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**INTEGRATED RURAL WATER SUPPLY AND
SANITATION PROGRAMME**

VILLAGE BASED CONSULTATIVE INVENTORY



**VBCI
ENUMERATORS'
FIELD GUIDE**



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List of Acronyms:

BVIP	Blair Ventilated Improved Pit Latrine
DA	District Administrator
DWSSC	District Water Supply and Sanitation Sub-Committee
ECD	Early Childhood Development
EcoSan	Ecological Sanitation
EMIS	Electronic Management Information System
GPS	Geographical Positioning System
IRWSSP	Integrated Rural Water Supply and Sanitation Programme
NAC	National Action Committee
RDC	Rural District Council
PWSSC	Provincial Water Supply and Sanitation Sub-Committee
uBVIP	Upgradeable Blair Ventilated Improved Pit Latrine
VBCI	Village Based Consultative Inventory
VHW	Village Health Worker
WASH	Water, Sanitation and Hygiene

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It is NAC's hope that this VBCI Field Technical Note will go a long way in assisting all sector players in collecting appropriate WASH data that will assist in promotion of informed WASH sector planning and management.

1.0. Background and Introduction

Access to safe and adequate portable water, dignified sanitation and hygiene services are essential requirements for a healthy life. Lack of basic WASH facilities can cause illnesses that may result in unwarranted deaths. One of the major challenges in Zimbabwe is lack of comprehensive information and statistics on the status of WASH facilities at any given time. This is compounded by constrained management information systems that also negatively impacts on systematic reporting, planning and management of sector programming.

The need for systematic and updated WASH information on a continuous basis for better informed planning and programming at all levels is therefore one of the key sector priorities.

The Village Based Consultative Inventory (VBCI) is one of the WASH sector strategies of ensuring availability of updated information for comprehensive and better informed planning systems. The VBCI is a participatory head count (census) of all WASH facilities to determine their number and functional status at the lowest development planning level: the village. The information collection process is largely community led with external partners' facilitation and support.

1.1. Why the VBCI

- Overall, the VBCI ensures that the Integrated Rural Water Supply and Sanitation Programme (IRWSSP) address WASH sector qualitative and quantitative challenges related to issues of coverage and access to water, sanitation and hygiene enabling facilities in any given village, ward, district and province.
- The purpose of carrying out a VBCI is to collect village level data on the number and functionality status of all primary water supplies, basic sanitation facilities and hygiene services.
- Data collected during the VBCI process will be analysed to calculate and determine levels of WASH services coverage and access at ward, district, provincial and national levels.
- Results of the analysed data presented in form of a WASH Inventory Atlas will be an instrument for improving evidence and result based planning and programming in the WASH sector.
- The results will also feed into the development and maintenance of updateable district, provincial and national WASH databases.

1.2. Why the VBCI Guide

The VBCI data collection process is a demanding process in terms of:

- Time.
- Material resources.
- Human skills.
- Planning and management.

This VBCI Enumerators' Field Guide is designed to give a universal methodological framework for collecting WASH data by:

- Appraising the Field Enumerators on design and processes of the VBCI exercise.
- Providing a step by step reference guide on how to facilitate the actual process of data collection.

- Introduce the Field Enumerators to the set of VBCI data collection tools i.e.
 - Communal water facilities tool
 - Household water facilities tool.
 - Household sanitation and handwashing facilities tool.
 - Village hygiene enabling facilities tool.
 - Institutional water facilities tool.
 - Schools sanitation and hand washing facilities tool.
 - Health Institutions sanitation and hand washing facilities tool.
 - Other institutions sanitation facilities tool.

1.3. Who Facilitates Field Data Collection

Ideally, field data collection must employ the services of village and ward based government and implementing partners’ extension or field staff. This approach is expected to enhance ownership of the VBCI results, capacity development and increase utilisation of the results in community and district level WASH planning and management.

This approach requires above average interviewing and facilitation knowledge and skills on the part of the Field Extension staff. Some of the key considerations and competencies are summarised in Table 1.

