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CLTS FACILITATION GUIDE

March 2016



Picture 1 Community-Led Total Sanitation - Triggering in a Red Cross SCP-3 community, Solomon Islands

Adapted from Solomon Islands Government National CLTS Tool Kit

A NOTE ON THIS GUIDE

The Red Cross 'CLTS and Sanitation Marketing Facilitators Guide' uses the Solomon Islands Government RWASH 'National Community-Led Total Sanitation (CLTS) Toolkit' (<http://sirwash.weebly.com/>) as its basis. Some adaptations and additions have been made based on feedback from Red Cross staff and volunteers, as well as other key stakeholders, to address Red Cross community contexts and identified needs.

All forms mentioned in this Guide can be found in the Annexes.

The methods described here are not the only ones for implementing CLTS. Users are encouraged to explore different ways of preparing for CLTS, for triggering, for post-triggering follow-up, and for supporting and spreading CLTS that fits with local conditions and opportunities, and to report and record any success or lessons learnt to share with Government and other sector stakeholders.

Facilitators should also feel free to be inventive and adaptive, and to use their own best judgment in deciding what to do. The ideas and advice that follow have been tried and tested in the Solomon Islands context, but it is for Facilitators themselves to decide what works for them.

Whatever adaptations Facilitators make, the principle of empowerment of local communities to do their own analysis, and take their own actions to reach No Open Defecation status, is essential.

ABBREVIATIONS

CLTS	Community-Led Total Sanitation
EHD	Environmental Health Division
FRC	French Red Cross
HPU	Health Promotion Unit
MHMS	Ministry of Health and Medical Services
NGO	Non-Governmental Organisation
OD	Open Defecation
NOD	No Open Defecation
PWD	People with disabilities
PWLM	People with limited mobility
SIG	Solomon Islands Government
SIRC	Solomon Islands Red Cross
RWASH	National Rural WASH Unit
ToT	Training of Trainers
WASH	Water, Sanitation and Hygiene

DEFINITIONS

Hygiene: Conditions or practices that help to maintain health and prevent the spread of disease.

Sanitation: Facilities and services used for the safe disposal of waste, and to maintain hygienic conditions.

Disability: An illness, injury or condition that makes it difficult for someone to do the things that other people do.

DISCLAIMER

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1	INTRODUCTION AND PLANNING	5
1.1	What is CLTS?	6
1.1.1	The Solomon Island's Red Cross CLTS and Sanitation Marketing Strategy	6
1.1.2	Red Cross CLTS process.....	9
1.2	Solomon Islands RWASH Policy.....	10
1.3	Background – Human Rights, WASH and the CLTS Approach	11
1.4	Social Inclusion	12
1.5	The people who make CLTS a success in Solomon Islands	13
1.6	NOD Requirements	14
1.7	Facilitation Techniques	15
1.8	Some Activities for CLTS Facilitators to use during ToT	17
2	FACILITATING CLTS FOR COMMUNITIES	18
2.1	COMMUNITY LEADERS BRIEFING	19
2.2	PRE-TRIGGERING	20
2.3	TRIGGERING.....	22
2.3.1	Material checklist:	22
2.3.2	Team of Facilitators:	23
2.3.3	Introduction	24
2.3.4	Children's session	26
2.3.5	Shit mapping.....	27
2.3.6	Shit calculation	29
2.3.7	Transect walk.....	30
2.3.8	Latrine design and Action planning	32
2.3.9	Hand-washing trigger	36
2.4	POST TRIGGERING.....	37
2.4.1	1 st Post Trigger monitoring and Latrine design facilitation visit	38
2.4.2	Training Sanitation Committees	40
2.5	Regular Follow-Up.....	45
2.6	NOD & POST-NOD	46
2.6.1	Verifying NOD	46
2.6.2	Maintaining NOD	47
3	ANNEXES: OFFICIAL RWASH CLTS FORMS	49

1 INTRODUCTION AND PLANNING



Picture 2: Children in Red Cross SCP-3 Community trying out pressure tap hand washing facility demonstration design at CLTS Triggering (Photo credit: Isabel Ross)

This section is to provide CLTS Facilitators some background that will help them prepare for going into communities.

1.1 What is CLTS?

Community Led Total Sanitation (CLTS) is one of the main strategies adopted by the R-WASH Policy to achieve the vision of all Solomon Islanders with easy access to sufficient quantity and quality of water, appropriate sanitation, and living in a safe and hygienic environment.

The CLTS approach was first pioneered by Kamal Kar in Bangladesh in 1999. The approach was so successful that it is now used in over 40 countries across Asia, Africa, Latin America, the Middle East, and the Pacific. CLTS was first introduced into the Solomon Islands in 2013.

The goal of CLTS is to activate and empower whole villages to stop open defecation

Traditional approach to sanitation	CLTS approach
Philosophy of 'We must help the poor'.	Philosophy of 'People are able to do it themselves'.
Provides subsidies & hand-outs, which creates dependency.	No subsidies. Villages are empowered to take charge of their sanitation themselves.
Targets individual behaviour.	Targets whole villages. One person open defecating affects everyone.
Assumes people are uneducated about sanitation, and tells them what to do.	Empowers people to do their own thinking and make their own decisions.
Imposes fixed designs and standards.	Villages develop local solutions based on local conditions, materials and skills.
Hides the dangers, by using sanitized words and approaches.	Uses crude language – the word "shit" - to have a frank discussion about the harmful effects of OD.
Goal / Focus = the number of toilets.	Goal / Focus = no open defecation.

While CLTS is great for triggering fast action on improving sanitation and hygiene, it is important to be aware of some of the challenges in maintaining this behaviour change in the long-term:

- Will the location and number of latrines affect ground-water or nearby water sources?
- What will happen if latrines are full, flooded, or collapse due to earthquakes or cyclones?
- Will households move up the sanitation ladder, to better quality latrines?

1.1.1 The Solomon Island's Red Cross CLTS and Sanitation Marketing Strategy

This 'CLTS Facilitators Guide' incorporates the adapted Solomon Islands Red Cross strategy to support nine Red Cross SCP-3 communities to achieve improved sanitation and No Open Defecation (NOD) status as a part of the broader Red Cross WASH programme.

The Red Cross strategy will use the complimentary approaches of 'pure' Community-Led Total Sanitation combined with elements of sanitation marketing to increase the desirability, affordability and demand for toilets and hand-washing with soap. The approach is strongly in-line with Solomon Islands Government Rural WASH Policy (2014).

