(WSP name)

**SafiSan** Community Mobilisation and Sensitisation

Programme for a **SafiSan** *Baraza* Show

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| Area name: |  |
| Date: |  |
| Time: |  |
| Location: |  |
| Organiser(s): |  |

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| Key issues to be addressed during the *baraza*: | |
| 1 | Importance of improved sanitation; better health! |
| 2 | Access to adequate sanitation is a human right |
| 3 | What is the SafiSan Programme? |
| 4 | The SafiSan toilets, their advantages and the benefits for their users |
| 5 | Procedure of acquiring the toilet |
| 6 | Toilet use |
| 7 | Toilet emptying |
| 8 | Transport and decentralised treatment of toilet content |

# Preparatory activities

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| Public announcement 1 | | |
| 1 | Date: | The evening before the day of the *baraza* |
| 2 | Time: | Evening hours |
| 3 | Activity: | The **public announcement** (Announcing the SafiSan programme and the *baraza*). Members of the *baraza* team or of the drama group walk through the area with a megaphone to announce (remind people-of) the *baraza* |
| 4 | Location(s): | Central places where many people converge |
| 5 | Message(s): | * We would like to invite you to a *baraza* which will be held at **(location and time)** * The **(Water Service Provider-WSP)** wants to inform you about the SafiSan Programme it is carrying out in **(*area & community name*)** * These toilets will provide the residents with affordable, safe sanitation * There will be entertainment and speeches * You are all very welcome to attend this important meeting! * Sanitation is every Kenyan’s right- **RIDER** |
| 6 | Remarks: | * A vehicle equipped with a megaphone will be used to communicate the message to the public within the target area * The vehicle should move at a very low speed so that all residents will be able to hear the entire message * The length of message itself should not exceed one (1) minute * The message should be delivered by good orators who are living in the proposed SafiSan programme area |

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| Public announcement 2 | | |
| 1 | Date: | The day of the *baraza* |
| 2 | Time: | Evening hours |
| 3 | Activity: | Police band marches through the area with a banner to inform people about the *baraza* (time, location, and topic) |
| 4 | Location(s): | Central places where many people converge |
| 5 | Message(s): | * We would like to invite you to a *baraza* which will be held at **(location and time)** * The **(Water Service Provider-WSP)** wants to inform you about the SafiSan Programme it is carrying out in **(*area & community name*)** * These toilets will provide the residents with affordable, safe sanitation * There will be entertainment and speeches * You are all very welcome to attend this important meeting!! * Sanitation is every Kenyan’s right- **RIDER** |
| 6 | Remarks: | * A vehicle equipped with a megaphone will be used to communicate the message to the public within the target area * The vehicle should move at a very low speed so that all residents will be able to hear the entire message * The length of message itself should not exceed one (1) minute * The message should be delivered by good orators who are living in the proposed SafiSan programme area |

# Activities, persons responsible and duration of activities

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| 1. Waiting for the crowd to gather at the *baraza* site | |
| Duration: | 1 hour (max.) |
| Activities: | * The megaphone vehicle is used to play music * The drama group is drumming and dancing to draw people to the *baraza* and/or * A school or (women’s choir) is singing songs |
| Remarks: | The drama group or the choir have to use relevant lyrics |
| Equipment: | megaphone drums, |
| SafiSan tools: | Posters, brochures, flyers |
| Other: | Visibility materials |

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| 1. The master of Ceremony (MC) officially starts the *baraza* | |
| Duration: | 15 minutes (max.) |
| Activities/messages: | 1. Welcoming words (2 min.) 2. Word of prayer given by a person who has been requested by the MC (5 min.) 3. The MC introduces the Company and the Project Task Team to the community (3 min.) 4. The MC explains the main objective of the Baraza (5 min.) |
| Remarks: | An appointed member of the Provincial or County administration. (e.g. the area Chief) is the Master of Ceremony or any other person as need be |
| Equipment: | Megaphone, umbrella |
| SafiSan tools: | Notes for the Chief |
| Other: |  |