Table 1: Key Competencies Expected from an Enumerator:

Facilitation Issue	Quality Indicators
Responsibilities of a facilitator.	<ul style="list-style-type: none"> • Guiding discussion between households/participants during a community exercises/meeting. • Facilitators are not teachers - they guide discussion. • Encourages discussion between community members/participants. • Encourage participants to stand or sit in a convenient way that promotes equal participation of all participants: men, women, young and old, rich and poor etc. • Always encourage dialogue amongst community members where communities ask questions and assist each other in answering them without much interference from the facilitator.
Behaviours of a good facilitator.	<ul style="list-style-type: none"> • Enthusiastic. • Respect ideas raised by community members or participants. • Encourage women and the poor to voice their ideas. • Manage time effectively. • Create a warm atmosphere. • Have a sense of humour— ensure a community exercise is enjoyable!
Characteristics of a good facilitator.	<ul style="list-style-type: none"> • Someone who encourages the participation of community members and individual participants. • An effective communicator who is liked and respected by the community. • Has some background knowledge of the people and the community. • A good listener who is also willing to learn.
What a good facilitator should avoid.	<ul style="list-style-type: none"> • Prejudicing or possessing a negative attitude towards people. • Using complex terms with households/participants. • Projecting one’s own ideas all the time. • Lecturing or teach households/participants.

The Provincial and National Teams shall therefore focus on facilitating training of enumerators, quality control of collected data, supervising data entry, analysis, report writing and development of district based databases.

2.0. VBCI Procedure/Methodology

As the name suggests, the VBCI process involves collection of WASH data at village level in direct consultation with community leaders and community members through proper completion of a set of eight (8) VBCI data collection tools. Community participation is a key component to a successful VBCI; the outcome depends to a large extent on the level and degree of community participation and involvement in data gathering and quality control.

Data collection is through a village-by-village oriented approach to minimise enumeration errors. Doing this at a higher level like the ward has potential of omitting, over-reporting or underreporting certain issues. This will also address issues of distributive inequalities as *“calculation of services levels at ward levels may technically indicate that service level no. 1 has been attained for all villages in the ward, yet the distribution of the facilities at villages level may be skewed such that in other villages there will be more than required for a given service level.”*

Planning and carrying out a VBCI in a district involves a number of logical steps and stages. The key steps are described below.

2.1. Steps in Carrying out a VBCI

2.1.1. Step 1: Making a decision to carry out the VBCI

The Rural District Council management with the advice and assistance of the District Water Supply and Sanitation Sub-Committee must make a decision and reach a consensus on the need to carry out the VBCI in their district. Ideally this should be reflected in documentation of District Water Supply and Sanitation Sub-Committee (DWSSC) activities such as DWSSC monthly meetings. The recommendation should spell out key issues such as the justification for the VBCI, the proposed time frame and the funding mechanism.

2.1.2. Step2: Obtaining a Full Council Resolution to carry out the VBCI

The success of the VBCI process requires proper introduction to Councillors at a Full council meeting; explaining its scope, relevance and value addition to the achievement of the district IRWSSP objectives. The District Water Supply and Sanitation Sub-Committee (DWSSC) can assist in this regard.

Once the DWSSC and Council Executive staff has agreed on the need for carrying out a VBCI, a full council resolution should be obtained ensuring that:

- All the mandatory procedures of introducing the motion on the VBCI are duly adhered to.
- All councillors are adequately briefed on the objectives, justification, procedures and value addition of carrying out the VBCI in their respective districts and wards.
- The role of the individual Councilors in the VBCI exercise as development agencies in their respective wards are adequately explained, clearly understood and agreed to.
- The roles of other stakeholders are clearly understood and agreed to by the Councilors.
- The sources and funding modalities are clearly understood and confirmed and agreed to by all stakeholders.