The CLTS and sanitation marketing approach for the Red Cross SCP-3 communities has been adapted for the specific community contexts. As recommended by several sector stakeholders, as well as a Red Cross experience in Cambodia, the CLTS process in the Solomon Islands favours shock over shame as an approach for change.

The approach builds upon existing agency within the communities. No subsidy will be provided, except in rare and specific cases that fall inside the RWASH Policy. The government will be consulted in case of subsidies.

Facilitators need a strong connection to the community, to be engaging, be convinced of CLTS and able to flexibly adapt the approach. The approach may change depending on the communities' needs on: creation of demand for sanitation, knowledge of proper technologies, analysis of resources or analysis of adequate designs and string history of subsidised programming for WASH. Facilitators have been trained to assess communities and adapt approaches according to the context in each of the nine communities.

The emphasised and adapted strategic elements for a successful Red Cross approach are:

- promotion of adequate latrine options based on specific community needs with the aim to increase the perceived value of dry pit options, supported with 'Mekim Raet Chois Fo Toelet Haus Blong Mi' latrine design guide
- extra emphasis on triggering for handwashing with soap (or ash/another agent)
- strong participatory facilitation skills of people who trigger
- strong pre-triggering, including a community leaders briefing before pre-trigger, to ensure full buy in of community leaders to the possibly challenging approach to avoid conflict
- strong follow-ups through intensive monitoring, technical guidance on latrines / hand washers
- requirement of a privacy structure for toilets to encourage toilets closer to the house and thus likelihood of use every time, and to create a third structure as a part of the ideal *a house is not a home without a sleeping house, an island kitchen and a toilet house with handwasher*
- as well as a gender sensitive approach.

Monitoring and evaluation will be done in line with national regulations and verified by the SI Government.

Sanitation Marketing Approach – 'Mekim Raet Chois Fo Toelet Haus Blong Mi' Latrine Design Guide

The objective of the Sanitation Marketing aspect of the strategy is to

*Market **quality latrines with handwashers** as an integrated **part of the home** to ensure taking up and **maintaining use of latrines**.*

This will be achieved through three main strategies: the promotion of the complete house, the promotion of affordable and desired dry sanitation solutions, as well as possibly training men and women in latrine construction at a later stage.

The complete home is a concept that was used in the first NOD community on Isabel Island and was picked up rapidly during the practical of the co-facilitators training and the training of trainers. National EHD recommended to be used.

It's a promotion strategy to emphasize that a complete home has

a sleeping house,

a kitchen and

a latrine with a handwasher.

This is used in the discussions with the community. It is also promoted by the front cover of the 'Mekim Raet Chois Toelet Haus Blong Mi' latrine design guide.

The method promoted in this approach gives the community freedom to come up with their own designs guided by a discussion on the circumstances and the needs in the community, but considering affordable options that do not endanger groundwater quality. Community solutions are respected, but experience has shown, that support to latrine design is especially important in areas with challenging conditions like floods or high groundwater table.

Proposed technologies are presented in the developed '*Mekim Right Choice Fo Toelet Haus Blong Mi*' latrine design guide, which is suitable for communities with diverse literacy levels. These technologies focus on affordable options using local materials and include improved dry pit and reinforced pit designs, as well as smell reduction (ie applying 'ash' flush after every use) to increase the value of dry sanitation. Water-based design options are also included, with advantages and disadvantages highlighted.

Promotion and advice on latrine design will be provided during trigger and follow up sessions, as well as through the Latrine Design Guide, which can be used independently.

Using the '*Mekim Raet Chois Toelet Haus Blong Mi*' Latrine Design Guide:

The guide can be used for advice on construction as well as promotion at different stages of the triggering process and outside of CLTS to ensure people can make better, informed choices about the best latrine design for their individual household needs.

The actual triggering will include an analysis by the community to realistically assess their sanitation needs, options and resources. **At the end of triggering** the latrine design guide can be given to people who commit to build the next day. Like this they can use information for best siting and design.

The latrine design guide should also be used **during house-to house monitoring visits and specifically the house-to-house visit on the day following the trigger**. When visiting the households more challenges such as unstable soils causing collapsing or challenges with high groundwater as well as flooding may become apparent and the pictures in the guide can be used for direct advice. The community members should be invited for the in-depth latrine session following the house hold visits, where they are encouraged to pick up their copy. Through this demand and attendance may be promoted.

During the in-depth latrine design session on the day following the triggering, after the house-to-house monitoring, the latrine design guide can be used to emphasize solutions to local challenges and promoting in detail improved construction practice. Solutions should still come from the community, but can be informed by the latrine design guide. Facilitators are encouraged to draw pictures from the guide on a flip chart. This solution may be better than pre-printed posters, as the solutions can still be derived from a question based discussion with the community.

During the Sanitation Committee Training, within one week of triggering, Sanitation Committee members/natural leaders are trained by CLTS Facilitators to use the latrine design guide in an interactive way to support households who are considering to start building a toilet to make the right choice for them. This will be done during Sanitation Committee members weekly household monitoring visits in the community. The Guide should also be given to households considering construction at this point.

The idea is to create demand for the latrine design guide by binding it to certain conditions before handing it out to the households. Ideally each household should get a latrine design guide before commencing construction.

'*Mekim Raet Chois Toelet Haus Blong Mi*' latrine design guide can be found in electronic format for download at: <http://sirwash.weebly.com/>

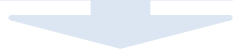
1.1.2 Red Cross CLTS process

Community leaders briefing: In a central place, with the presence of official representative from RWASH, gather 2 or 3 representatives from each community, including women, to introduce the CLTS context, present sanitation policy.

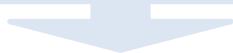
The goal is to raise awareness on sanitation, reinforce the importance of the leaders, get their buy-in to the CLTS process, and build healthy competition between different communities.



Pre-Triggering: CLTS ToTs meet with village leaders, including Chiefs, religious leaders, women's leaders, and youth leaders. The aim is to motivate village leaders to take the lead in the fight against OD, to get village leaders to select a crude word for faeces to use during the triggering, and to plan the triggering event.



Triggering: At a village “triggering” meeting, villagers discuss open defecation and, through a series of participatory activities, they realize that OD amounts to eating each other's shit. The strong feeling of shame and disgust drives them to want to stop OD. Villages develop an Action plan to stop OD, using locally-acceptable solutions supported through latrine design facilitation process and ‘Mekim Raet Chois Fo Toilet Haus Blong Mi’ latrine design guide.



