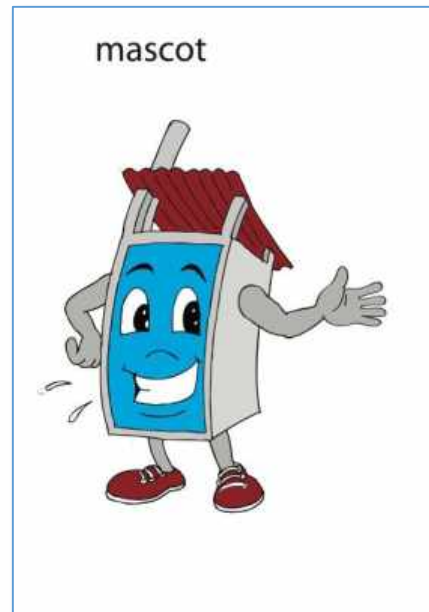


Water Sector Trust Fund

SafiSan Projects: The Project Task Team

Composition main Roles and Responsibilities



Project Task Team: Multi-stakeholder, cooperation, planning, preparing the Project Work Plan, coordination implementation, community mobilisation, social marketing, project operation



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Main topics of the presentation

This presentation discusses 2 closely related issues (or “tools”) crucial to the successful implementation of UBSUP/SafiSan projects:

- **The Project Task Team**
- **The detailed Project Work Plan**

The Project Task Team is directly responsible for the (successful) implementation of the SafiSan project

One of the initial tasks of the Project Task Team is the preparation of the detailed Project Work Plan



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UBSUP/SafiSan Project Task Team: Why?

The main reasons for establishing a multi-stakeholder Project Task Team can be summed up as follows:

- To enable the project to use existing local (town and area level) expertise
- To create ownership at the local level
- To prepare balanced work plans
- To build capacity at WSP level (i.e. WSP staff learn to work together with local experts & with community members)
- To ensure that all project activities are well prepared
- To coordinate the various project activities
- To monitor progress and address challenges
- To disseminate information about the SafiSan programme
- More people can make for a lighter individual workload
- A diverse team is likely to be more creative (even the box is bigger!)
- To report to the WSP management



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Project Task Team: **Composition**

The composition of a balanced, diverse (in terms of skill sets & backgrounds), effective and efficient (mean & lean) **Project Task Team** can be as follows:

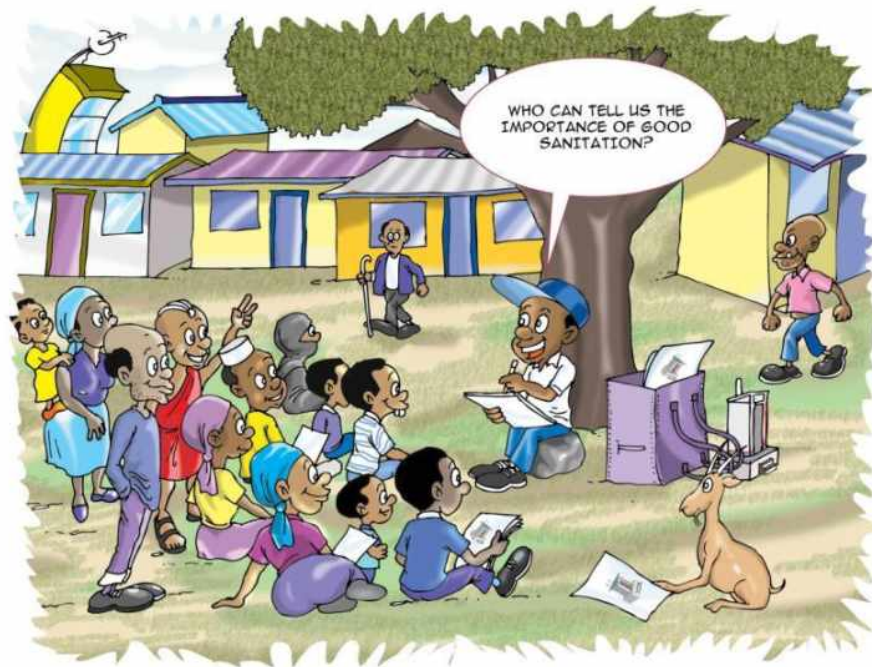
- Relevant staff members of the Water Service Provider (WSP)
- WSTF & WSTF County Resident Monitors
- Social Animators of the WSP
- Public Health Officer (PHO)
- Area Chief(s) and relevant Municipal and/or County officials
- Opinion leaders (e.g. church leaders)
- Representatives of relevant NGOs & CBOs
- Representatives of residents of the project areas
- Representatives of local artisans & manual emptiers