2.1.3. Step 3: Preparing the Logistics of carrying out the VBCI

The DWSSC with advice from the Rural District Council and the District Administrators (DA) office must ascertain Village and Ward boundaries, number and names in the District in terms of the Statutory Instrument (SI) 372 of 1992. The SI 372 of 1992 defines all villages and ward boundaries in all the Rural Districts of Zimbabwe. Practice has shown that not all Government Departments and development partners at District level adhere to these village and ward boundaries in planning, implementation, and monitoring of their respective development projects and programmes.

If necessary the DWSSC team can facilitate a meeting with Full Council in order to come to a common agreement between RDC and the line Ministries about this matter following the provisions of SI 372/1992.

2.1.4. Step 4: Preparing a VBCI Implementation Plan

It is the responsibility of the RDC in collaboration with the DWSSC to develop a documented implementation plan for carrying out the VBCI. The implementation plan must ensure logical and sequential linkages of all the critical activities. Some of the key activities include the need to ensure:

- Adequate supply of data collection tools to the field enumerators consisting data collection questionnaires, GPS unit, field guide, note book, atleast 2 ball point pens etc).
- Adequate logistical and technical support to field enumerators.
- A clear supervision, quality control, monitoring and support mechanisms to field data collection staff.
- A clear reporting and collection of completed data collection tools from the field.

2.1.5. Step 5: Selection and Training of VBCI Data Collection Staff

Once a comprehensive VBCI implementation plan has been developed and agreed upon and funding is secured and confirmed, the RDC and the DWSSC need to facilitate the selection and training of field data collection staff.

Selection of field enumerators must ensure the following:

- Government extension staff is given priority to participate.
- Government Extension staff with strong individual interest and motivation to participate in the VBCI are prioritized.
- Government Extension staff relatively better equipped in terms of mobility and related institutional memory, professional knowledge and training are preferred.
- All things being equal, extension staff recruited for the VBCI must facilitate the process in their respective wards and villages of operation.
- Priority should be given to Extension staff who have the time to be fully available for training sessions and the ten day data collection period.
- One should be young and energetic as data collection involves strenuous travelling sometimes under difficulty terrain.
- Individual implementation plans for the field staff should be agreed upon specifying the supervision, monitoring and support mechanisms to field data collection.
- It may be advisable to undertake mini-interviews with the prospective field data collection staff to verify their respective willingness and capacity to carry out the task.
- Training of the Field data collection staff must be facilitated by a trained trainer. The NAC will facilitate the training of the PWSSC Teams that will cascade the training to the district level staff. The training of a respective district field data collection team must take not less than four full days focusing mainly on the administration of the eight data collection tools.

2.1.6. Step 6: VBCI Field Data Collection

The physical administration of the data collection tools shall be the primary responsibility of the trained ward based Field Data Collection Staff/Extension workers who should ensure:

- Full and effective community participation enhanced through the use of community leaders and the community at large.
- The process is very consultative involving active participation of villagers at various levels.
- Completion of forms that target the collection of data on community/household WASH facilities shall be administered with full participation of the majority of the village population preferably through a fully constituted village meeting.
- For all the forms relating to institutional WASH services, heads of the respective types of institutions shall be the key informants.
- Ward code numbers are used for wards that have no names.
- Remarks section of the data collection are duly and clearly completed

2.1.7. Step 7: Reporting, Supervision and Monitoring of the VBCI Process

Supervision and Monitoring of the VBCI process is mainly the responsibility of the respective DWSSC, PWSSC and the National Team. A monitoring plan shall therefore be developed and agreed upon before initiation of the data collection process. A clear reporting structure shall also be agreed upon by all the players actively involved in the VBCI process for easy and effective coordination and flow of information.

3.0. VBCI Data Collection Tools

The VBCI data collection tools solicit information pertaining to the number and functional status of all existing WASH facilities in every village. Details related to number of users of the WASH facilities are also collected.

WASH data shall be collected at 3 distinctive sources and levels of use and management of WASH facilities and service i.e.

