiated.

**STEP-5: Construction of community latrine**

The construction work for community latrine will be followed by the project tendering procedures and contract management. Before starting the work the selected contractors will be briefed by the technical staff from the PMUs, Pourashava and NGO field staff. The briefing will be at location and on concern technical and social issues.

**STEP-6: Operation and Maintenance of Community Latrine**

From the date of commissioning, the applicant households will be fully responsible for proper use and maintenance of the community latrine following the Project guidelines. The NGO will be responsible for the establishment of an effective O&M system and for the users to ensure that:

- a fee for upkeep is collected regularly and that cleaning and maintenance materials are purchased,
- dividing rooms of the latrine among the user households (male/female/HHs) for daily use and cleaning;
- keeping contact with the pourashava conservancy section when needed.

**STEP-7: Agreement**

Before the latrine is completed, the NGO in collaboration with the Pourashava will arrange an agreement between the Pourashava WATSAN Committee and the user households. This agreement will contain the following points:

- the user's group will take full responsibility for operation and maintenance;
- operation and maintenance cost will be borne by the users;
- the Pourashava will provide technical assistance when needed;



- the user households must take care of the latrine including fittings and fixings,
- the respective staff from the Pourashava and selected NGOs will visit from time to time in order to assess the need for further training and improvement

### **STEP-8: Follow-up on Operation, Use and Maintenance**

The NGO and the pourashava conservancy section will with assistance from the PMU establish a follow-up procedure in order to ensure effective use and maintenance of the latrine by the users.

- Physical observation on maintenance and cleanliness of the latrine as well as availability of ash and water;
- Discussion on hygiene issues with the user households through group meeting; and
- Individual discussion with the households about maintenance fee and the management of the latrine.

The NGO will train the Pourashava Conservancy Section staff and gradually transfer the responsibility to them so that they can continue the follow-up after the project is completed.

### **STEP-9: Research and Development:**

There will always be scope for PMUs to test different low cost and appropriate designs of community latrines. In this case, the local situation and experiences gained during the implementation of different types of latrines will be given priority



## Public Toilet

### Introduction

The Appraisal Mission, June 1995, stated in their Final Report on Urban Water and Sanitation in Patuakhali, Barguna, Feni, Laksmipur and Noakhali (page 76) that they found very unhygienic conditions in many core area market and gathering places caused by open defecation. Some of the places already had public toilets, usually taken care of by the local market committee, but often they were out of order or badly maintained due to lack of clear responsibility in this respect and/or lack of maintenance fund.

There were 11 public toilets constructed under the DPHE-Danida phase one project in Chaumohani and Laksmipur pourashavas. The purposes of construction of those public toilets were not fully achieved because of the following main reasons:

- Locations of some of the toilets were not suitable in relation to social and technical aspects rather the siting influenced by political reasons;
- The designs were not well considered for the female users; and
- Pourashava was reluctant to operate and maintain the toilets.

The Mission also observed that there exist no acceptable public toilet facilities for female users. Based on the findings, the Appraisal Mission recommended construction/ rehabilitation of Public toilets to be implemented under the DPHE-DANIDA Urban Water and Sanitation Project but with appropriate attention to siting, female users, designs and operation and maintenance.

Construction of new public toilets is important but at the same time proper operation and maintenance of the existing public toilets is crucial. Having that in mind the project has made agreements between the pourashava and the project stating that no new public toilet will be constructed under this project until the operation and maintenance of the existing public toilets have been improved. However, rehabilitation of the existing public toilets may be undertaken by this project if there is a need.

### Step By Step Planning for Rehabilitation of Existing Public Toilets

#### STEP-1: Inventory of the existing public toilets:

The Project Management Unit (PMU) along with staff from the Pourashava conservancy section and representatives from respective Ward Level WATSAN Committee will make an inventory of the existing public toilets within the pourashava area. The inventory will include following:

- Location (including Mowza map and a small sketch of the location);
- Public opinion related on location;
- Social and physical accessibility;
- Construction (both sub and superstructure),
- Functionality (both sub and superstructure),
- Maintenance status (cleanliness, privacy, electricity, water, surroundings etc.)





