

Guideline for WASH SDG project staff to support LGIs in rolling out the Pro-Poor Strategy for Water and Sanitation Sector 2020 in Bangladesh

WASH Alliance International (WAI) sub-programme Bangladesh, WASH SDG Consortium



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This document is written as a guideline for the staff of the Bangladesh WAI sub-programme of the WASH SDG project. Its main objective is to assist Local Government Institutes (especially DPHE, Pourasavas and Union Parishads) in implementing the Pro-poor Strategy for the Water and Sanitation Sector of Bangladesh. Primarily, this guideline will help the WASH SDG WAI project partner staff to inform Local Government Institutes about the strategy and to adopt action plans for the implementation of the strategy. This guideline will need to be updated over time.

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ABBREVIATIONS

BBS	Bangladesh Bureau of Statistics
CSO	Civil Society Organisation
DPHE	Department of Public Health Engineering
JMP	Joint Monitoring Programme
LGD	Local Government Division
LGED	Local Government Engineering Division
MP	Member of Parliament
NGO	Non-Governmental Organisation
PSB	Policy Support Branch
SDG	Sustainable Development Goals
UNICEF	United Nations Children's Fund
WASA	Water and Sewerage Authority
WAI	WASH Alliance International
WASH	Water Sanitation and Hygiene

INTRODUCTION

Bangladesh has made remarkable progress in eliminating the practice of open defecation. As a result, Bangladesh has been successful in achieving the Millennium Development Goals (MDGs). But achieving safely managed water and sanitation service remains a challenge. The Joint Monitoring Programme's 2020 Progress Report shows that Bangladesh has a safely managed drinking water coverage of 59% and a safely managed sanitation coverage of only 39%.

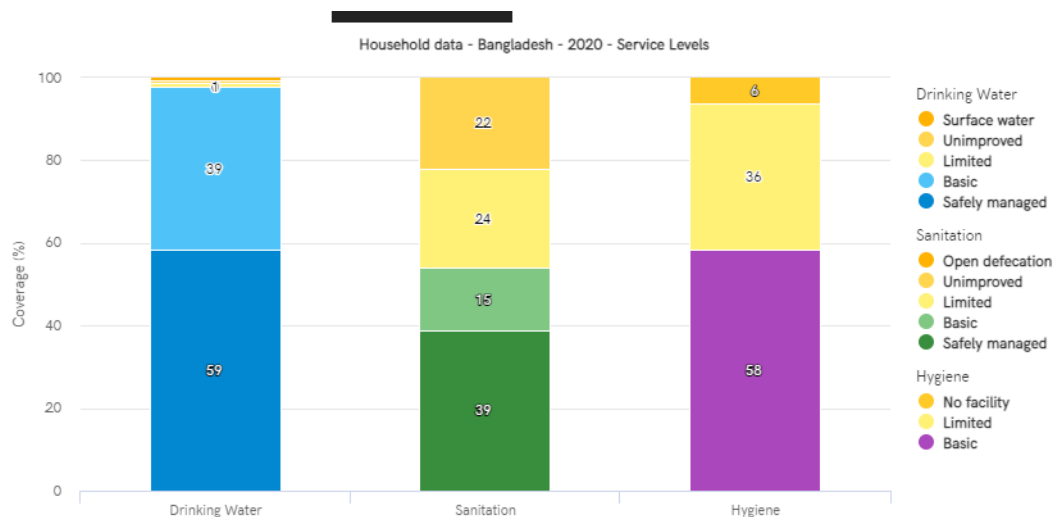


Fig1: Projection of WASH service coverage in Bangladesh (JMP2020)

There is a clear gap between the rich and the poor in terms of getting WASH services. The gap is more evident in hard-to-reach areas, gender inequality is also a problem. According to the 2020 JMP report, the rate of access to basic sanitation services is 72% among the rich and only 47% among the hardcore poor. In case of drinking water, the situation is somewhat better, the rate is about 100% among the rich and 94% among the hardcore poor.