NOD & Post-NOD: Verification is conducted by Ministry of Health and Medical Services (MHMS) Environmental Health Division/RWASH Unit, as the lead implementing Ministry of the SIG Rural WASH programme. Provincial or National RWASH or Health Promotion Unit officers and a panel of experts will conduct a house to house monitoring visit to ensure the village meets all criteria to be declared NOD. The village then celebrates. The Provincial and National RWASH programme will then take responsibility for on-going surveillance of the community, with Provincial Environmental Health or Health Promotion staff monitoring the village every 6 months to ensure there is no “slippage”, and to encourage villages to retain NOD status.

Often, people who work in CLTS focus mostly on the triggering. Triggering alone will never achieve NOD status. Each step is essential to make the next step more successful and easier for you! If you skip any step, then your project will fail and you will have to start again.

**If you do not have the time or money to do every step,
then DO NOT do CLTS!**

1.2 Solomon Islands RWASH Policy

Failed sanitation projects are common in countries with high subsidy approaches, with many donors wanting to give out funds, and seeing subsidies for household toilets as an easy way to do this. However because the demand hadn't actually been created these were not used, and what was left behind was a series of **monuments to failure**.

The Solomon Islands Government has now recognized that it cannot build and maintain sanitation facilities for every family in the country. It has also recognized that, for villages to value and take ownership of sanitation and hygiene practices, they need to do it themselves.

In 2014, the Cabinet of Solomon Islands endorsed a new National Rural Water, Sanitation and Hygiene (RWASH) policy, to guide all RWASH activities in the country. A policy is a set of values or rules to guide the actions of a government, organisation, or individuals.

The main goal of the Rural WASH Policy is to:

IMPROVE THE HEALTH AND WELL BEING OF RURAL VILLAGES THROUGH IMPROVED AND APPROPRIATE WATER AND SANITATION FACILITIES AND HYGIENE PRACTICES.

The policy calls for:

- A Three pillar approach that integrates Water, Sanitation and Hygiene. This means that all water supply projects must include sanitation and hygiene triggering.
- No subsidies for household sanitation. This means that the government, and other organisations, cannot provide materials or money for sanitation. Instead, the program aims to create demand for sanitation among villages, so that villages will take the lead in improving their own sanitation.
- Simple, sustainable solutions. To ensure safe water, improved sanitation and hygiene into the future, solutions must be simple, affordable, and effective. A self-sustaining market for WASH should be established to ensure continued access to appropriate WASH solutions.
- A coordinated approach. The RWASH programme, under the Environmental Health Division (EHD) of the Ministry of Health and Medical Services (MHMS), requires all implementing partners to work with the RWASH Programme to create a consistent approach, and consolidated data on progress.

1.3 Background – Human Rights, WASH and the CLTS Approach

What is a Human Right?

Humans are entitled to basic rights and freedoms, simply because they are human. This means that they apply to all humans equally, regardless of nationality, sex, ethnicity, colour, religion, language etc.

Water, sanitation and hygiene are essential to the full enjoyment of life, health, dignity, empowerment and prosperity. For this reason, access to basic sanitation and hygiene is a human right (UN Declaration, 2010), meaning that every person is entitled to sanitation and hygiene.

Human Rights are indivisible

All human rights are interrelated and cannot be separated from each other. For example, the improvement of one right will help to advance the other rights, while the deprivation of one right will adversely affect all other rights.

If we consider this in terms of sanitation and hygiene:

- The right to health can only be guaranteed when sanitation and hygiene needs are met.
- The right to an adequate standard of living includes the right to water and sanitation.
- The right to education is not achieved when girls drop out of school because of a lack of sanitation and menstrual hygiene facilities.
- The right to dignity can only be achieved when people are able to defecate privately
- The right to safety is compromised when women and children have to walk far to defecate

What does that mean for us?

While WASH are human rights, this does not mean that everybody is entitled to free water and sanitation.

Governments are considered to be upholding rights if they take steps to progressively realize the right, using the resources available. WASH services must also be sustainable and affordable for all. People are expected to contribute financially or otherwise to the extent that they can.

The CLTS approach fulfills these criteria. Through government policy and support for the CLTS program, villages take responsibility for the attainment of sanitation and hygiene, using sanitation solutions that they have chosen to be sustainable and affordable.

1.4 Social Inclusion

We have now established that every single person has a right to sanitation and hygiene. However, is every person given an equal opportunity to achieve these rights?

Our villages are made up of lots of people from lots of different backgrounds. Some people, such as women, children, the elderly and people with disabilities are often excluded from village processes, including decision making and basic services.

We all have the right to participate in our villages, regardless of our background - this is referred to as social inclusion. Social inclusion makes good sense. Excluding some members of the village in CLTS comes at a high cost.

No Open Defecation will never be achieved unless all members of the village are practising. It is important to make sure no one is excluded from CLTS. This requires taking extra steps to make sure they are participating.

Case Study 1: During the pre-triggering meeting, CLTS Facilitators and the Chief worked to ensure all village members were invited to the triggering. They put a special effort into ensuring all people with disabilities were invited.

Almost everyone in the village attended the triggering. It was a huge success and everyone left motivated to become No Open Defecation.

One person who did not attend was a boy with a disability. Although he knew about the meeting and wanted to attend, he could not because the path to the meeting place was long and difficult.

The boy's family did attend, however, and immediately started building a nice toilet. However, the young boy could not use the toilet because it was located up a small hill that was hard to get to, and the doorway and space inside the toilet were too small for him to get in and turn around. Instead, he continued to crawl to the bush.

People from the village laughed at him and avoided him because he continued to practice the old habits, even though his family had a toilet. The young boy felt more ashamed because he had to defecate openly while everyone else could use the toilet.

Case Study 2: In a pre-triggering visit to the village, CLTS Facilitators asked the Chief to invite "the village, and some women". They left all arrangements to the Chief.

On the day of the triggering, the Facilitator found the women waiting, sitting at the back of the meeting place. The Facilitators sat at the front with the Chief, and other men.

At the start of the workshop, the Facilitator asked – "Tell me about the sanitation situation in your village?" He looked at the men sitting in the front and invited each of them to give their views. All the men gave long talks about the need for government and donors to provide materials for toilets. "Government and donors have always provided things for us".

After the men had talked, the Facilitator asked – "What do the women think?" The women remained silent and a few giggled. The Facilitator tried several times to coax them to talk, but there was no response so he gave up.