- Operational Management (appointed caretaker by the pourashava, leased out, community managed, other system)
- Number of daily users (male and female),
- Size of the land, ownership and its condition (low, high etc )

## **STEP-2: Criteria for rehabilitation:**

If a public toilet the criteria below should be recommended for rehabilitation:

- Location is suitable (market, bus stand, other public places, in slums),
- Number of users (at least 100 users daily depending on the size of the facility),
- The site is truly public i.e. unrestricted access by all members of the public is ensured;
- The site is socially and environmentally feasible;
- Undisputed land with sufficient in size;
- Technically and financially feasible for rehabilitation;
- No other public toilet is proposed or exist within nearer distance
- Suitable arrangement for female users;
- Accessibility for emptying vehicle,
- Pourashava will be willing and able to take the responsibilities of operation and maintenance

## **STEP-3: Implementation of Rehabilitation Work:**

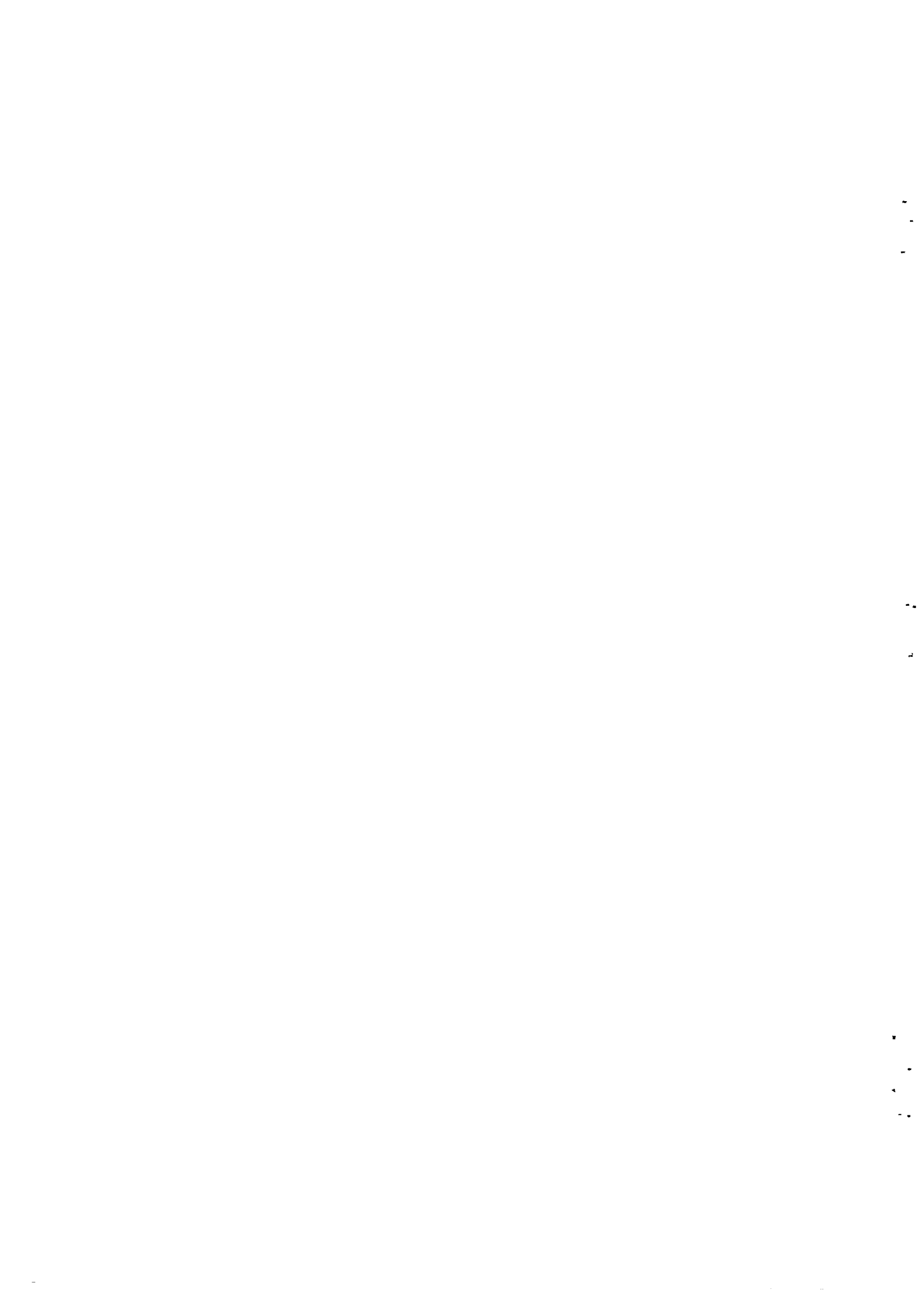
The PMUs will prepare priority list of toilets, which are in need of rehabilitation. When the recommended sites are approved by the Pourashava WATSAN Committee, and a written approval from the pourashava for a sustainable operation and maintenance and/or leasing out arrangement of the public toilets, the rehabilitation work will be initiated. In order to undertake the rehabilitation work, the Pourashava with assistance from PMU will be responsible for preparing designs, drawings and estimates. Tendering, supervision and payment procedures of the works will be according to the project guidelines.