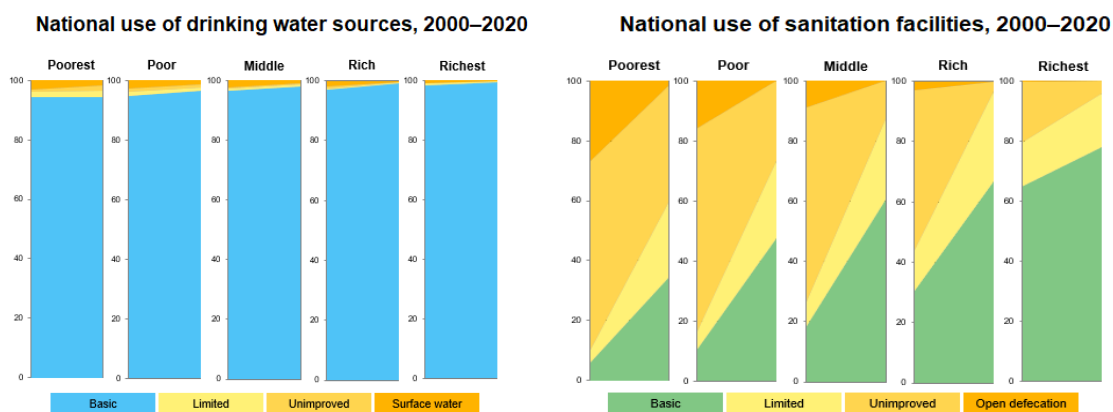
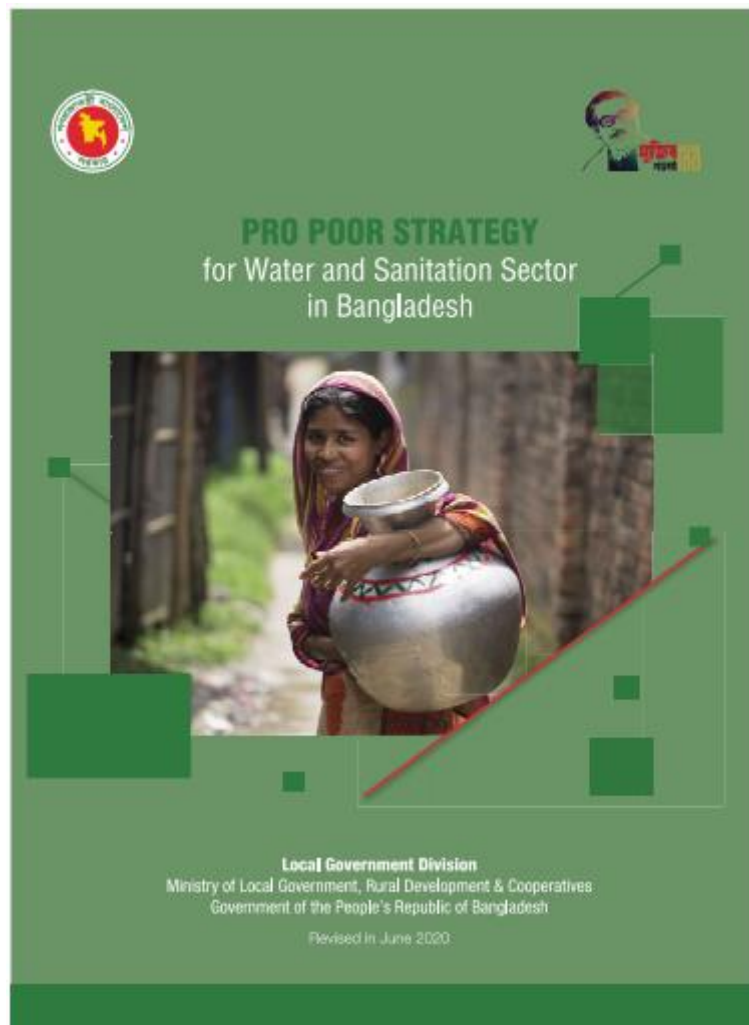


Fig 2: Projection of WASH service coverage in different economic groups (JMP 2020)

In order to remove this disparity, the government of Bangladesh commissioned the Pro-poor Strategy for Water and Sanitation Sector of Bangladesh in 2005. Since the end of the Millennium Development Goals in 2015, Bangladesh's water and sanitation sector partners have felt the need to update the Pro-poor Strategy to ensure sustainable drinking water and sanitation services for all. For this reason, the stakeholders of the WASH sector have approached the government in various ways

at different times. As a result, the Policy Support Branch of the Local Government Division (the responsible Ministry for Water, Sanitation and Hygiene services of Bangladesh) started updating this strategy in 2019. A working committee was formed for this purpose. In accordance with the Sustainable Development Goals (SDG) the working committee has updated the strategy in 2020. In this process, UNICEF and WaterAid have provided direct support to the Local Government Division (LGD).



Cover of the Pro-Poor Strategy document

Usually, after formulating such a strategy, it takes time for it to become fully operational in the Local Government Institutions (LGIs). In addition, some of the provisions described in this document need to be assimilated into the internal processes of LGIs. Minister for Local Government, Rural Development and Cooperatives, Md. Tajul Islam, MP himself, has mentioned in his message on the commissioning of the strategy document that full implementation of this strategy is possible only with the integrated efforts of local government organisations, development partners, private development agencies, civil society and media representatives. This guideline is developed to help WASH SDG partner staff to inform the LGIs about the strategy and to adopt action plans for the implementation of the strategy. Similar development projects and Civil Society Organisations (CSOs) can use the guideline. This guideline will be updated in due course.

This guideline has two sections. The next section identifies the key elements of the strategy. This will help partner staff in identifying the content of the different sections of the strategy paper. LGI staff and other NGO or CSO staff can also use it to understand the strategy. This section is a direct representation of the strategy (quotes directly from the strategy), and the author has not added any

explanation or creative element to this section. There is a separate section for the WASH SDG partner staff which explains the work they can do to assist the LGIs in implementing the strategy. In the Annexes of the guideline, different tables and information from the Pro-poor Strategy and other strategies that are relevant for implementing have been added.

KEY ELEMENTS OF THE STRATEGY

The Pro-poor Strategy is based on three concepts. One of them is that the benefits of development do not always reach everyone equally. Second, over time, funding for drinking water and sanitation will decrease. The whole world has to adapt to this situation. In the midst of this situation, a social safety net must be built for the hardcore poor. Third and most importantly, there is a need to provide sustainable and safe water and sanitation services for all.