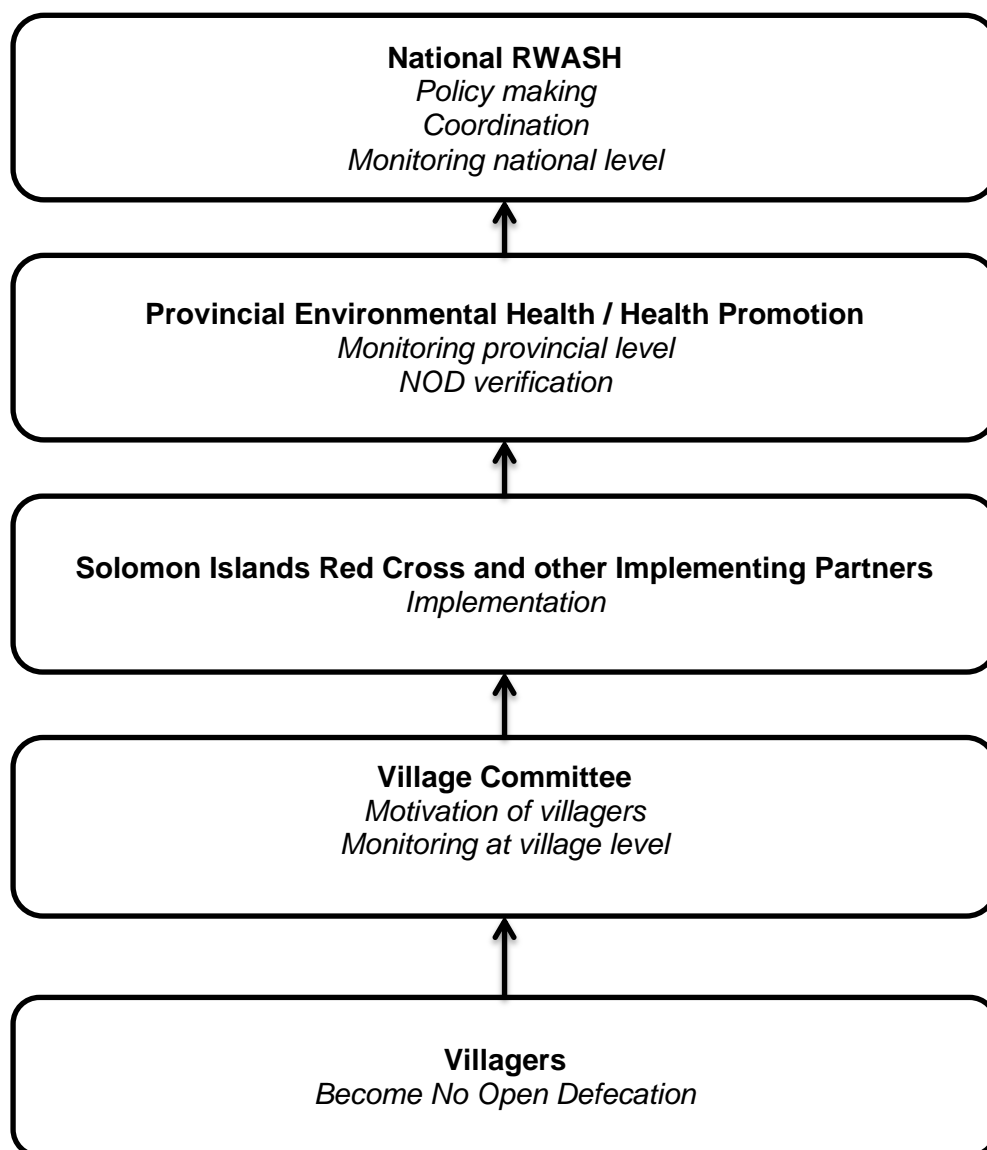
One woman eventually put up her hand and said that everyone should build toilets without waiting for subsidies, because it is shameful that the village is surrounded by shit. Everyone gave her a loud clap, but then ignored what she said and asked for subsidies again.

The Facilitator then raised the issue of toilet designs. The men said they wanted pour-flush toilets. No-one asked the women for their views. At this point, a few women left the meeting to go home and cook.

At the end of the meeting, the Facilitator summarized the men's views and then added – "**Next time the women should talk**".

1.5 The people who make CLTS a success in Solomon Islands

The government aims to roll-out CLTS to every village in the country within 5 years (that's **6,000 villages!**). This will require a network of players, including:







1.6 NOD Requirements

Solomon Islands Government follows a three-star system to help villages reach NOD (No Open Defecation) status. Achieving NOD status means that a community has an improved hygienic standard, which will increase health among people. The stars do not have to be completed in any particular order, but all households within a village must have all three stars to be NOD.

Red Cross in Solomon Islands uses the same 3-star rating system, but adds in a 4th criterion requiring a structure for privacy. This is not a requirement to be recognized as NOD by Solomon Islands Government – but Red Cross encourages all houses to build some kind of super structure/privacy. This will support the toilet to be built close to the house and increase the likelihood of it being used every time, as well as to add the toilet as a recognized and well maintained structure as a part of a complete home (*a house is not a home without a sleeping house, an island kitchen and a toilet house with handwasher*) as a central theme of our sanitation marketing approach.

'No Open Defecation' Status Requirements:

	No signs of open defecation + no reports of open defecation
	EVERY household uses a complete latrine (clean & stops flies / animals)
	EVERY household has a hand washing facility with water + soap / soap alternative (e.g. Ash, sand, lime) close to the latrine
	EVERY household latrine has a structure that provides privacy.

Once a Red Cross village is certain that they have achieved all four stars, they must notify a member of the CLTS Facilitation Team, who will arrange a visit accompanied by a National or Provincial EHD/RWASH or Health Promotion Division representative to look at the village and verify the NOD status. After NOD status is achieved, verified and celebrated, and community planning for Post-NOD maintenance is complete, the community will be added to the Solomon Islands Government National and Provincial EHD/RWASH NOD community database, and will be reviewed annually for NOD status maintenance by the Government programme without Red Cross.

1.7 Facilitation Techniques

In the past field workers used to give long presentations and tell the village what to do.

The CLTS approach is different. It is NO longer TALK – TALK – TALK.

Your job is to assist villages to do things on their own by asking questions. The village is in control.

Facilitation IS NOT:

- **One-way delivery of facts and information** from a teacher (who knows everything) to passive participants (who are assumed to know nothing). You will notice when this is happening because the energy of the group will drop dramatically.
- **Filling the heads of participants with new facts and information** and getting them to memorize what we tell them.

Facilitation IS:

- **Active discussion** – all participants contribute to the ideas and thinking. It builds **responsibility, ownership and motivation!** In CLTS, high energy is what we want.
- It **respects participants' ability** – they are capable of thinking, analyzing issues, solving problems, etc. – so we build on this capacity.