## **Siting of New Public Toilet**

### **STEP-1: Site Selection**

#### **Criteria**

1. Public toilets shall be located only in the core area where many people gather every day, crowded market places and bus station. Public toilet could also be constructed in the slum areas of Patuakhali pourashava if there is no other means of sanitary defecation and the slum dwellers are willing to take the responsibility for operation and maintenance;
2. The proposed facility will be used by an estimated 250-300 users daily;
3. There is no other public toilet within 150 metre from the proposed site;
4. The site is easily accessible to both women and men;
5. The site shall be socially, technically, financially and environmentally feasible for construction;



6. The site is easily accessible for emptying vehicles,
7. A piece of undisputed suitable land (both in a socially and technical way) is available. Land shall be provided, by the pourashava, free of cost to the project, and
8. The Pourashava will be willing and be able to take responsibilities for operation and maintenance

## **Process**

Any decision regarding siting of new public toilets will be based on the PMU's inventory (see step-1) and thus take into account existing facilities

Upon receipt of a proposal for a new facility, the inventory, along with the above criteria will be consulted and to assure fulfilment of the criteria the site selection procedure will be as follows:

1. PMU both engineers and socio-economists, the Pourashava staff and members (women and men) of the Ward Level WATSAN Committee will make an inventory of the existing public toilets in the area in order to identify the numbers, their locations, designs, user pattern and operation and maintenance status;
2. The PMU along with the representatives from the Ward Level WATSAN Committee will make an assessment for the need of public toilets. If there is a need, the proposed site shall be visited jointly;
3. During the site visit the potential users, women and men shall be consulted,
4. The PMU will list the sites proven to be socially, technically, financially and environmentally feasible and forward it to the Pourashava WATSAN Committee for approval.

## **STEP-2: Construction of new public toilets**

The construction work for the public toilet will be implemented by the pourashava following the project design and guidelines. The Pourashava, assisted by the PMU will be responsible for day to day supervision of the construction work. Monitoring and quality control of the work will be carried out by the PMU. The contractor will be selected by the Tender Committee as per guidelines prepared by the Project.

## **STEP-3: Operation and Maintenance of the Public Toilet**

### **Day to day operation and Maintenance**

From the date of commissioning (ref: agreement), the Pourashava will be fully responsible for proper operation and maintenance of the public toilets. In order to ensure day to day cleaning and cost recovery of the public toilet, the operation and maintenance guidelines of the public toilets shall cover:



**Leasing out the public toilets:**

1. The Pourashava WATSAN will arrange for open bidding by which the public toilets will be leased to the highest bidder,
2. The lease shall follow the Pourashava rules and the lease amount shall be paid to the **Sanitation Account** of the Pourashava, and
3. In case of community managed public toilet, the procedures mentioned for community latrine will be followed.