This strategy paper has four pillars. The pillars are,

1. Operational definition of hardcore poor households
2. Definition of basic minimum service level
3. Identification and organisation of the poor households
4. Development of the mechanism for administering subsidies

1. Operational definition of hardcore poor households

The Bangladesh Bureau of Statistics has defined the poor and the hardcore poor based on the minimum standard of living and its value of food intake. There is a method of identifying those whose income is below the poverty line through household income and expenditure survey (HIES). However, it is difficult to identify the poor and the hardcore poor by solely following this method. Therefore, work is underway to create a detailed survey system that will contribute to the new National Household Database (NHD). Until the work of this database is completed, water and sanitation subsidies will be provided directly to the listed hardcore poor families as per the guidelines of the Humanitarian Assistance Programme Implementation 2012-2013 issued by the Ministry of Disaster Management and Relief. The key to identifying the poorest families will be:

1. Landless household or households having only the dwelling house;

Apart from this, out of the following 11 conditions, three conditions have to be fulfilled.

2. Household wholly dependent on daily wages;
3. Households dependent only on the income of women labour wages or households having no male adult earning member and the family is insolvent;
4. Households dependent on begging;
5. Households where school going children need to work for earning;
6. Households having no income generating assets (the assets that act as a means of generation of income);
7. Female headed households where head of the household is widow or separated or divorced and the family is insolvent;
8. Where the head of the household is insolvent freedom fighter;
9. Where the head of the family is differently able and insolvent;
10. Household who does not yet receive any micro credit;

11. Households became victim of natural disaster and facing serious crisis of food, finance and shelter; and
12. Households deprived of two square meal per day form most of the time of the year.

2. Definition of basic minimum service level¹

2.1 Safe water supply

This standard has been set in accordance with the National Water Rules 2018 and SDG (JMP):

- A. For the purpose of drinking, cooking and personal hygiene, the basic minimum level of service is defined as 50 litres per person per day;
- B. Collection time of safe drinking water from source should be within 30 minutes of household premises;
- C. The drinking water must meet the national water quality standards.

2.2 Sanitation services

Basic level of safe sanitation service means a toilet with the following features (see Annex 3 for details):

- Confinement of faeces
- Sealing of the passage between the squat hole and the pit to effectively block the pathways for flies and other insect vectors thereby breaking the cycle of disease transmission;
- Considering the technology and place it need to vent out of the foul gases generated in the pit through a properly positioned vent pipe to keep the latrine odour free. This will encourage continual use of hygienic latrine by the users;
- For safely managed sanitation facilities it is essential to have individual hygienic latrine facilities for each household which will not be shared with other families. Moreover, there should be an arrangement for and/or transfer of faeces to other places hygienically, ensuring proper processing.
- However, if it is not possible to ensure separate 'hygienic latrine' for each household due to lack of space or other reasons, in such cases a maximum of two households (or 10 persons) can share one latrine. But for community latrines or public toilets, a separate arrangement with proper operations and maintenance of the facilities should be in place both for male and female users. In such case, necessary infrastructure arrangements should be in place which is disable and female friendly along with necessary menstrual hygiene management facilities.
- 'Latrine' will be meant as the total infrastructure of a 'latrine' including the safe and sustainable superstructure which will be usable all time for all. This infrastructure includes the provision of safe and appropriate provisions particularly for the women, children, elderly people, differently able people and pregnant women.

¹ For understanding safe water and safe sanitation services please look at Annex 7 and Annex 8 from the National Strategy for Water and Sanitation 2021. More on safe sanitation and faecal sludge management can be found in the Institutional Regulatory Framework for FSM 2018.

3. Identification and organisation of poor households

The Standing Committee on Union Sanitation, Water Supply and Sewerage headed by the Union Parishad will collect the list of hardcore poor families as per the guidelines of 'Humanitarian Assistance Programme Implementation Guidelines, 2012-2013' issued by the Ministry of Disaster Management and Relief. Among the enlisted households, those who are below the basic minimum level of water supply and sanitation services, will be listed ward-wise and placed in the Ward meeting by the concerned Ward members of the Union Parishad for discussion.

Whether a household is above or below the basic minimum level of water supply and/or sanitation services shall be decided based on the conditions stated in the Strategy (see Annex 2 and 3). After discussion in the Ward meeting, the list will be sent to the Union Parishad for approval. The Union Parishad must display this list on their notice board and invite applications for amendment if there is any objection. Upazila Parishad will monitor the process and can intervene and finalise the list. The same process will be followed for City Corporations and Pourasavas (municipalities). The relevant standing committee of the City Corporation and Pourasava will prepare the list. Local Government Division will monitor the process.

4. Development of the mechanism for administering subsidies

According to the 2012 National Cost Sharing Strategy for Water Supply and Sanitation in Bangladesh, a family has to pay ten per cent of the original investment if they want to be the beneficiary of a water and sanitation project, regardless of whether they are poor, hardcore poor or not. However, according to the Pro-poor Strategy, the cost share expenditure will not be applicable to the hardcore poor living in the 'target group' i.e., the slums, below the minimum level of basic services. This is because the hardcore families do not have the capacity to ensure safe managed water and sanitation facilities as per the SDG standard. According to the Strategy, water supply and sanitation project implementing authorities or related service providers such as Union Parishads / Pourasavas / City Corporations will provide full subsidy for the hardcore poor. Necessary expenses for the installation of drinking water facilities and hygienic toilets for the hardcore poor families in the community will be borne by the relevant service providers (e.g., DPHE, WASA where applicable) on behalf of the government. If there is a differently abled member in a hardcore poor household, they are given priority in getting a WASH facility (see Annex 4 for details).