For it to be indeed effective and efficient the Project Task Team should not consist of more than **15 members**



Project Task Team: **Composition**

- The WSP or the Project Task Team itself can decide to include other stakeholders in the Project Task Team
- For example, in crime and vandalism prone areas the local police authority can be requested to participate in the **Project Task Team**



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Project Task Team: **Main roles & responsibilities**

The main tasks of the Project Task Team are:

- Preparation of the detailed Project Work Plan
- Establishing working relationships with the project areas/communities
- Community mobilisation & sensitisation
- Training Social Animators
- Guiding & monitoring the Social Animators
- Ensuring good quality of all technical works (e.g. SafiSan toilets, DTFs, etc.)
- Project monitoring to ensure high quality of works and sustainable operation
- Disseminating information on the SafiSan project & programme
- Reporting to the management of the WSP
- Reporting any irregularities (e.g. cases of theft, corruption, nepotism, etc.)

Detailed Terms of Reference of the Project Task Team are found in the Toolkit



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Project Task Team: **Key tasks**

Main roles & responsibilities of key stakeholders (Project Task Team members)

No.	Stakeholder	<u>General</u> roles & responsibilities	<u>Specific</u> roles & responsibilities	D/I/O (*)
1	WSP (Pro-poor unit or sanitation unit)	Project application, project design, project implementation, project operation, project evaluation	Coordination, training, licensing, quality control, data collection, final inspection of SafiSan toilets, operation of DTFs	D/I/O
2	WSTF	Funding, awarding, monitoring, capacity building evaluation	Providing support to the WSPs	D/I/O
3	WSTF Field Monitors	Support the WSP, facilitate, build capacity, train, participate in all phases of the project	⇒ Awareness creation and community mobilisation ⇒ Monitoring the Social Animators and local artisans	D/I/O
4	Social Animators	Awareness creation, community mobilisation, social marketing, data collection & transfer	⇒ Marketing SafiSan toilets ⇒ Explaining the local value chain to residents, organising SafiSan Mini Fairs and Baraza Shows	I

(*): D = Project Design; I = Implementation; O = Operation)



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Project Task Team: **Key tasks**

Main roles & responsibilities of key stakeholders (Project Task Team members)

No.	Stakeholder	<u>General</u> roles & responsibilities	<u>Specific</u> roles & responsibilities	D/I/O (*)
5	Public Health Officer	<ul style="list-style-type: none"> ⇒ Sensitisation & training ⇒ Enforcing health & hygiene-related by-laws 	<ul style="list-style-type: none"> ⇒ Communicating health & hygiene messages to the area residents ⇒ Training of manual emptiers 	D/I/O
6	Area Chief	Awareness creation and community mobilisation	Co-organising SafiSan Mini Fairs and Baraza Shows	D/I/O
7	Municipal & County Officials	Facilitate, enforcement of local by-laws	Identification and procurement of sites for DTFs	I/O
8	Opinion leaders	Awareness creation, community mobilisation, sensitisation	<ul style="list-style-type: none"> ⇒ Participate in community-level activities ⇒ Use gathering organised by the institution (e.g. church services) to sensitise members 	D/I/O

(*): D = Project Design; I = Implementation; O = Operation)



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Project Task Team: **Key tasks**

Main roles & responsibilities of key stakeholders (Project Task Team members)

No.	Stakeholder	General roles & responsibilities	Specific roles & responsibilities	D/I/O (*)
9	NGOs & CBOs	Awareness creation, community mobilisation, sensitisation	Co-organise SafiSan activities	D/I/O
10	Community members	Awareness creation, community mobilisation, sensitisation	<ul style="list-style-type: none"> ⇒ Co-organise SafiSan activities ⇒ Ensure that the interests of- and challenges faced by the local artisans are taken into account 	D/I/O
11	Manual emptiers	Provide expertise to the Project Task Team	Ensure that the interests of- and challenges faced by the manual emptiers are taken into account	D/I/O
12	Local artisans	Provide expertise to the Project Task Team	Ensure that the interests of- and challenges faced by the local artisans are taken into account	D/I/O

(*): D = Project Design; I = Implementation; O = Operation)



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Project Task Team: **Need for Coordination**