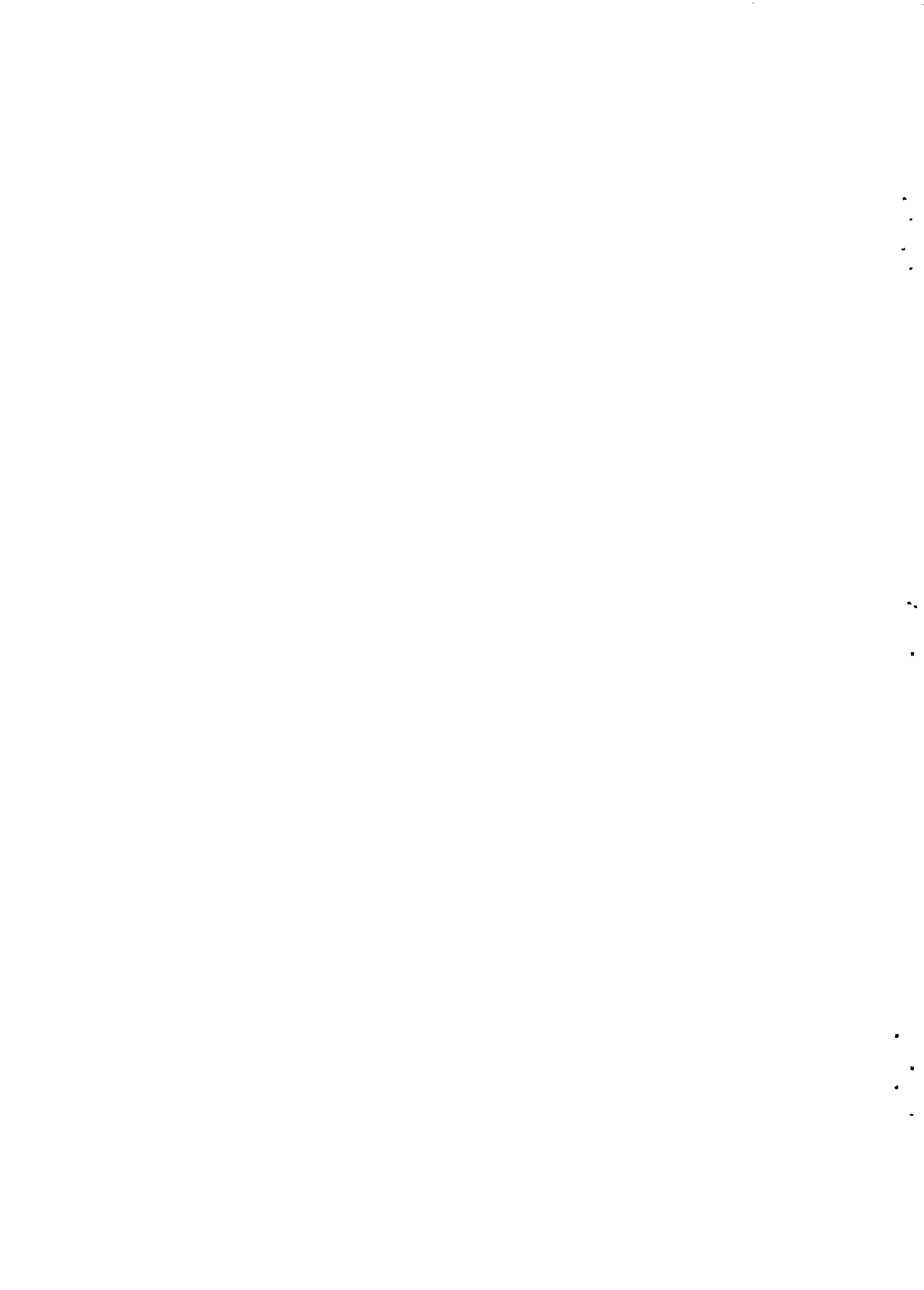
**Agreement between Pourashava WATSAN and the Lease holder:**

The Pourashava WATSAN Committee will sign an agreement with the leaseholder of the public toilets. The following points should be considered in the agreement:

1. The lease holder shall be responsible for the assets of the public toilets including installations such as pipes, taps, pumps;
2. The lease holder will ensure the facilities for female users only are used by women;
3. The fee should be maximum one taka/use. A display board showing the rate shall be affixed at the site;
4. The lease holder will be responsible for all running cost including water, electricity, day to day repair and maintenance and the cost for the cleaning materials;
5. Health education messages including posters, signboards etc. supplied by the Pourashava/Project must be maintained by the lease holder;
6. The Pourashava will be responsible for emptying of the pits and other major repairs and maintenance as and when needed;
7. The Pourashava WATSAN Committee will ensure proper maintenance of the public toilets and periodically visit the sites, and
8. In case of violation of any of the above points, the Pourashava WATSAN Committee has the right to cancel the lease at any time forfeiting the lease money

**Major Maintenance**

Major maintenance of the public toilet such as emptying of the soak pits/structure repairs will be carried out by the Pourashava Conservancy Section according to the Maintenance Guidelines prepared by the project consultant (DHV). Cost of such maintenance shall be met from the **Sanitation Account**.



**Annex-1**

<b>DPHE-DANIDA URBAN WATER AND SANITATION PROJECT</b>	Pourashava:	
	Ward No.:	Date:

**Authorisation Slip for Receiving Sanitary Latrine**

To:

To: Production Centre

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to certify that:

Mr./Ms.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

has been recommended as eligible for receiving sanitary latrine under this project. Please supply the following:

Number of rings: \_\_\_\_\_

Number of slabs: \_\_\_\_\_

Other (if any): \_\_\_\_\_

Name of NGO staff:  
Designation:  
Signature & seal:

Signature of receiver & Date.  
Signature of supplier & Date





## Annex-2

<b>DPHE-DANIDA URBAN WATER AND SANITATION PROJECT</b>	Pourashava:	
	Ward No.:	Date of Application:

### Application Form for Community Latrine

#### 1.0 Proposed site for community latrine

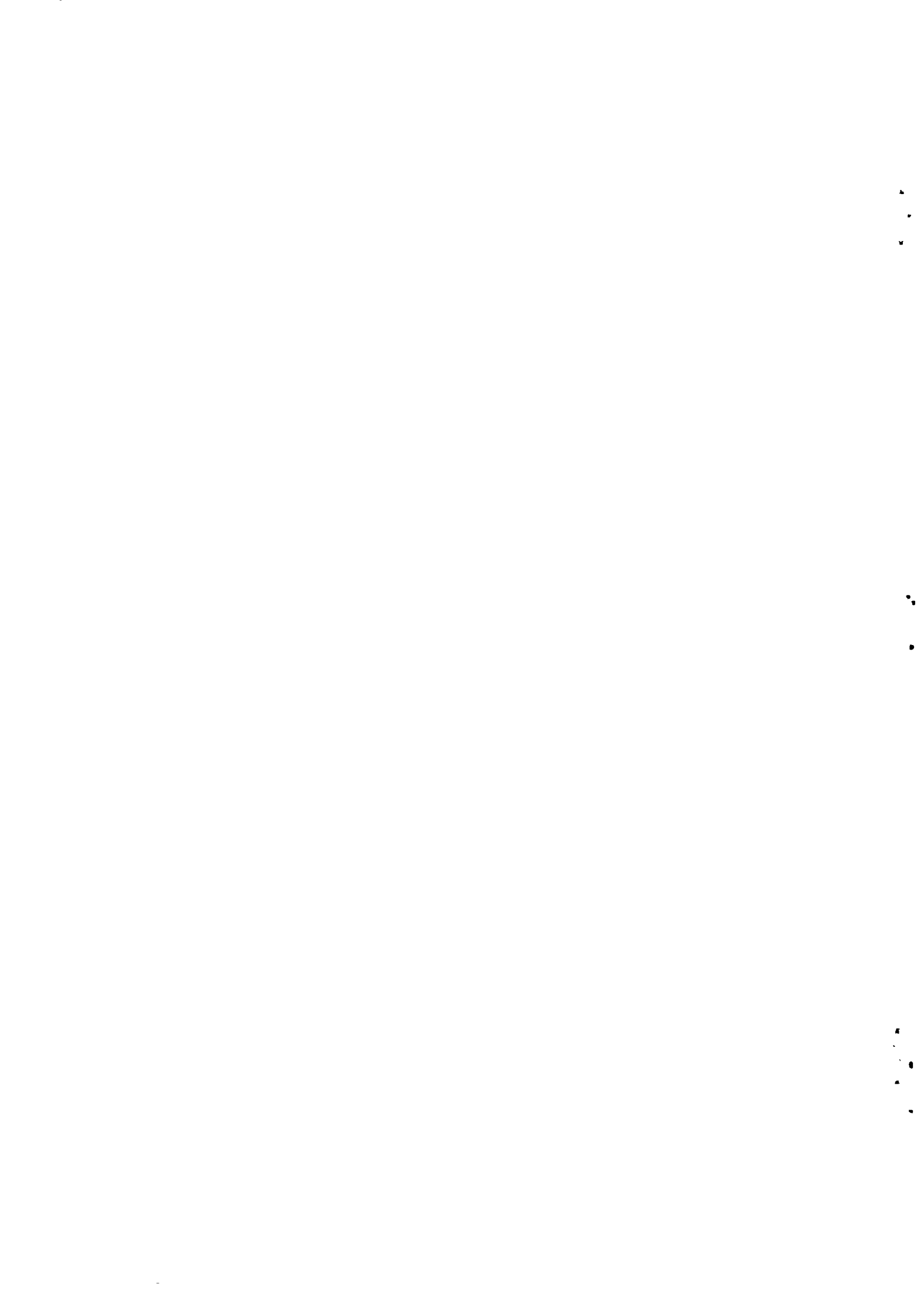
Area/Para:	Location of the proposed site
Bari Name:	
Land Ownership: (Jointly owned/individual)	
No. of households in the Bari:	
No. of sanitary latrine available:	
No. of open latrine:	