ROLE OF WASH SDG PROGRAMME IN IMPLEMENTING THE STRATEGY

The main responsibility for the implementation of the 'Pro-poor Strategy for Water and Sanitation sector in Bangladesh, 2020' lies with the various government agencies and local government bodies affiliated with the government. These include the Local Government Division (LGD) under the Ministry of Local Government, Rural Development and Cooperatives (LGRD&C), various agencies under this Division (e.g., Department of Public Health Engineering-DPHE, Water and Sewerage Authority-WASA) and Local Government Institutes (e.g., Union Parishads, Poursavas and City Corporations). In some cases, the Local Government Engineering Department (LGED) under the same ministry and other related agencies may also play a role in the implementation of this strategy. Of those, the role of Local Government Institutes (LGIs) is critically important since hardcore poor identification is one of their tasks as well as the disbursement of the subsidy. The other government agencies focus more on infrastructure development.

Under the WASH SDG Programme or other similar projects, NGOs, development project staff or CSOs can play a supporting role in implementing the strategy. At the time of formulation of this strategy, the working committee has realised the importance of involving NGOs, CSOs and civil society in the implementation of this strategy. They have opened up the opportunity to involve them in various stages of implementation.

As the main objective of the strategy paper is to provide quality water and sanitation services to the poorest sections of society, it is vital to identify the right hardcore poor families (target groups). Due to the nature of their work, NGOs and CSOs can play an important role in this. The strategy affirms the need for community participation to ensure good governance and accountability in implementing the strategy (section 8.2). To do so, NGO and CSO participation are crucial (message of Md. Tajul Islam MP, Minister LGRD&C). The WASH SDG WAI programme has identified two sets of opportunities to assist the LGIs in implementing the strategy. They are

- National level work
- Local level work

I. National (central) level work

1.1 Advocacy for issuing a circular in support of the strategy

The important role that the WASH SDG Programme can play at the national level is to emphasise the importance of this strategy and to suggest to the LGD to issue a circular to the LGIs. Without such circulars, it is difficult for the Union Parishads, Poursavas and City Corporations to start implementing the strategy at their own initiative. In the absence of such circulars, it will be difficult for WASH SDG Programme staff (and other similar NGOs) to negotiate with Union Parishads, Poursavas and City Corporations. UNICEF and WaterAid have already started discussions with the Policy Support Branch of the Local Government Department on a circular. The WASH SDG Programme is also supporting this initiative. The main part of the circular will be on instructions for the Union Parishads, Poursavas and City Corporations to implement this strategy paper.

1.2 WASH SDG local partner staff orientation

Another task is to ensure the information flow from national/central level to the local level. Initially this would focus on WASH SDG local partner staff since they are in direct contact with the local government representation and LGI staff. This provides a parallel track for improving the information

flow between national and local government next to the circular. These interactions ensure an information flow even if there is a delay in the publication of the circular.

Specific activities could include a workshop or information session with local partner staff as well as guidance for developing and adopting an action plan using the information they obtained from the workshop or information session. Following the workshop, the WAI team will provide technical assistance to partner staff specifically answering questions about application of the Pro-Poor Strategy in their local context and ideas on how to approach local government, if needed.

2. Local level work

At the local level, i.e., at the Poursava and Union Parishad levels, the staff of the WASH SDG Programme can play an important role in assisting LGIs in implementing the strategy. The role of other NGOs and CSOs has also been mentioned in the Pro-poor Strategy. In fact, the strategy is designed in such a way that LGIs, NGOs and CSOs can work together to identify the hardcore poor and provide them with safe water and sanitation services. At the local level, WASH SDG Programme staff can assist local governments in implementing this strategy in a number of ways. These include:

1. Awareness raising workshops on implementation of strategy papers for LGIs

The first step in implementing this strategy at local level is organising awareness raising workshops at local level. WASH SDG Programme local partners can assist their respective Poursavas and Union Parishads in organising the awareness raising workshop. It is important to involve the representatives of Upazila Parishad and DPHE in this workshop. LGED representatives can also be invited. It is important for the Poursava, Union Parishad, Upazila Parishad and DPHE to come to an understanding on implementing this strategy. Poursavas and Union Parishads will lead this process. Local partners can intellectually contribute to the process. Local partners of the WASH SDG project can plan these awareness raising workshops together with their respective LGIs after receiving the orientation on this strategy. According to the plans, it is expected that this work can start in December 2021. The partner organisations can do the following things during the workshop:

1. Share the Pro-poor Strategy with the concerned LGIs;
2. Discuss the key points of the Pro-poor Strategy (for that 'key elements of the strategy' section can be used);
3. National Water Supply and Sanitation Strategy 2021 can also be shared with the LGIs concerned;
4. The goals of SDG 6 and the steps of the WASH service ladder should be discussed. For this you can consult Box 1 of the National Water Supply and Sanitation Strategy (Annex 7).