- Household level.
- Community level
- Institutional level

3.1. Description of the Various Data Collection Tools

3.1.1 Communal Water Facilities Form



This form captures data on all water facilities existing at either individual household premises or communal level and is communally owned. These communal water points may be in form of boreholes, deep or shallow wells or stand pipes.

Individual and exclusive reference points (GPS coordinates) and other water point details (headworks and status of the same) are collected at facility level although facilities from one village should be collected using one form.

It is important to note that the primary identifier of a water point is the GPS Coordinates. Therefore GPS Coordinates shall be separate for each water point.

Identification and confirmation of communal water facilities shall be through participatory processes such as community meetings, community mapping and village walk with key informants. It is a pre-requisite that an enumerator physically visit each and every sited water point collecting GPS coordinates and confirming other status indicators of the facility.

All sources of water and the various technologies shall be thoroughly and clearly explained to communities first before identification and classification of the different water sources and administration of data collection tool.

There are generic differences between mono, national and submersible pumps that may not be physically observed.

A mono pump is diesel engine or electricity powered and has a base frame and a power house. A national pump is observed by an up and downward movement of rods. A submersible pump is not visible as it is buried underground in the water sources.

3.1.2 Household Water Form

This tool collects information on household owned water points that may include boreholes, deep and shallow well. The water facilities may be used by the neighbouring households but are private sources of individual households.

All household water points shall be enumerated and have their total recorded by type under one set of village GPS coordinates taken at the entrance to the Village Head's Kitchen.

The most probable effective way of collecting this data is through a community meeting, most conveniently immediately after collecting information on communal water facilities. This can be verified through other participatory methods such as community mapping.

3.1.3 Household Sanitation and Hand Washing Facilities Form

This form collects data for both sanitation (latrines) and hand washing facilities. Household data is collected summed per village.

Reference point for any data is the Village Head's Homestead and therefore GPS coordinates for the village shall be taken at the door step to the village head's kitchen. In case of a polygamous village head, coordinates shall be taken from the door step of the first wife.

Effort should be made to assemble the whole village together at a village centre for collection of information and joint completion of the questionnaire. Most preferable key informants are the Village Heads, Village Health Workers (VHW), local other extension workers and the community at large.

Counting of village population should include those who reside in the village for at least three-quarters (^{3/4}) of the year including children even those born on the day of enumeration. Village population does not necessarily have to tally with the population records in the village head's register as the register sometimes include those who do not usually stay in the village.

Note that incomplete BVIPs not in use shall be recorded in the “Under Construction” column and an incomplete BVIP but being in use is recorded under the “Upgradable” Column.

A pit latrine with a washable floor is one with a cement slab and not fitted with a vent pipe although it can be roofed. A hand washing facility is any device specifically designed for the purpose of hand washing after visiting and using the latrine.

3.1.4 Village Hygiene Enabling Facilities Form

This tool collects information on hygiene enabling facilities i.e. pot racks and refuse pits. This information should be collected at village level. GPS codes taken from the Village Head’s door entrance into the kitchen shall be a reference point for all the collected information. Information can be collected through a community meeting and verified through other means such as village mapping. Possible key informants include the Village Health Worker, Community Care Givers, Environmental Health Technicians, Village Secretaries, Village Heads or any other respected and influential local leadership.

The tool collects information on the number of households with a particular type of a Health Enabling facility other than just the number of available health enabling facilities.

3.1.5 Institutional Water Facilities Form

This tool is used to collect water data from all major and common institutions in the respective villages i.e. Early Childhood Development (ECDs) centres, primary and secondary schools, clinics, rural health centres, hospitals, churches, tertiary institutions etc. The tool shall be administered personally by the Field Enumerator to key informants such as the Heads of the respective Institutions or their next in hierarchy. The tool shall **NOT** be left or posted for self-administration by the institution authorities. However, for purposes of familiarisation with the tool, the key informants can be given the form in advance.

It is important to note that an institutional water source refers to a source that was provided specifically for use by the respective institution although in practice it might also be shared with surrounding households from nearby villages and communities. The water sources must be officially owned by the respective institution.