STEPS TO FACILITATING DISCUSSIONS

1. Question, question, question

- There are three types of questions:
 - **Closed questions** – Avoid questions that get one response, such as “Yes/No”. They don’t promote discussion. For example, “*Do you have a toilet?*”
 - **Open questions** – Use questions that encourage many responses, and get people talking and discussing. They usually start with “When”, “What”, “Why”, or “How”. For example, “*How do you feel about having all this shit in your village?*”
 - **Probing questions** – Use a series of follow-up questions to get more information, or to get more people participating. It includes questions like, “*Tell me more? Give me an example. What does it mean? What can we do to solve it?*”
- **Keep asking questions.** A common weakness is to ask one question - and then stop. Don’t be satisfied with one answer. Keep asking to find out more & encourage participation.
- **Don’t give answers.** Villages are used to being told what to do by outsiders. If someone raises a problem, give it to the village to answer. Help the village to use their own experience to come up with their own ideas. They know what will work best.

2. Listen Actively

- **Use encouragers** to signal that you are listening (e.g. Nodding your head, saying things like “*Yes....Okay....I see....That’s interesting....Tell me more....*”

- **Rephrase.** Repeat what each person says in a simple way, to ensure everyone hears and understands. It also encourages participation, because it shows you were listening. For example, *“What I heard you say is that shit gets washed into the river and we drink that”*.
- **Speak loud and clear**

3. Encourage participation & avoid silences:

- **Redirect questions to include other voices and points of view.** Use questions like, *“Eddie said this. What do others think?”* This is very effective at shifting the discussion away from dominant people, and encouraging shy people, women or people with disabilities to participate.
- **Clap.** Getting everyone to clap is a good way to recognise contributions. In CLTS, clapping is very effective when people admit to filthy practices, and commit to changing behaviour.
- **Use silences.** Either give space or use probing questions and single out individuals. Ask things like *“Do you agree?”*, *“What do you think?”*, *“Why?”* Add jokes relevant to the topic.
- **Get agreement.** Once a decision is made, get everyone to show their agreement – they can put their hands up, clap, or yell out “Yes” when you ask if they agree.

4. Handling Difficult Situations

- **Ensure village leaders are well-briefed and on board.** If village leaders are well-briefed, then they can speak out on the issue and help to reduce tension.
- **Managing Disagreement.** Acknowledge that there is a conflict, define the problem so that everyone has understood, then help participants to identify common ground.
- **Ensure the focus on the issue, not on the personalities.** Avoid statements of blame.
- **Handling Difficult Questions.** Remind the village that they are the experts on their own situation & invite them to give their opinion. Remind them that you are not forcing them to do things & that they, themselves, must decide what they want to do as a village.

1.8 Some Activities for CLTS Facilitators to use during ToT

Activity – Monuments to Failure

(15 min + 20 min discussion)

In small groups, identify one sanitation project that had failed. List its name, cost and location, then outline reasons for failure, with a star next to the 2 most important reasons for failure. Each group presents back their findings.

Activity – Monuments to Success

(10 min)

Look back at the Monuments to Failure activity, and how see many of the reasons for failure are related to the “traditional approach to sanitation”. How many of these could be improved by using the CLTS approach?

Activity – Shit Taboo

(15 min)

In pairs, choose one person to be the questioner and one person to be a respondent.

Ask the questioner to use questions ONLY to get the respondent to say “shit”. They are not allowed to use or spell the word “shit” themselves.

Ask the respondent to avoid using the word “shit” as much as possible. Observe how long it takes and what questions work best.

Swap roles so each person practices being a questioner.

Activity – Pre-Triggering (see page 20)

(30 min)

Have Trainers role play a pre-triggering. Then get each Facilitator to practice their own pre-triggering, noting the facilitation techniques.

Activity - Triggering Role Play (see page 22)

(30 min)

Have Trainers role play a Triggering. Then get each Facilitator to practice their own rapid “15-minute” Triggering & present in front of the group.

As role plays are done, get each person to write down examples of good and bad facilitation practices used. Share these with the group.

Activity – Post Trigger Monitoring Visit Role Play (see page 42)

(20 min)

Have Trainers role play a sanitation marketing technology selection role play using '*Mekim Raet Chois Fo Toilet Haus Blong Mi*' latrine design guide. As role plays are done, get each person to write down examples of good and bad facilitation practices used. Share these with the group.

Activity – Difficult Questions (see page 46)

(15 min + 30 min discussion)

Break into small groups and divide the following questions below between the groups. Think of common reasons that people give for not building a latrine. Ask the group to work out responses to these questions, and get them to share their responses with the group.

2 FACILITATING CLTS FOR COMMUNITIES



Picture 3: Shit-mapping activity in an SCP-3 community. Community members identify their open defecation areas and contamination routes

The following activities are ones that you, as a CLTS Facilitator, should do with every village.

Make sure you allocate roles and sessions and practice before going to communities. You should never read from the paper while in communities.

These activities are definitely not the only way of implementing CLTS, however they have all been chosen based on a Solomon Islands context.

Please feel free to modify and change in accordance with the local situation, but make sure to maintain the core CLTS principles.

2.1 COMMUNITY LEADERS BRIEFING

Community leaders' lack of support and ownership is one of the main reasons for CLTS projects to fail. In order to get their active participation to the process it is recommended to gather 2 or 3 representatives of each community and sensitize them to the importance of sanitation, with the presence of official representatives from National EHD/RWASH if possible.

Objectives:

- Have the village leaders from different areas motivated about the importance of sanitation and empowered about the change the community can make on their own without external support.
- Get the village leaders buy-in to the programme and agree to support and lead implementation in their communities.
- Get the village leaders from different areas to know other communities, learn from each other's experiences and create a collective ambition and healthy competition about becoming a NOD community.
- Inform the village leaders on the Solomon Islands RWASH Policy guiding the CLTS/sanitation marketing approach selection.

Time needed: Half day

When: 1 week before commencing implementation of CLTS

Materials: White Board and White Board Markers, Flip Charts

Notes for Facilitators:

- If you decide to introduce CLTS language during the Community Leaders Briefing (this is not a requirement) never say the words 'toilet' 'shit' 'eating shit' or 'drinking shit' first – always let Leaders say the words first. Use probing questions until they say them.
- Ensure that as well as traditional leaders, a women's representative is also included in each group. Three representatives from each community are recommended as a good number to ensure broad buy-in.
- It is recommend to cluster villages in geographical areas/groups so communities have a chance to interact and be influenced by, and hear of each other's sanitation successes to increase motivation.