2. Assistance in identifying hardcore poor families (including improvement of the monitoring system)

According to the Pro-poor Strategy, the most important task of the project is to assist LGIs in identifying the hardcore poor families. LGIs need to be assisted by the partner organisations in proactively preparing a list of hardcore poor in the area under the Poursavas or Union Parishad. Government agencies will then need to determine which households on the prepared list do not have basic minimum water and sanitation services. In this case, immediately after the awareness raising workshop, the staff of the WASH SDG project can come to an agreement with the Poursava or Union Parishad. WASH SDG project staff can then help identify hardcore poor families in their work areas according to the Pro-poor Strategy.

Second, staff can submit to the Poursava or Union Parishad a list of the hardcore poor households living below the minimum water and sanitation service identified by the project's own monitoring

system, particularly through baseline progress monitoring or social mapping. In this case, two things must be noted. First, the hardcore poor households deprived of minimum water and sanitation services should be identified in accordance with the standards (Annex 2) set out in the Strategy. Second, the Pourasava or Union Parishad should be involved in this identification process. One should be aware that this work is the responsibility of the Pourasava and Union Parishad, the staff of the WASH SDG project are only assisting. In addition, it is important for Pourasava or Union Parishad staff to acquire skills in service monitoring. Therefore, the main strategy of the WASH SDG project staff will be to involve the Standing Committee on WASH in Upazila, Union and Pourasava. In some instances, the Co-ordination Committee members can also be involved. This work will not be sustainable unless the Pourasava and Union Parishad acquire expertise in monitoring. This work has to be done on a trial basis at the beginning of 2022. Before developing a second version of this guideline, the experience of the partner staff will be gathered and shared with the Local Government Division so that it can be included in a next version.

3. Assistance in opening the list of the hardcore poor

The main result of task 2 is to prepare a list of the hardcore poor who still lack basic minimum water and/or sanitation services at the union or municipal level. According to the Pro-poor Strategy, the Union Parishad or the Pourasava (City Corporation where applicable) must make the list public on notice boards, WASH desk or Union Information Centre. The list has to be public before the subsidy can be given. WASH SDG partner staff need to play a role in making the list public to all in the respective areas. Although making the list public is considered necessary at present for the sake of transparency and accountability, it can be stigmatising for the households on that list. Once the National Household Database has been developed and is available, the process of selection will be done using this database. Till then, WASH SDG Programme partner staff may help in keeping the selection process as humane as possible by restricting the discussion of selection within the standing committee meeting.

4. Assistance in monitoring (tracking) of subsidy and distribution system

The next step after identifying the hardcore poor families (target groups) without basic minimum water and/or sanitation services is to provide subsidies for them. The Strategy clearly states that the cost for providing the minimum standard of water and sanitation services will be fully subsidised for the hardcore poor households, so no cost adjustments will be required from them. In other words, the entire costs for tube wells and/or latrines will be paid for by subsidies. Piped water projects are also underway in some rural areas, according to the strategy paper, (see Annex 1) and the same subsidy provision applies. In the subsidy process, the main task of the WASH SDG project staff will be to track the allocated budget of the Pourasava, Union Parishad or DPHE and ensure that the right amount of it is going to the hardcore poor families.

For monitoring and tracking of subsidy and the distribution system, the main strategy of the WASH SDG project staff will be to involve the Standing Committee on WASH from the Unions, Upazilas and Pourasavas, and the Co-ordination Committee where necessary. In case, any other special project on water and sanitation (such as DPHE or LGED led projects) is running in that Pourasava or Union Parishad, monitoring of budget allocation to the hardcore poor should be done there as well. The district administration and local Member of the Parliament can also be informed of progress, if possible, since they have the authority to increase the allocation. The staff of the WASH SDG Programme have already gained experience in budget tracking of Pourasavas or Union Parishads. They can use the budget tracking method to monitor the subsidy and distribution system. The main point is to know whether the allocation (full subsidy) is going to the disadvantaged hardcore poor families. According to the Pro-poor Strategy, all subsidy activities (from family identification to subsidy) will be finalised at the monthly meeting of the Union Parishad and documented by the Parishad secretary. The whole process will be documented in the meeting

minutes (Annex 5). The Poursava should follow the same process. The WASH SDG project staff will ensure the transparency of this work. In other administrative areas, the staff of relevant NGOs or CSOs can do the same.

5. Assistance in preparation of LGI WASH report

As mentioned under activity 4, all subsidy activities (from family identification to subsidy) will be finalised at the monthly meeting of the Union Parishad and the process will be documented by the Parishad or Poursava secretary. The whole process will be documented in the minutes of the monthly meeting (Annex 5). At present the Union Parishad's annual report contains a section on water supply and sanitation. It specifies the Union's water supply, the council's work on sanitation services, and the number of people served. This report will have to contain the full details of the subsidy activities. SDG project staff will assist in compiling this statement. In other administrative areas, the staff of NGOs or CSOs concerned can do the same.