- The success of a project that involves a wide variety of stakeholders (residents of the project area, a water company, a Public Health Officer, the local authorities, etc.) depends on the careful planning and coordination of all project activities
- Project activities such as: Construction works (toilets and the DTF), community mobilisation and awareness creation, social marketing and embedding of SafiSan within the WSP
- This not only requires close cooperation between the various stakeholders - especially within the Project Task Team - but it also requires the careful preparation of the detailed **Project Work Plan**

DTF = Decentralised Treatment Facility



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Project Task Team and the **Detailed Project Work Plan**

The main activities that could make up a detailed SafiSan Project Work Plan are provided in the shown in the following documents:

1. “**Activity CARDS for SafiSan Projects**”
 2. “**Detailed Project Work Plan**” (*template in MS-Excel*)
- *Both documents are included in the **SafiSan Toolkit***
 - *An **Activity CARD** describes what a project activity is all about and how it can be implemented*

Note:

Although a SafiSan project has an overall work plan some large activities may have their own work plans

Activities such as the site selection for the DTF, DTF construction, SafiSan Mini Fair, etc.



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Project Task Team and the Detailed Project Work Plan

The main **objectives** of the **Detailed Project Work Plan** are:

- Ensuring that all project activities, technical, financial and social (marketing) are included
- Reach an optimal coordination of activities in order to achieve efficiency and effectiveness
- Make sure that all Project Task Team members and the other stakeholders involved are aware of their tasks as well as of the activities other members and stakeholders are involved in (i.e. transparency)



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Detailed Project Work Plan: Activity categories

The various project activities can be categorised as follows:

- Design and planning activities
- Information and training activities
- Market research (Demand Assessment) activities
- Data collection activities
- Social marketing:
 - Awareness creation activities
 - Mobilisation activities
 - Social marketing activities
- Technical activities
- Preparation of disbursement requests
- Reporting activities
- Monitoring activities

Note: In the template of the Detailed Project Work Plan the codes (“A”, “B”, etc.) are used to categorise the various project activities



The project Work Plan: **An example**

- An example of a **Detailed Project Work Plan** is provided in the Toolkit
- This example should **not** simply be copied by the **Project Task Team**
- Each WSP is different, each project area is different, and indeed each project is different
- Therefore, there is need for each Project Task Team to prepare its own detailed Project Work Plan



Implementing the detailed Project Work Plan

Careful planning of all activities

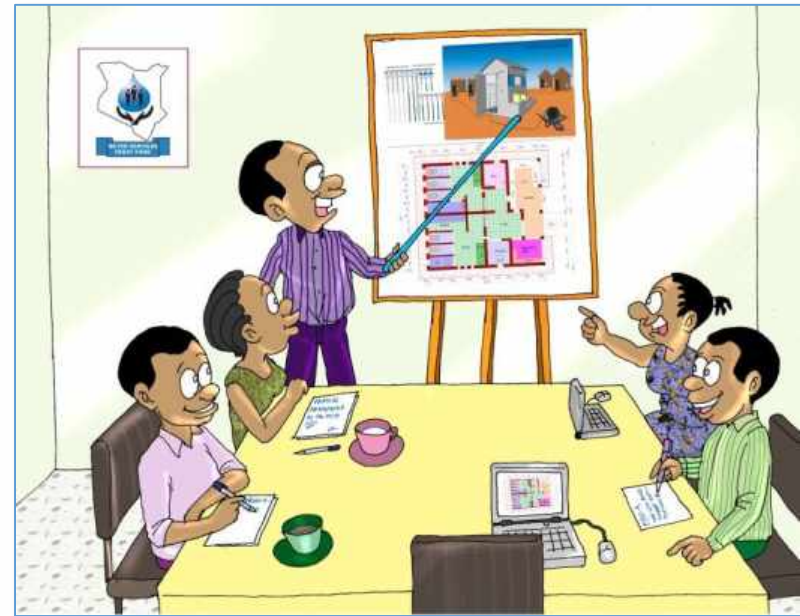
- The implementation of the detailed Project Work Plan requires careful planning and the coordination of the various project activities
- It has to be emphasised that achieving efficiency requires that certain project activities are implemented simultaneously
- Other activities can only be implemented after specific other activities have been completed



Project Task Team: Meetings

Meetings of the Project Task Team

- Careful planning and the coordination of activities should be done during the meetings of the Project Task Team
- In addition to organising regular Project Task Team meetings (e.g. the monthly meeting), the Project Task Team, or certain members of the team, should organise (ad hoc) meetings whenever required