In case where an institution relies on more than one water source, these must be enumerated separately and their details recorded separately but under the same institution name one after the other in their order of hierarchy.

The functionality of a water point relates to its mechanical status and shall not be used to describe its seasonality status. It is therefore possible that a water source can be mechanically functional but not giving water at the time of enumeration due to issues to do with seasonality. As such at the time of enumeration, a water source can be mechanically functional and providing water but can be recorded as seasonal as it dries during the drier part of the year.

3.1.6 Schools Sanitation and Hand Washing Facilities Form

This tool captures information on both latrines and hand washing facilities at any given school for students and the teaching and non-teaching support staff.

A school refers to any of the following whose details shall be recorded independent and exclusive of each:

- Early Childhood Development (ECD) Centre that may or may not be within the premises of an existing primary school. Please note that a multiple ECDs can be satellites to one primary school and each one will be recorded separately exclusive of the mother school but using the mother school EMIS code. The code must have the appropriate extension number. However GPS coordinates will be exclusive of the mother school.
- Primary School that can be the mother or a satellite of another primary school. A satellite primary school will inherit the mother school EMIS code with the appropriate extension but retain its own GPS codes.
- Secondary school that can be the mother or satellite of another secondary school. A satellite secondary school will inherit the mother school EMIS code with the appropriate extension but retain its own GPS codes.
- Tertiary institution that can be a college or any other training institution. A satellite tertiary institution will inherit the mother institution identification/registration code with the appropriate extension but retain its own GPS codes.

NB: GPS coordinates for any given institution or school shall be taken from the flag pole position.

Column on total number of staff on the form shall be taken to mean total number as per establishment and not number in post. It is recommended that the school or institution Head be the key informant for completion of this tool. In his/her absence, the deputy or senior teacher shall be considered as possible alternative key informants.

Note that the tool shall not be left behind for the school authorities' self administration. The trained Field Data Collection Enumerator shall be personally responsible for the administration of the questionnaire.

An EMIS code for any school is the one that appears and used on the Ministry of Education, Sport, Art and Culture's ED46 Form. Any registered school has this number. Note that some of the unregistered schools especially in the new resettlement areas might be an extension of one registered school and in this case use the EMIS code of the mother school. In this case, the unregistered school shall be taken as a 'satellite school' whereupon the registered one to which it is an annexe is enumerated as the 'mother'. A registered school that does not have an annexe shall simply be recorded as 'registered'.

3.1.7 Health Institutions Sanitation and Hygiene Enabling Facilities Form

The form collects information relating to latrines, hand washing and other hygiene enabling facilities at health institutions. It is recommended that the form shall be administered to a person in charge of the health institution or the second in command. Observable information should always be double checked.

Total number of staff shall be taken to mean number as per establishment in relation to professional and support staff and not the number in post.

For flush toilets, one chamber shall be treated as one squat hole. Coordinates for any health institution shall be taken from a flag pole.

3.1.8 Other Institutions Sanitation Facilities Form

The tool is designed to capture sanitation facilities existing at other institutions other than schools and health institutions. These might be churches, business centres, community courts, village centre etc. Note that established institutions like the apostolic sect churches which are known open spaces without but usually without a physical church building might also need to be enumerated as they often than not comprise a bulk of institutions in the rural areas.