#### 2.0 Information of Applicant Households:

Sl. No.	Name of Household Head		Occupation		Type of Dwelling	No. of HH members	Signature	
	Male	Female	Male	Female			Male	Female
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

#### 3.0 Main Conditions for Applying:

- Applicant households must be without own any sanitary latrine or no access to a public toilet or any other private sanitary latrine;



- Upon approval of the application, the beneficiary households must share the contribution money for construction; and
- The user households must be responsible for operation and maintenance of the community latrine including the maintenance cost.

**FOR OFFICIAL USE ONLY**

**1.0 NGO Visit Report**

Comments: .....		
.....		
.....		
.....		
.....		
<b>Recommended:</b>	<b>Not Recommended:</b>	<b>Date &amp; Signature</b>

**2.0 Ward Level WATSAN Report**

Comments: .....		
.....		
.....		
.....		
.....		
<b>Recommended:</b>	<b>Not Recommended:</b>	<b>Date &amp; Signature</b>

**3.0 Pourashava WATSAN Report**

Comments: .....		
.....		
.....		
.....		
.....		
<b>Approved:</b>	<b>Not Approved:</b>	<b>Date &amp; Signature</b>



Annex-3

**DPHE-DANIDA URBAN WATER AND SANITATION PROJECT**

Date: \_\_\_\_\_

**Approval Letter  
for  
Community Latrine**

To: \_\_\_\_\_ (Representative of applicants group)  
Bari: \_\_\_\_\_  
Area: \_\_\_\_\_  
Ward: \_\_\_\_\_  
Pourashava/thana: \_\_\_\_\_

The Pourashava WATSAN Committee is pleased to inform you that the application for a community latrine submitted by you and the other applicants has been approved by the committee. You are requested to collect an amount of taka \_\_\_\_\_ from the applicant households and deposit it to the **Sanitation** Bank Account No.: \_\_\_\_\_ in \_\_\_\_\_ Bank within 1.5 days of issuing this letter.

Please bring the bank deposit slip to the pourashava office in order to initiate the construction work of the community latrine. If you do not come to the office with bank deposit slip within the given time, the site will automatically be cancelled.

\_\_\_\_\_  
Chairman of the WATSAN Committee