Project Task Team: Reporting

Reporting Activities:

- The Project Task Team, unless the WSP decides otherwise, does not have to prepare reports (e.g. a monthly progress report)
- The WSP staff participating in the SafiSan Project have to report to their superiors (e.g. to the management of the WSPs)
- The County Resident Monitors of the WSTF have to submit their Monthly Report to the WSTF. The reporting template has been provided by the WSTF
- The WSP receives a copy of the report
- The WSP also has to report on progress and challenges to the WSTF though the submission of a Monthly Report



Project Task Team: **Hardware & Software**

SafiSan Computer

The following software and files will be installed on the SafiSan desktop or laptop) computer:

- Microsoft Office (2010 or 2013) (including MS-Access)
- Internet Explorer
- Anti virus software
- The **SafiSan Toolkit**
- The Toolkit for Urban Sanitation Projects
- The Toolkit for Urban Water Supply Projects
- The WSTF Procedures & Information Document
- WaterSource
- UPC-IS & SafiSan App

The SafiSan computer comes with other equipment such as a printer, mouse, keyboard, etc.)



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Project Task Team: **Hardware & Software**

SafiSan (Android) Tablet

The following software and files will be installed on the SafiSan tablet:

- Microsoft Office (Android version)
- Anti virus software
- The SafiSan application
- The **SafiSan Toolkit**
- The Toolkit for Urban Sanitation Projects
- The Toolkit for Urban Water Supply Projects
- The WSTF Procedures & Information Document

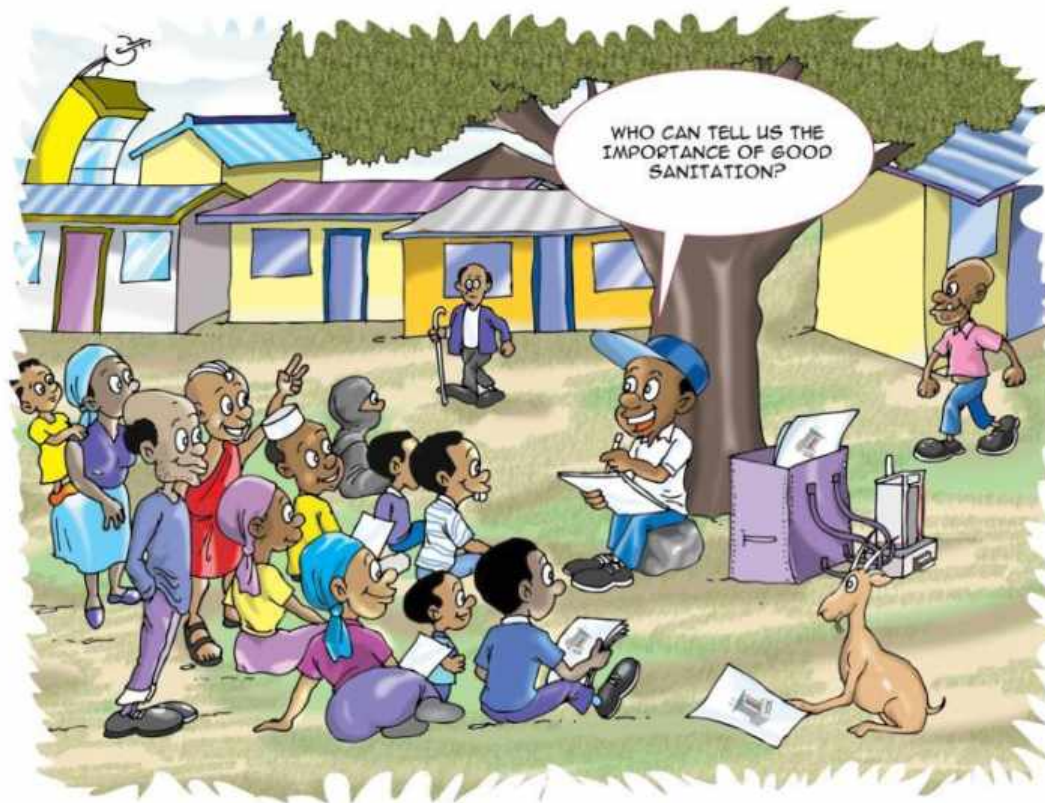


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Thank You!

Do you have any questions, remarks or suggestions?



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