4.0 Village Based Consultative Inventory Glossary of Terms and Technologies

Parameter	Description	Diagramme
Glossary of Sanitation Technologies		
Single BVIP	<p>Has one squat hole and has its ‘hygiene’ improved through:</p> <ul style="list-style-type: none"> • Fitting a ventilation pipe with a fly screen. • The floor slopes towards the squat hole. • The structure has a roof making its internal semi-dark to help with the control of flies as the flies will go up the ventilation pipe instead of the squat hole. • The pit is dug at least 3m deep, lined and with a washable cement slab. <p>Note BVIPs can assume various shapes. Some are spiral, some rectangle, some have doors etc.</p>	
Double BVIP	<p>This latrine has 2 squat holes and has its ‘hygiene’ improved through:</p> <ul style="list-style-type: none"> • Each pit having a corresponding fly screen fitted vent pipe. • Has a cement slab. • The washable floors slope towards the squat holes. • The structure has a roof making its internal semi-dark to help with the control of flies as the flies will go up the ventilation pipe instead of the squat hole. • The pits are lined and dug atleast 3m deep at the time of construction. • The pits are more than one (1) metre unfilled. <p>Note BVIPs can assume various shapes. Some are spiral, some rectangle, some have doors etc.</p>	
Multi-Compartment BVIP	<ul style="list-style-type: none"> • Has more than 2 squat holes. • Can be in different shapes. • Has its ‘hygiene’ improved through: <ul style="list-style-type: none"> • Fitting a fly screen covered ventilation pipe for each squatting compartment. • Floor that slopes towards the squat hole. • The structure has a roof to reduce the internal light within the structure making it semi-dark to help controlling of flies. If 	

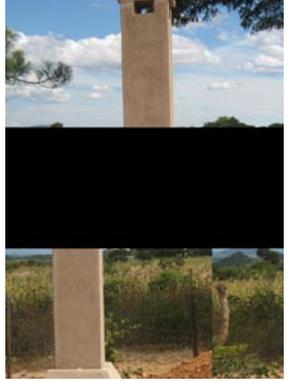
	<p>the interior is semi-dark, the flies will fly out through the ventilation pipe as the only source of light instead of the squat hole.</p> <ul style="list-style-type: none"> • The pits were at least 3m deep at the time of construction, lined and with a slab. 	
<p>Girl friendly School BVIP Latrine</p>	<ul style="list-style-type: none"> • BVIP latrine that preserves the privacy and dignity of the girl child and ladies. • Have closable and lockable doors from inside. • Retain all the qualities of a multi compartment BVIP as given above. • They take different shapes and plans. 	
<p>EcoSan (Urine Diversion)</p>	<p>An EcoSan is a dry toilet into which carbon-rich material (vegetable wastes, straw, grass, sawdust, ash) are added to the excreta and special conditions maintained to produce inoffensive (environmentally friendly, without odour) compost. A composting latrine may or may not have a urine separation device. If it has, is called a urine diversion system.</p>	
<p>Upgradeable BVIP (uBVIP)</p>	<ul style="list-style-type: none"> • Its sub-structure meets standard requirements for a BVIP. • Has a dry lined pit with a slab bearing to holes, one for squatting and the other one for vent pipe. • Has a temporary superstructure made of locally available resources • The superstructure can be upgraded to a full BVIP over time whilst the latrine is under use. • The superstructures can take different shapes. 	
<p>Pit latrine- Washable Floor</p>	<p>A washable pit latrine is a dry latrine consisting of a</p> <ul style="list-style-type: none"> • Lined pit/hole dug in the ground. • A covering slab made of concrete and with one opening just for the squat hole. • Can assume various forms, shapes and sizes of structure built for privacy. • No vent pipe is installed. 	
<p>Pit Latrine- Unwashable Floor</p>	<p>An unwashable pit latrine is:</p> <ul style="list-style-type: none"> • A dry latrine consisting of an unlined pit/hole dug in the ground. • The pit does not have a covering slab and the floor is unwashable. • There is some form of superstructure built around the pit for privacy. • No vent pipe is installed. • Can assume various shapes and sizes. 	