What to do:

- Briefly introduce the health impacts of poor water, sanitation and hygiene and a summary of the CLTS/sanitation marketing programme to address these health impacts **(20 min)**
- Engage Ministry of Health RWASH representatives to present key elements of RWASH policy – particularly the requirement for no-subsidy approach (and what this means), the importance of simple technical solutions and WASH sector coordination and consistency in approaches **(20 min)**
- Introduce the basics of the CLTS approach and outline of steps. Don't give details about steps of triggering process - so that element of shock can still have its effect. **(20 min)**
- **Activity** - engage leaders from individual communities to discuss among themselves a time their community made change or achieved something without any external support from Government or NGOs. Ask them to present briefly to the group of gathered leaders. **(1 hour)**

2.2 PRE-TRIGGERING

Objectives

- Engage village leaders & plan a village triggering
- Gather baseline information
- Identify and register people with disabilities, and assist them to join the triggering

Time: 2 hours in community

When: 1-2 days before triggering

Materials: Number of cases of diarrhoea in the last year (from local clinic)
TRIGGERING FORM (1), MONITORING FORM (10), Pen, Camera



Picture 4 Pre-trigger meeting getting agreement on use of language

Notes for Facilitators:

- Never say the words 'toilet' 'shit' 'eating shit' or 'drinking shit' first – always let Leaders say the words first. Use probing questions until they say them.
- Make sure the pre-trigger meeting is a conversation.
- Make sure that the meeting place for the pre-trigger meeting is somewhere that Leaders will feel comfortable to say and even yell the word 'shit!.
- When making a date for triggering, make sure it is a time and date that every single community member can attend (including children). Ask leaders to check the date and time with all community members at church/community meetings and get commitments from all households before settling the date. Full attendance of all households is key to success.

The Pre-Triggering is designed to trigger Village Leaders. This sets the scene for a successful triggering. Failure to pre-trigger well, means that triggering and CLTS will also fail.

Arrange to meet with Village Leaders a day or two before the triggering. Include Chiefs, Church leaders, Women leaders, Youth leaders, Business leaders, School leaders, committee leaders etc. The more leaders on board, the stronger the support, and the easier it is for you!

What to do:

Step 1: Conduct an Ice-breaker (tell a joke or a warm-up game)

Step 2: Introduce yourself.

Step 3: Introduce CLTS

- Give cases of diarrhoea to show how important sanitation is for the village (describe the national diarrhoeal statistics picture if individual community data not available). Ask about communities own experience with diarrhoeal disease, especially with children.
- Explain that CLTS is about villages taking charge of their own sanitation situation.
- The community is smart. You are here to learn from them, not to teach them.

Step 4: Empower leaders to take charge.

- Talk about the importance of leaders in guiding & improving their villages.
- Ask “What has the village achieved in the past without any government or NGO support?”

If they ask, mention that no subsidy (money, materials or labour) will be provided for household level sanitation (toilets) according to the new Solomon Islands' Government National Rural

WASH policy adopted by cabinet. This Government policy also applies to all stakeholders working in WASH in the country, so NGOs must also follow the policy. Ask community:

“Did the Government build you house or kitchen for you? Did they provide labour and materials? Who did build your houses and provide the materials and labour?”

Step 5: Get the leaders to agree on a crude word for shit to use during the Triggering.

- Mention to community *“CLTS requires you to speak openly and honestly about sanitation - what does sanitation mean?”* Continue probing until they find a word for “shit”. Do not settle for words like “human waste”, “business”, “go to bush/beach”.
- You can try some of the following arguments:
 - *“Are faeces good or bad? Why use a nice word to describe something that is so harmful?”*
 - *“We have used polite words in the past, but people are still getting sick and some are dying. Now we need to try a new way. Let’s be serious and honest about the issue.”*
 - *“We are all people of culture. By using a bad word, we are not stepping over culture, but we need to be honest for the purposes of these exercises.”*
- Make sure all leaders agree. Get them to shout the word so they’re comfortable using it.
- If leaders don’t agree to use a crude word, thank them and encourage them to continue practices that are making children sick. **Do not continue with CLTS in that village.**

NOTE: This is often the most difficult part of pre-triggering. Be strong and you will get there!

Step 6: Get the leaders to agree to lead the community to OD areas during the triggering

- Don’t give specific details on what the Transect Walk will involve, but let the Leaders know that the process will include leading community to an OD area.
- Ask them to commit to walk in front and lead the community group, and ensure that every community member participates.
- Ask them to stand up front with the CLTS Facilitators during the walk to the Transect Area to show their support of and commitment to the process.

Step 7: Plan the Triggering meeting – Venue & Time.

- Agree on a day and time that every household can attend. Ensure no other events are planned close to this time, and ask the leaders to announce and get agreement for full attendance from all households before confirming the date. If one household misses the trigger, it can affect the whole village.
- Whatever date and time you agree on, make sure all of the children in the village can attend. Children are powerful agents of change. Even if you have to get the school to agree to give them a morning or afternoon off, make sure all children can attend.
- Identify people with disabilities, and plan ways for them to participate in all aspects of the triggering. Remember, people with disabilities also need toilets, and their open defecation affects everyone.

Step 8: Complete TRIGGERING FORM (see Annexes). Complete Pre-Trigger section only.

Step 9: Visit Open Defecation areas.

- Along the way, invite people to the triggering meeting.
- Visit households with people with disabilities. Discuss how they would like to participate.

2.3 TRIGGERING

Objective: Trigger the village to analyze their sanitation situation and decide on how to act

Time: 3-4 hours

When: 1-2 days after pre-trigger meeting

2.3.1 Material checklist:

- Number of cases of diarrhoea in the last year (from local clinic)
- *'Mekim Raet Chois Fo Toilet Haus Blong Mi* 'latrine design guide (a copy for each household if they all commit to build)
- Note book for recorder (1)
- TRIGGERING FORM (1)
- Camera (1, if available)
- Markers (4)
- Flipchart paper (25 sheets)
- Shit calculation template to work from
- Nails and hammer
- Calculator (Shit calculation)
- Masking Tape
- Curry powder to mix with ash (enough for each household to take a small handful)
- Can of Black Taiyo and a plate of rice (2)
- Small bottles of water (2)
- Soap / soap alternative (ash, sand)
- Empty 1.5L water bottle (2)
- Empty 500mL water bottle (2)
- Empty tippy tap style container
- Extra water for hand-washing facility if water is scarce in community
- Machete/small knife
- Soap (2)
- 3 white bowls
- String

Notes for Facilitators:

- If a community is large, spread out and community cohesion is less - consider going into the community the night before the agreed Triggering date. Visit every household with leadership and explain the next day's sanitation activity. Consider sharing that it does not involve any materials or money, but is intended for CLTS Facilitators to learn from community and support them to analyse their sanitation situation and its impact on the health of everyone. Ensure full engagement of all households and attendance the next day.
- **Never say the words 'toilet' 'shit' 'eating shit' or 'drinking shit' first** – always let the Leaders or community say the words first. Use probing questions until they say them.
- Keep the energy up and keep people laughing and participating.
- Always clap loudly and congratulate a community member when they say 'shit' 'eating shit' or 'drinking shit,' or if they make a positive contribution to the process.
- Make sure you have allocated the following roles to CLTS Facilitators before going – and that people know what to do:

2.3.2 Team of Facilitators:

- **Lead Facilitator:** Leads the triggering. This person should be good at building energy among people, speak the local language, be a good role model, and have a sense of fun!
- **Co-Facilitators:** Help the Lead Facilitator by encouraging participation and ensuring each activity flows smoothly on to the next. Ensure a good environment for the discussion, encourage participation and make sure even the voices at the back are heard, looks out for natural leaders, deal with difficult people by diffusing them, and find the right time to merge the children and adult groups
- **Child Facilitators:** Lead the separate triggering of children, and facilitate the making of songs, slogans and drama. They need the same characteristics as the Lead Facilitator, but with experience in facilitating children.
- **Recorder:** Records what happens during the triggering including counting attendees (male and female adults and number of children) and recording all details on the TRIGGERING FORM. This person should be literate, and fluent in the local language and English. The Co-Facilitator can also be the Recorder.

Triggering steps:

1. Introduction
2. Children's session
3. Shit mapping & Carriers of shit
4. Shit calculation
5. Transect walk, Food and shit / Water and shit & Smelly sands
6. Latrine design
7. Action planning
8. Handwashing trigger
9. Handwashing demonstration

2.3.3 Introduction

Objective: Prepare for and initiate a Triggering

Time : 10 minutes

Materials: Number of cases of diarrhoea in the last year (from local clinic), TRIGGERING FORM

Notes for Facilitators:

- Never say the words 'toilet' 'shit' 'eating shit' or 'drinking shit' first – always let Leaders say the words first. Use probing questions until they say them.
- Make sure Community Leaders are in front and leading the process of mobilizing all households to come from the beginning to encourage their ownership of the process.
- Don't tell people about what activities will be done or what will happen. It will reduce the effect of shock.
- Get community members including children to assist with set up and material collection.

What to do:

Step 1: Before the triggering starts

- Lead Facilitator: Visit village leaders. Walk around village & gather people to attend ensuring maximum participation.
- Arrive early in communities and use the time waiting for community to gather to collect local materials to make the community map e.g. Ash to draw the shit map border, leaves, rocks, lime fruit, wood to represent houses or toilets or community buildings.
- Start to build hand-washing demonstration – involve any interested children and adults and let them assist in building.
- Set up flip chart board ready to use for shit calculation (have template ready to guide the community scribe).
- Set up hand washing demonstrations and hand washing bowls (with enough water for demonstrations); Set up flipchart paper with pens.
- Ensure women and people with disabilities are represented & not sitting at the back / far away.
- While waiting, get the children to sing songs to get the village's attention.

Step 2: Start of Meeting

- Ask village leaders to welcome everyone in local language. Ask them to introduce that some harsh language will be used but it is for a very important reason, for the health of the community and the children, and ask them to indicate that they support and have agreed to the use of the language and the activities that will follow. Get them to encourage everyone to participate. They may also like to start with a prayer.
- Ice-breaker
- Introduce yourself, and that your purpose for being there is to learn about the sanitation situation in the community. Ask *"Which households are waiting for external help before they make any change? Which people are ready to change their condition through their own initiative?"* Mention the details of diarrhoea cases in that area, and that you are not here to educate them. Do not yet talk about toilets or latrines, but wait for the community.
- Stress that you have no money or materials to give them. It is a learning exercise.
- *"Talking about CLTS requires you to be open and honest - what does sanitation mean?"*
"What are we really talking about when we talk about sanitation." Probe.

- If no one says toilets or 'shit' you can then ask village leaders to announce what word they decided to use to discuss faeces. Since village leaders have agreed to use it, check if everyone else agrees.
 - If people don't agree, use the same probing questions that you used at the meeting with Village Leaders until the word is chosen.
 - If people agree, single out some people and get them to yell the word out loud. Finally get the whole group to yell it. Give a big clap.
- **Lead-in to next session:** *"Now that we have agreed what word the community will use for talking about shit, we want to ask the children to move to the Children's Session area and the adults to come and join us in the mapping area we can learn some more about how the community works."*
- Recorder: Start to complete the Triggering section of the TRIGGERING FORM.

2.3.4 Children's session

Objective: Trigger children in the community and mobilize them as agents of change

Time: 40 minutes

Materials: Flip Chart, markers (3), pens, a simple song about toilets.

Notes for Facilitators:

- A separate area should be set up so that children (aged around 5-16 – or whoever wants to join) can do the same triggering activities as adults, but a more child-friendly version.
- Make sure enough time is made for the children to present everything they have prepared. They are very important agents of change and their session will have a strong impact.
- Encourage children to go to the transect walk with their parents. They will encourage adult participation.

What to do:

Step 1: Separate the children from the adults before you begin Shit Mapping Exercise and take them to a separate area.

Step 2: Discuss knowledge about transmission routes for diarrhoea.

Step 3: Children should develop a song, banners, chant, or speeches about the effects of open defecation, to present to the adults. The aim is to pull at the heart-strings of their parents, so that the adults are motivated to take action to protect their children.

Make sure children rejoin the adults in time for the Transect walk. Encourage them to go with their parents to take a close look at what is happening. Children's response to the Transect Walk increases the intensity and humor of the trigger. They can also encourage their parents in building their latrine.

Step 4: Songs/letter reading/slogans are best performed after the Transect Walk when adults have realized they are eating shit.

Suggestion for Children's CLTS song:

1, 2, 3, 4 - Daddy wea na toilet?

1, 2, 3, 4 - Mummy wea na toilet ? **(2x)**

Me like go toilet

1, 2, 3, 4 - Me less for ghan tae

1, 2, 3, 4 - Me less inuvia na tae **(2x)**

So umi must wakem pareni soa

1, 2, 3, 4 - Mi no ghan tae

1, 2, 3, 4 - Mi no inuvia tae **(2x)**

Cos mas wakem parenisoa

(Compiled by Donald Gibson, Solomon Islands Red Cross)

2.3.5 Shit mapping

Objectives: Help the village know how shit is being spread throughout the village to their mouths

Time: 35 minutes

Materials: Sticks, stones, limes, leaves (any materials available in the community), markers, curry powder, sawdust or ash (best material to outline map in the soil conditions), Flipchart, Camera (if available). Note: If a map of the village if already exists from a previous activity, use it as a guide to make the mapping process faster.