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| 1. The Managing Director (or the person representing the MD) of the Company introduces the Company and the SafiSan Programme | |
| Duration: | 10-15 minutes |
| Messages: | 1. What is the SafiSan programme all about? (10 min.)  * What is SafiSan programme? * Different sanitation options (toilets) * The advantages of the SafiSan toilets and benefits for users * How to buy a toilet * The post construction incentive component  1. The Managing Director also explains that the community will be involved and that the Company expects the SafiSan Programme to commence soon (5 min.) |
| Remarks: | The Managing Director has to be carefully briefed on the *baraza* and its objectives |
| Equipment: | Megaphone |
| SafiSan tools: | Brief for the Managing Director (if required), SafiSan brochure, detailed Project Work Plan |
| Other: |  |

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| 1. The representative of the Council explains the involvement of the Council and its support to the SafiSan Programme | |
| Duration: | 5 minutes |
| Activities: | The representative also addresses the issue of the laws and by-laws that involve sanitation |
| Remarks: | Copy of the relevant by-laws |
| Equipment: | Megaphone, umbrella (if required) |
| SafiSan tools: | Brief for the Managing Director (if required), SafiSan brochure, detailed Project Work Plan |

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| 1. The Drama Group performs a sketch/skit | |
| Duration: | 15 minutes |
| Messages: | * Current sanitation situation * The need for good sanitation * SafiSan Programme and what it holds to the community. * The SafiSan toilet attributes and benefits * Sanitation is every Kenyan’s right (RIDER) * Good Sanitation is our responsibility |
| Remarks: | Messages brought with a sense of humour |
| Equipment: | * Megaphone, drums * Other stage requirements to be provided by the drama group |
| SafiSan tools: | Outline of the skit |

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| 1. The Public Health Officer gives a presentation on the health benefits of safe sanitation | |
| Duration: | 10 minutes |
| Messages: | * Current sanitation situation * The advantages of good sanitation * What the Public Health Act says about sanitation * The penalties of not having good sanitation especially toilets to landlords and tenants * How the SafiSan Programme will improve the current situation in the area. * Sanitation is your responsibility as area residents |
| Remarks: | The PHO has to be carefully briefed |
| Equipment: | Megaphone, umbrella (if required) |
| SafiSan tools: | Brief for the PHO (if required), SafiSan brochure, detailed Project Work Plan |

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| 1. A member of the Task Team gives a presentation on the scope of the programme, the sanitation value chain and the involvement of the community | |
| Duration: | 10 minutes |
| Messages: | 1. Scope of the programme: promotion & sale of incentivised toilets 2. SafiSan is more than toilets: the SafiSan value chain 3. Toilet use (responsibilities of users) 4. Toilet emptying & transport (role of trained manual emptiers) 5. Decentralised treatment of waste (role of the WSP) 6. Residents’ participation:  * Participate in all SafiSan activities * Report poor quality works and register complaints to the WSP and the field monitors * Register and pay for your toilet at the WSP Office * Participate in project activities which require the input of residents (e.g. Environmental concerns, disposal of compost waste, marketing of the compost (processing and packing) as manure by local youth groups, women groups or CBOs |
| Remarks: | Emphasis should be on the SafiSan programme, the toilets, DTFs and community participation |
| Equipment: | Megaphone, umbrella (if required) |
| SafiSan tools: | The SafiSan Business Model and other UBSUP documents |

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| 1. The Drama Group performs a sketch/skit (on the need for landlords to invest in good sanitation) | |
| Duration: | 10 minutes |
| Messages: | * Current sanitation situation * The need for good sanitation * **Why landlords & landladies should participate in the SafiSan Programme!!** * SafiSan Programme and what it will bring to the community. * The SafiSan toilet attributes and benefits * Messages: Sanitation is every Kenyan’s right-**RIDER** * **Sanitation is your responsibility!** |
| Remarks: | Focus on the rights of residents and the obligations of landlords |
| Equipment: | * Megaphone, drums * Other stage requirements to be provided by the drama group |
| SafiSan tools: | Outline of the skit |