<p>Flush Latrine (conventional water closet)</p>	<p>Flush latrine is defined by the following parameters:</p> <ul style="list-style-type: none"> • There must be running water. • Facility should make use of the flush system. • Uses a cistern or water holding tank for flushing water. • Has a water seal (a U-shaped pipe below the squatting pan) that prevents the passage of flies and odours. • Connected to a piped sewer system or a septic tank, which is closed at the bottom (conservancy tank). 	
<p>Pour flush</p>	<p>A pour flush toilet uses a water seal, but water is hand-poured for flushing (no cistern is used). The pour flush toilet can be connected to a piped sewer system or a septic tank.</p>	

Glossary of Hand Washing Technologies

<p>Institutional Hand Washing Tank</p>	<ul style="list-style-type: none"> • Mostly a big tank situated strategically to service more than one block of latrines. • Water comes out through a tap. • Has an inspection hole on top which doubles as an opening for refilling. • Has closable outlet pipe. 	
<p>Household Hand Washing Facility</p>	<ul style="list-style-type: none"> • At household level, a hand washing tank is sometimes built as part of a BVIP or independently as a tip tap 	

Hand Washing Facilities (Health Institutions)	<p>Minimum standards for any health institution are that it should have:</p> <ul style="list-style-type: none"> • Running water. • Hand washing facilities sinks should be provided inside the latrines. • Where a handwashing facility is situated from outside it shall also be enumerated 	
Glossary of Hygiene Enabling Facilities		
Single Platform Cement Pot Rack	<ul style="list-style-type: none"> • Has a single platform for handling dirty kitchen utensils and for drying cleaned ones. • Made up of bricks and cement. • Raised atleast 1m above ground level. 	
Double Platform Cement Pot Rack	<ul style="list-style-type: none"> • Has a double platform, one for handling dirty kitchen utensils and a top one for drying cleaned plates. • Made up of bricks and cement. • Is raised atleast 1m above ground level 	
Single Platform Wooden Pot Rack	<ul style="list-style-type: none"> • Has a single platform for handling dirty kitchen utensils and for drying cleaned kitchen utensils. • Is made up of wood. • Raised atleast 1m above the ground 	
Double Platform Wooden Pot Rack	<ul style="list-style-type: none"> • This has a double platform, one for handling dirty kitchen utensils and a top one for drying cleaned ones. • Rack is made up of wood • Raised atleast 1m above ground. 	
Lined Refuse Pit	<ul style="list-style-type: none"> • A hole dug and used for storing household waste. • Its inner part is lined with bricks and cement. 	

Unlined Refuse Pit	<ul style="list-style-type: none"> • A hole dug and used for storing household waste. • The pit is not lined. • May not necessarily be dug to measurement and specifications. 	
Placenta/ Ottoway Pit	<p>Minimum standards for any health institution are that:</p> <ul style="list-style-type: none"> • There shall be at least one placenta or ottoway pit. • This should be properly sited away from sources of water with a chimney to direct fumes into the atmosphere • Handles placentas for decomposition from mothers who would have delivered 	
Incinerator	<p>Minimum standards for any health institution are that there shall be:</p> <ul style="list-style-type: none"> • At least one incinerator. • This should be properly sited away from sources of water with a chimney to direct smoke into the atmosphere. • The incinerators can also take different shapes. • Used to burn various wastes 	
Bottle Pit	<p>Minimum standards for any health institution are that there shall be:</p> <ul style="list-style-type: none"> • At least one bottle pit • This should be properly sited away from sources of water • Used for handling used bottles and needles 	

