



## Up-scaling Basic Sanitation for the Urban Poor

### Implementation Workshop Concept Paper and Programme

**Proposed dates:**

**Venue:**

#### Main Objective

The main objective of the workshop is to provide a clear detailed understanding of the actual implementation procedures of the UBSUP/SafiSan programme and the contractual responsibilities of the Water Service Providers. The workshop also seeks to provide the water companies a platform to address any pending queries and equip them with the relevant tools and information for the successful implementation of the SafiSan Project. At the end of the implementation workshop, the participants will be able to understand the implementation procedures, formulate activities for the project plan that will cover the scope of the first phase, and the outputs expected at the end of the first phase of the project.

#### Specific objectives

The specific objectives of the Implementation Workshop are:

- To introduce the UBSUP/SafiSan programme & staff members to the WSP management.
- Allow the participants to understand their roles and responsibilities in the programme
- The WSP to understand its contractual responsibilities and enhance the WSP's ownership of the programme.
- To explain and discuss the incentives for the WSP related to onsite sanitation, service providers and decentralized treatment.
- To ensure that the WSP staff understand the roles of other stakeholders in the programme.
- Equip the WSPs LIA unit with the relevant information and tools required for the full implementation of the **SafiSan Project** (i.e. information on available technical options, sanitation marketing strategy, business and financial model, sanitation teams, DTF construction etc.).
- Show the WSP how to access and use the **SafiSan Toolkit**, which contains all the tools necessary for the successful implementation of a SafiSan project.
- To enable the WSP to establish relevant teams such as Project Task Teams and to prepare a **Detailed Project Work Plan** based on the **Activity CARDS**.

#### The Workshop Approach

During the Implementation Workshops for the Water Service Providers a large number of new concepts and approaches will be introduced. This implies that the participants will be shown quite a large number of presentations. In order to make the participants really participate it is of the



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utmost importance that every presentation is followed by a short Questions & Answers Session. In addition to the short Q&A session after every presentation, there is a more general Q&A session towards the end of each day. Day 2 and 3 also start with a Q&A session.

## The participants

It is very important that the right participants take part in the UBSUP Implementation Workshop. The following participants should be invited from each WSP.

- Managing Director
  - Technical Manager.
  - Finance Manager
  - Social/communication/community relations staff member(s).
- ⇒ County Public Health Officer

## List of required materials and tools

The following materials are required in order to organize a successful implementation session and will be provided by the WSTF:

- The MS-PowerPoint presentations for the Implementation Workshop.
- Supportive documents prepared for the Workshop.
- Sanitation package for each of the WSPs in attendance
- Supportive tools for the workshop such as
  - ✓ SafiSan Toilet scale model
  - ✓ Squatting pan
  - ✓ Projector (beamer)
  - ✓ Flipchart stand, markers and paper (A1)
- SafiSan documents such as:
  - ✓ SafiSan brochure
  - ✓ Establishing the Project Task Team & the Detailed Work Plan for SafiSan Projects”
  - ✓ Technical Handbook” & “Technical Options”. Sanitation Marketers (Social Animators) Handbook”
  - ✓ Social Marketing strategies for onsite sanitation systems
  - ✓ Schematic representation of the financing and business model
  - ✓ The Financing and Business Model

## Programme of **Day 1**

Duration	Topic	Media/Method	Presenter
8:00 – 8:15 AM	Registration & introductions	Registration file	
8:15 – 8:30 AM	Objectives of the workshop	Presentation (1)	
8:30 – 9:00 AM	UBSUP Programme & SafiSan Projects	Presentation (2)	



# WATER SECTOR TRUST FUND

3

9:00 – 9:30 AM	<i>Coffee &amp; tea break</i>		
9:30 – 10:00 AM	<b>Key stakeholders/PTT Roles &amp; Responsibilities</b>	<b>Presentation (3)</b>	
10:00 – 10:30 AM	<b>Technical options</b>	<b>Presentation (4)</b>	
10:30 – 11:00 AM	<b>Social Marketing</b>	<b>Presentation (5)</b>	
11:00 – 12:00 AM	<b>Group work: Implementing a SafiSan Project</b>	<b>Document (1)</b>	
12:00 – 1:00 PM	<i>Lunch break</i>		
1:00 – 1:40 PM	<b>Business model &amp; finances</b>	<b>Presentation (6)</b>	
1:40 – 2:30 PM	<b>Pilot project experiences</b>	<b>Presentation (7)</b>	
2:30 – 2:50 PM	<i>Coffee &amp; tea break</i>		
2:50 – 3:30 PM	<i>Questions &amp; answers (Day 1)</i>	<i>All participants</i>	
3:30 – 4:00 PM	<i>Wrap-up of Day 1 &amp; programme of Day 2</i>	<i>All participants</i>	

## Programme of Day 2

Duration	Topic	Media/Method	Presenter
8:15 – 9:00 AM	<i>Questions &amp; answers (Day 1) (continued)</i>	<i>All participants</i>	
9:00 – 9:30 AM	<b>Phases Approach and the package for WSPs</b>	<b>Presentation (8)</b>	
9:30 – 10:15 AM	<b>Incentives for all the stakeholders</b>	<b>Presentation (9a/b/c)</b>	
10:15 – 10:45 AM	<i>Coffee &amp; tea break</i>		
10:45 – 11:30 AM	<b>Using the Activity CARDS</b>	<b>Document</b>	
11:30 – 12:00 AM	<b>Preparing the Detailed Project Work Plan</b>	<b>Document</b>	
12:00 – 1:00 PM	<i>Lunch break</i>		



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4

1:00 – 1:45 PM	A walk through the Financing Agreement	Financing Agreement	
1:45 – 2:20 PM	Disbursement & timely incentive payments	Presentation (10)	
2:20 – 2:40 PM	<i>Coffee &amp; tea break</i>		
2:40 – 3:40 PM	Q & A session	All participants	
3:40 – 4:00 PM	Wrap-up of Day 2	All participants	

## Programme of Day 3

Duration	Topic	Media/Method	Presenter
8:15 – 9:00 AM	<i>Questions &amp; answers (Day 2) (continued)</i>	All participants	
9:00 – 9:30 AM	SafiSan Projects: Getting started	Document	
9:30 – 10:30 AM	Using SafiSan Tablet & Mobile Applications	Tablet computer	
10:30 – 10:50 AM	<i>Coffee &amp; tea break</i>		
10:50 – 11:10 AM	Integrity issues	Presentation (11)	
11:10 – 11:30 AM	Quality work	Presentation (12)	
11:30 – 12:10 AM	Phase 2 (etc.) areas selection: Type of LIAs	Presentation (13)	
12:10 – 1:00 PM	<i>Lunch break</i>		
1:00 – 1:30 PM	Using the SafiSan Toolkit (online)	SafiSan Toolkit	
1:30 - 2:30 PM	Q & A session	All participants	
2:30 – 2:50 PM	<i>Coffee &amp; tea break</i>		
2:50 – 3:40 PM	Wrap-up of the Workshop & <i>Way Forward</i>	All participants	