6. Reporting and publication by partners on rolling out the Pro-poor Strategy

The scope and duration of the WASH SDG project is limited. The same is true of other NGO-based development projects. Therefore, it is important to collect and publish information on progress within the specified time. A report can be published at the end of the project on how much work has been done on implementing this strategy within the time frame of the WASH SDG project, such as: awareness raising workshops, identification of the hardcore poor, their subsidy arrangements, municipal and Union Parishad planning and monitoring. In this case, the partner organisations shall take appropriate steps to collect and update information and prepare reports. A template for partner reporting has been added to Annex 6. A report on the initiatives taken by WASH SDG Bangladesh and its partners will be published at a later stage. This report shall serve as the basis for reports from all partner organisations (and other like-minded NGOs).

WAY FORWARD

This guideline was formulated shortly after the commissioning of the Pro-poor Strategy. Usually, after formulating such a strategy, it takes time for it to become fully operational among the LGIs. In addition, some of the provisions described in this Strategy need to be assimilated into the internal processes of LGIs. This guideline is designed to assist in the assimilation process. The key instruction of the Strategy is that hardcore poor families without basic minimum water and/or sanitation services should get full subsidy for the service provision. Previously there was a condition for cost sharing irrespective of the recipient's economic status. Another important point is that the National Water Supply and Sanitation Strategy (2021) was published immediately after the publication of the Pro-poor Strategy paper. But it should be noted that the National Water Supply and Sanitation Strategy Paper is developed in line with the Pro-poor Strategy. The two strategies should play a helpful role in the implementation of both. It is particularly important to understand the National Water Supply and Sanitation Strategy to appreciate the quality of safe water and sanitation services. Additionally, the Institutional Regulatory Framework 2018 needs to be consulted to understand safe excreta management. Although this guideline is primarily formulated for WASH SDG project staff, the staff of similar organisations or projects can also use it to help LGIs. The selection process of hardcore poor households is an interim process. Once the National Household Database has been developed and is available, the selection will be done based on that database. Therefore, this guideline will be updated accordingly over time.

As long as the National Household Database (NHD) is not in place, till then the subsidy on water and sanitation may be provided directly to the targeted hardcore poor households enlisted following the stipulations of the 'Humanitarian Assistance programme implementation Guidelines, 2012-13, prepared by the Ministry of Disaster Management and Relief. Families which will fulfill at least 4 of the following criteria outlined in the above-mentioned Guidelines shall be eligible for receiving subsidy as hardcore poor. But according to the opinion of WASH Sector stakeholders, after slight modifications and alterations of some of the words of the conditionalities regarding identification of the hardcore poor households mentioned in the 'Humanitarian Assistance Programme implementation Guidelines, 2012-13', any poor households will be considered as hardcore poor if they fulfill the number 1 including any 3 other following conditions:

- 1) Landless household or households having only the dwelling house;
- 2) Household wholly dependent on daily wages;
- 3) Households dependent only on the income of women labour wages or households having no male adult earning member and the family is insolvent;
- 4) Households dependent on begging;
- 5) Households where school going children need to work for earning;
- 6) Households having no income generating assets (the assets that act as a means of generation of income);
- 7) Female headed households where head of the household is widow or separated or divorced and the family is insolvent;
- 8) Where the head of the households is insolvent Freedom Fighter;
- 9) Where the head of the households is differently able and insolvent;
- 10) Households who does not yet received any micro credit;
- 11) Households become victim of natural disaster and facing serious crisis of food, finance and shelter; and
- 12) Households deprived of two squire meal per day for most of the time of a year.

The Ward meeting of the Union Parishad/Pourasava/City Corporation will play role to identify the households those who are below of the basic minimum level of water supply and sanitation services by following the steps below:

- 1) Identification of the households who have private water sources (e.g. tube well etc.);
- 2) Identification of the households having no private water sources. In this case, those households should be taken into consideration, who use the sources of either others or community water sources;
- 3) Identification of cluster of the community where water sources are available;
- 4) Divide the number of households, who do not have private water sources, by the number of community water sources;
- 5) If this figure is more than 10, then the cluster will be identified as "Cluster below the Basic Minimum Service Level (BMSL)". On the other hand, if this figure is below 10, then the cluster will be identified as "Cluster above Basic Minimum Service Level (BMSL);
- 6) Thus, there will be two types of clusters: (a) Cluster above Basic Minimum Service Level (BMSL); and (b) Cluster below the Basic Minimum Service Level (BMSL). The main objectives for identification of the clusters are: (i) to increase the coverage of overall water supply, (ii) to ensure supply of water to the poor and hardcore poor households and (iii) to ensure subsidy for the poor and hardcore poor households. The clusters below the Basic Minimum Service Level (BMSL) will get priority in having community water sources from the Union Parishad/Pourasava/City Corporation or other service providing agencies (such as DPHE, WASA, etc.);
- 7) In a cluster, the households with private water sources will be known as "non-user group", while the households without private water sources will be known as "user group". Among the 'user group', the hardcore poor households will be named as 'target group';
- 8) The pro-poor strategy is to provide subsidy only to the "Target Group" of the clusters who are below the Basic Minimum Service Level (BMSL). The poor/hardcore poor households of the clusters who are above the Basic Minimum Service Level (BMSL) will not be entitled to get any subsidy.
- 9) In each cluster, a person will be either elected or selected from the "Target Group" who would represent the hardcore poor of the community and share their opinion. The opinion includes the issues related to selection of the water sources, having role in investment, operation & maintenance including the selection of the maintenance and implementation modalities for sustainable water supply management. This person will be the "representative of cluster household". So, there will be 4/5 "representative of cluster household" in each Para. The "representative of cluster household" will select a person among them to be their representative at the Para level named as "Para Representative". In this way there will be 2/3 "Para Representatives" in each Village/Mahalla. In the process of selection of Village/Mahalla representatives, Ward meeting will ensure balance between male-female so that at least 1/3 women remains in the leadership.
- 10) The presence of concerned "Village/Mahalla Representative" will be mandatory in the meeting of WASH related Standing Committee and any other concerned Committees during decision making process for any Village/Mahalla of the Union Parishad/Pourasava/City Corporation. These representatives will be the permanent invitees to all the WASH related Standing Committee and any other concerned Committees meetings of the Union Parishad/Pourasava/City Corporation.