Glossary of Water Supplies Technologies

Borehole mounted with a B' Type Bush Pump	<ul style="list-style-type: none"> • A deep machine drilled hole with the purpose of reaching deeper groundwater supplies. • Constructed with casing, or pipes, which prevent the small diameter hole from caving in and protect the water source from infiltration by run-off water. • Water is delivered out of the borehole through a pump. • Head works are in place which include a perimeter fence, sanitary seal, concrete apron without a slab, water run-off channel and a soak away system • A borehole with no sanitary seal is considered unprotected. 	
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<p>Deep Well mounted with an A' Type Bush Pump</p>	<ul style="list-style-type: none"> • A deep machine drilled hole with the purpose of reaching deeper groundwater supplies. • Constructed with casing, or pipes, which prevent the small diameter hole from caving in and protect the water source from infiltration by run-off water. • Water is delivered out of the borehole through a pump. • Head works are in place which include a perimeter fence, sanitary seal, concrete apron without a slab, water run-off channel and a soak away system • A borehole with no sanitary seal is considered unprotected. 	
<p>Deep Well Mounted with a B' Type Bush Pump</p>	<ul style="list-style-type: none"> • Has been hand dug up to the hard rock and blasted to reach greater water depths and is lined. • Fitted with a pump. • Draws its water from beneath shallow impermeable strata. • Equipped with headworks which include a perimeter fence, concrete slab (distinction feature from a borehole), concrete apron, run-off channel and a soak away system. • Deep well which is not lined and with no slab shall be taken as unprotected 	
<p>C' Type Bush Pump</p>	<ul style="list-style-type: none"> • Head of a C' Type Bush Pump which mounted at either a deep well or borehole. 	
<p>Shallow Well mounted with a Windlass and Bucket</p>	<ul style="list-style-type: none"> • A large diameter hand dug excavation. • Usually not more than 10-15m in depth. • Dug with community self help and provide a generally reliable water supply but may be seasonal. • Lined and fitted with a sanitary plate, concrete apron, run-off channel and an adequate method of disposing waste water. • The superstructure can take different shapes and designs. • A shallow well shall be considered protected if it is lined and fitted with a slab, concrete apron and run-off channel that diverts spilled water away from the well. 	
<p>Shallow Well mounted with an Elephant Pump</p>	<ul style="list-style-type: none"> • A large diameter hand dug excavation. • Usually not more than 10-15m in depth. • Dug with community self help and provide a generally reliable water supply but may be seasonal. • Lined and fitted with a sanitary plate, concrete apron, run-off channel and an adequate method of disposing waste water. • A shallow well shall be considered protected if it is lined and fitted with a slab, concrete apron and run-off channel that divert spilled water away from the well. 	

<p>Sand Abstraction (Traditional system)</p>	<ul style="list-style-type: none"> • Traditional system of abstracting water from a river bed. • Is considered unprotected as the water is not protected and the manner in which the water is abstracted (by scooping using a plate, cup or jug) exposes water to contamination. 	
<p>Sand Abstraction mounted with a Rowa and Joma Pump</p>	<ul style="list-style-type: none"> • System of abstracting water from a river bed using an improved hand pump. • Is considered improved as it makes use of an improved Rowa and Joma hand pump. 	
<p>Rain Water Harvester</p>	<ul style="list-style-type: none"> • Involves collecting and storing rain water from runoff areas such as roofs and other surfaces for later use. • Involves a certain amount of plumbing to collect the water to a central tank. • The water storage tank can be of different materials and capacities. 	 
<p>Surface Water</p>	<ul style="list-style-type: none"> • Surface water is water located above ground • Includes rivers, dams, lakes, ponds, streams, canals, and irrigation channels. • It is an unimproved if it is not adequately treated. 	
<p>Unprotected Spring</p>	<ul style="list-style-type: none"> • Naturally flowing water from the water bearing rock onto the earth's surface usually under extreme pressure. • If no any works are done on the spring, its considered unprotected 	

Protected spring	<ul style="list-style-type: none"> • Has four major elements: <ul style="list-style-type: none"> a. The "effective" catchment, consisting of a perforated pipe within a trench or dry walled channel (stone package). b. A supply pipe leading to an inspection chamber. c. an inspection chamber, which consists of an entry basin for receiving the spring water and an operation chamber which helps to control water quantity and quality, as well as. d. Can be fenced off to secure the site source from animals. 	
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5.0 VBCI Deliverables

- Each and every Enumerator shall submit to the DWSSC team a set of eight completed forms by the end of the data collection exercise.
- Completed tools shall be verified by the DWSSC team for any possible gaps or errors key of which is completeness.
- All enumerators shall each prepare and submit a brief narrative report of the exercise to accompany the completed tools. The report will assist in understanding the challenges to the data collection process that may impact on quality and accuracy of the submitted data.