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| 1. Questions & Answers session | |
| Duration: | 15 minutes |
| Activity: | * People attending the *baraza* are given the opportunity to ask questions * The members of the Project Task Team respond to these question |
| Remarks: | * Women, children, tenants and landlords should be encouraged to ask questions and make suggestions * The main outcomes of the discussions have to be recorded (written) and transferred to the Project task team and to the WSTF |
| Equipment: | Megaphone, umbrella (if required) |
| SafiSan tools: | Recording sheet for *barazas (see appendix 1)* |

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| 1. Closing of the *baraza* | |
| Duration: | 5 minutes |
| Activity: | The MC closes the *baraza* |
| Messages: | * The Chief thanks all residents who attended the *baraza* * The Chief also thanks the water company, the Council and the presenters * The next *baraza* is announced **(*area name, time and location*)** |
| Remarks: |  |
| Equipment: | Megaphone, umbrella (if required) |
| SafiSan tools: | Notes for the master of Ceremony (if required) |

Programme of a *Baraza (an example)*

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| **Activity** | | **Duration**  (in minutes) | **Person(s) responsible** | **Message(s)** |
| *1* | *Waiting for crowd to gather* | *60* | *Task Team/Drama Group* | *Music and a song* |
| 2 | Start of the Baraza | 2 | Chief | Asking for everybody’s attention |
| 3 | Word of Prayer | 3 | Appointed by Chief |  |
| 4 | Introductions | 5 | Chief | Chief introduces the WSP and the SafiSan Programme |
| 5 | Explain Baraza objectives | 5 | Chief | Explain the SafiSan Programme to the residents |
| 6 | Presentation by WSP | 10 | Managing Director | Introduces the SafiSan Programme |
| 7 | Overview of the SafiSan programme | 5 | Project Task Team member | Attributes of SafiSan toilets, post construction incentive, decentralized treatment, community participation |
| 8 | Presentation by the Council | 5 | Council representative | Support provided by the Council on sanitation issues |
| 9 | Skit | 15 | Drama Group/Choir/Poem | Advantages of safe Sanitation |
| 10 | Health & hygiene presentation | 10 | Public Health Officer | Safe Sanitation and the Public Health Act |
| 11 | Community participation | 10 | Task Team   * Village head * Women Rep * Youth Rep | How the community is involved in the SafiSan Programme |
| 12 | Skit | 15 | Drama Group/Choir/poem | Community participation |
| 13 | Q& A |  | WSP/WSTF |  |
| 14 | Closing the Baraza | 5 | Chief | Thanking participants/announce next Baraza |
| Expected duration of the Baraza | | 85 |  | |

Appendix 1

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| Baraza recording sheet | | | | | | **A** | | For the Q&A session |
| Area: | | | |  | | | Recorded by: |  |
| Date: | | | |  | | | Checked by: |  |
| 1 | Person asking the question: | | | |  | | | |
| Question/suggestion: | | | | |  | | | |
| Answer: | | | | |  | | | |
| 2 | | | Person asking the question: | |  | | | |
| Question/suggestion: | | | | |  | | | |
| Answer: | | | | |  | | | |
| 3 | | Person asking the question: | | |  | | | |
| Question/suggestion: | | | | |  | | | |
| Answer: | | | | |  | | | |
| 4 | | Person asking the question: | | |  | | | |
| Question/suggestion: | | | | |  | | | |
| Answer: | | | | |  | | | |
| 5 | | Person asking the question: | | |  | | | |
| Question/suggestion: | | | | |  | | | |
| Answer: | | | | |  | | | |
| 6 | | Person asking the question: | | |  | | | |
| Question/suggestion: | | | | |  | | | |
| Answer: | | | | |  | | | |
| 7 | | Person asking the question: | | |  | | | |
| Question/suggestion: | | | | |  | | | |
| Answer: | | | | |  | | | |
| 8 | | Person asking the question: | | |  | | | |
| Question/suggestion: | | | | |  | | | |
| Answer: | | | | |  | | | |
| Remarks: | | | | |  | | | |
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| Baraza recording sheet | | **B** | | For the Q&A session |
| Area: |  | | Recorded by: |  |
| Date: |  | | Checked by: |  |
| Remark: |  | | | |
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