The Word meeting of the Union Parishad/Pourasava/City Corporation will play role to identify the households those who are below of the basic minimum level of sanitation services by following the steps below:

- 1) Identify the households, who have own hygienic latrine. These households will be excluded from the list of the households not belonging to below basic minimum level of sanitation services;
- 2) Identify the households who do not have their own 'hygienic latrines' and are dependent either on unhygienic latrines or open defecation. These households will be included in the list of the households below basic minimum level of sanitation services;
- 3) Identify the number of households who do not have their own 'hygienic latrines' and shared other's latrine. If the number of households using one common hygienic latrine is more than two or the number of persons using a common latrine are more than 10, then those households will be treated as living below basic minimum level of sanitation services.
- 4) Identify the households who do not have their own 'hygienic latrines' and are dependent on 'community latrine'. If the average number of persons using a 'community latrine' is more than 10, then those households will be considered living below basic minimum level of sanitation services;
- 5) The households in a Village/Mahalla are living below basic minimum level of sanitation services will be treated as "eligible group". The hardcore poor households of this 'eligible group' will be defined as "Target Group";
- 6) Subsidy will be provided for construction of hygienic latrines only to the 'Target Group';
- 7) To ensure safely managed sanitation, subsidy will be provided to the hardcore poor households for Feecal Sludge Management (FSM) by the Union Parishad/Pourasava/City Corporation. The Union Parishad/Pourasava/City Corporation will take necessary measures as per the provisions of Institutional and Regulatory Framework for Feecal Sludge Management (IRF-FSM) developed in line with the Local Government Act, 2009.

- 6.1 As per the 'National Cost Sharing Strategy for Water Supply and Sanitation in Bangladesh, 2012', the beneficiary households irrespective poor, hardcore poor or non-poor i.e. any category of households, are required to contribute 10% of the main capital costs for the water supply and sanitation related projects as the 'beneficiary's share. However, according to this pro-poor strategy, the cost sharing would not be applicable for the 'target group' or the hardcore households residing in clusters below the basic minimum level of water supply and sanitation services. It is because of the lack of financial ability of the hardcore poor households to meet the SDG standard of safely managed water supply and sanitation by themselves. As per the strategy water supply and sanitation project implementation authority or relevant service providers i.e. Union Parishad/Pourahsava/City Corporation will provide 100 percent subsidy on behalf of the hardcore poor. So hardcore poor households need not to share any cost for this.
- 6.2 Depending on the geographical locations and technology, the concerned service delivery authority, on behalf of Government, need to bear the cost of establishment of drinking water sources and hygienic latrines for the hardcore poor in the community. The type of technology and cost of construction may vary depending on the local context. Considering this issue, allocation of resources for the hardcore poor need to be made.
- 6.3 The hardcore poor households having any differently able member will get priority will be given in providing WASH facilities.
- 6.4 The 'user group' at the Para/Mahalla level, Ward Meeting at the Ward level and the WASH related Standing Committee at the Union level must ensure the sustainability of WASH assets through regular operation and maintenance;
- 6.5 In Para/Mahalla level, the 'user group' will bear the entire cost of operation and maintenance (O&M). Each hardcore poor household will bear 50% of the average household wise O&M cost, Rest 50% of O&M cost for the hardcore poor households will be met through distributing the rest expenditure among the non-poor households. Moreover, the members of the hardcore households may also allow to pay their contribution by labor.
- 6.6 The average operation and maintenance (O&M) cost of hardcore poor households may sometimes become higher and could turn out to be out of their affordability limits due to variation of technology. So, upper ceiling of O&M cost for hardcore poor will be not more than taka 25.00 per month.
- 6.7 Para/Mahalla representative will hold regular monthly meeting and collect the subsidized maintenance cost. The leader of the Para/Mahalla will ensure collection of subsidized maintenance cost and regular operation & maintenance. Ward meeting will regularly monitor this activity.
- 6.8 Whatever may be expressed in this strategy paper regarding operation and maintenance of safe water and sanitation options, any updated or newly prepared government documents or policies related to this will be prevail.

- 8.1 Union Parishad/Pourasava/City Corporation, in their own way, will take necessary initiatives to monitor and evaluate the progress of bringing the hardcore poor households under water supply and sanitation services. In case of Union Parishad, the Ward meeting should be held on regular basis. The written resolution of the meeting should be submitted to the Secretary of Union Parishad with special mention about the water supply and sanitation services, management of subsidy and the detailed process of selection of the hardcore poor households. It should be mentioned explicitly in the resolution who and what kind of services and how much subsidy have received and who would be provided services next. Moreover, steps should also be taken to host the information in the Union Parishad website. Similarly, Pourasavas and City Corporations, in their own way, will monitor and evaluate whether the hardcore poor and the low-income households are getting access to the water supply and sanitation services or not.
- 8.2 Union Parishad/Pourasava/City Corporation will take initiative to organise digital monitoring mechanism gradually in case of water supply and sanitation services. They may use their website for this, if necessary. Steps will also be taken to invite the opinion of the community through directly or by using website about the quality of services which will ensure good governance and accountability in the service delivery system. Local Government Division will made necessary supervision in this regard.

Name of the LGI		
Name of the local partner		
Activity	Achieved result/number of Achaemenes	Description
Awareness raising workshop		
Target group identification		
Circulation of the identified target groups		
Process of Identification of the target groups		
Is there any involvement of the local partner in the identification? If yes, how?		
Is there any subsidy allocated? If yes, how much		
For how many families/groups?		
What is the source of allocation?		

² This table will need to be updated over time

ANNEX 7- SOURCES OF SAFE WATER AND SANITATION ACCORDING TO NATIONAL STRATEGY FOR WATER AND SANITATION 2021

The following categories of sanitation technologies (Improved and Unimproved) has been extracted from MICS 2019 report

Improved sanitation facility	Unimproved sanitation facility
Flush/Pour flush (i. Piped sewer system, ii. Septic tank, iii. Pit latrine – single pit or twin pit)	Open drain
Ventilated improved pit latrine	Pit latrine without slab/ open pit
Pit latrine with slab	Hanging toilet/ latrine
Composting toilet	Open defecation (no facility, bush, field)

The following categories of water technologies (Improved and Unimproved) has been extracted from MICS 2109 report

Improved sanitation facility	Unimproved sanitation facility
Piped water (i. Into dwelling, ii. Into yard/plot, iii. To neighbour, iv. Public tap/ standpipe)	Unprotected well
Tube-well/bore-hole	Unprotected spring
Protected well	Surface water
Protected spring	
Rain-water collection	
Cart with small tank	
Water Kiosk	
Bottled water	
Sachet water	

ANNEX 8- WASH SERVICE LADDER AND SDG 6 TARGETS

SDG 6: Ensure availability and sustainable management of water and sanitation for all	DRINKING WATER LADDER	SANITATION LADDER	HANDWASHING LADDER
<p>Targets:</p> <p>6.1 By 2030, achieve universal and equitable access to safe and affordable drinking water for all.</p> <p>6.2 By 2030, achieve access to adequate and equitable sanitation and hygiene for all and end open defecation, paying special attention to the needs of women and girls and those in vulnerable situations.</p> <p>6.3 By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.</p> <p>6.4 By 2030, substantially increase water-use efficiency across all sectors and ensure sustainable withdrawals and supply of freshwater to address water scarcity and substantially reduce the number of people suffering from water scarcity.</p> <p>6.5 By 2030, implement integrated water resources management at all levels, including through trans boundary cooperation as appropriate.</p> <p>6.6 By 2020, protect and restore water-related eco systems, including mountains, forests, wetlands, rivers, aquifers, and lakes.</p> <p>6.a By 2030, expand international cooperation and capacity-building support to developing countries in water- and sanitation-related activities and programmes, including water harvesting, desalination, water efficiency, wastewater treatment, recycling and reuse technologies.</p> <p>6.b Support and strengthen the participation of local communities in improving water and sanitation management.</p>	<p>Safely managed: Drinking water from an improved water source which is located on premises, available when needed and free from fecal and priority contamination.</p>	<p>Safely managed: Use of an improved sanitation facility which is not shared with other households and where excreta are safely disposed in situ or transported and treated off-site.</p>	<p>Basic: Handwashing facility with soap and water in the household.</p>
	<p>Basic: Drinking water from an improved source provided collection time is not more than 30 minutes for a round-trip including queuing.</p>	<p>Basic Sanitation: Use of improved facilities which are not shared with other households.</p>	<p>Limited: Handwashing facility without soap and water.</p>
	<p>Limited: Drinking water from an improved source where collection time exceeds 30 minutes for a round-trip, including queuing.</p>	<p>Limited Sanitation: Use of improved facilities shared between two or more households.</p>	
	<p>Unimproved: Drinking water from an unprotected dug well or unprotected spring.</p>	<p>Unimproved Sanitation: Use of pit latrines without a slab or platform, hanging latrines and bucket latrines.</p>	<p>No facility: No hand washing facility.</p>
	<p>Surface water: Drinking water directly from a river, dam, lake, pond, stream, canal or irrigation channel.</p>	<p>Open defecation: Disposal of human feces in fields, forest, bushes, open bodies of water, beaches or other open spaces or with solid waste.</p>	
	<p>Note: Improved sources include: piped water, boreholes or tube-wells, protected dug wells, protected springs and packaged or delivered water.</p>	<p>Note: Improved facilities include: flush/pour flush to piped sewer system, septic tank or pit latrine; ventilated improved pit latrine, composting toilet or pit latrine with slab.</p>	