Picture 5 Community members make a map of their community including marking areas where they open defecate (

Notes for Facilitators:

- Decide which materials represent houses/toilets/water sources before starting and have enough of each to mark all households/water sources etc. in the community.
- Make sure every household takes part in this activity and marks their house and other areas.
- Keep energy and humor high.
- Encourage the community to leave the map in place after triggering.

What to do:

Step 1: Draw the boundary and major landmarks (5 minutes)

Note: Do this step quickly, so that most of the time is spent on Steps 2, 3 & 4.

- Ask the village to stand in a large circle. Ask volunteers from the village to draw:
 - the boundary of the village, main roads, & rivers
 - Major landmarks, such as school, clinic, church & water points
- Ask the village if they got it right. If so, give them a clap

Step 2: Get each person to mark their house (10 minutes).

- Make sure every household is given materials to place on the map BUT DON'T TELL THEM WHAT THE MATERIALS ARE FOR.
- Ask everyone to use the selected material to mark their house. Every house should be marked.
- Ask everyone to mark their toilet with a lemon or lime (if they don't have one, tell them to throw the lemon or lime away).

Step 3: Mark the shitting places (10 minutes)

- Ask people to come to get a handful of curry or other powder
- When everyone has a handful of powder, ask them to put it on the places where they shit. Pressure anyone not participating. Say – *"I don't see any powder on your hands. Please come and mark where you shit"*.
- Ask *"Everyone please come and get more ash/powder and mark where you shit at night, when it's raining, or when you have diarrhea or are in a rush."*
- Get the village to look at the map and see the amount of shit, and where the shit is located.
- Notice that the map is starting to be covered in powder. Ask – *"What do you think about all the shit? Based on the map, where in the community does shit go to?"*

Step 4: Carriers of shit (10 minutes)

- Point to different piles of shit on the map, and ask the village where it goes to:

“So this shit here, the flies land on it, and then where does the shit go to with the flies?”

“And once the flies have gone from your or other people’s shit to the house, what do they land on in the house? Where does the shit go?”

“And after the flies have gone from the shit to your house and landed on your food and plates, and then you kai kai that food from that plate, what are you eating?” [Probing for community to say ‘we are eating our shit!]

- Clap every time that someone says *“We eat shit”* to emphasise the moment, then ask –

“And what about when it rains on the areas where we shit, where does the shit wash to when it rains?” [Indicate OD areas on the map near rivers and wells - wait for the community to say the shit goes into the water]

“And what happens when it goes into the water?” [probe until they say that they drink the water, that they drink their own shit].

- Clap every time that someone says *“We drink shit”* then ask –

“Does everybody else agree that you are eating / drinking shit?”

Lead in to shit calculation session: *“Now that we have seen how shit is being spread around the village, let’s come over here and work out exactly how much shit we are talking about”*

DO NOT tell people that they are eating shit or drinking shit. They must be the ones who say it.

2.3.6 Shit calculation

Objectives: Help people to realise how much shit is being produced in their village

Time : 10 minutes

Materials: Flip Chart, Marker, Calculator

Notes for Facilitators:

- Use refer to calculation guide above to guide you when getting the community member to write up the answers, and a calculator to make session faster and clearer

One shit is	_____	kg
People shit	_____	times per day
There are	_____	persons in the community
Daily:	_____	kg of shit produced per day (multiply the 3 first lines)
Weekly:	_____	kg of shit produced per day (multiply the daily production by 7)
Yearly:	_____	kg of shit produced per year (multiply the weekly production by 52)
Equivalent to		
Rice:	_____	20 kg rice bags (divide the yearly production by 20)
Copprah:	_____	50 kg bags (divide the yearly production by 50)
3 T truck:	_____	Truck loads (divide the yearly production by 3000)

Table 1 Shit calculation template

What to do:

Ask for a teacher or someone good at math to come forward and help with the calculations. As you go through, get them to do the calculations on flipchart paper for everyone to see. Avoid silences while doing calculations. Instead, continue to ask questions, such as “Do you agree?” or “Who can tell me the answer?”

Step 1: Ask the village to agree on:

- What is the average size of a shit? Relate it to a common object, such as packets of rice or coconuts (e.g. half a bag of rice).
- What is the number of times each person shits per day (e.g. 2 times)?

Step 2: Ask the community to work out based on the above:

- Amount of shit produced every day by one person
- Amount of shit produced every day by village
- Amount of shit produced every week in village
- Amount of shit produced every year in village

Step 3: Relate the answer to something the village understands. For example, that is equivalent to filling 35 three-ton trucks with shit.

Step 4: (Optional) If time and energy allow, get the village to consider the amount of shit in 20 years when population is double!

Step 5: Congratulate the village on producing such a huge amount of shit. Give them a clap.

Step 6: Finish by asking community “Where does all the shit go?”

Lead in to the next session: “Let’s all go together and see where the shit goes.”

Important: Get the community Chief/Leader to lead the way to the OD area and make sure all community members including children come.

2.3.7 Transect walk

Objectives:

- Develop disgust, embarrassment, and anger towards open defecation
- Determine the willingness of the village to stop open defecation

Time: 25 minutes

Materials: Can of Black Taiyo and rice (empty out oil before demonstration to increase flies) / plate of food, Bottle of water



Picture 6 Solomon Islands Red Cross CLTS Facilitators conduct Transect Walk shit and food/water demonstrations

Notes for Facilitators:

- Community Leaders must lead the walk to the OD area and request all households to attend.
- Get the Co-facilitator to leave a little earlier and organize to bring the children to the Transect Walk at the same time, and tell the children to join their parents.
- Clap whenever a community member acknowledges that they are eating or drinking shit.

What to do

Step 1: Transect Walk

- Now that participants have calculated how much shit they produce, ask the Community Leaders to lead the community to the main Open Defecation Area. **Community leaders must be in front taking the lead.**
- Co-Facilitators bring children to join their parents and take part in the Transect Walk.
- Co-Facilitators: work hard with Community Leaders to make sure everyone gets involved. Someone should follow at the back of the group to encourage people that are hesitant to join in.
- Go to the OD site that you identified earlier at the Pre-trigger meeting. Alternatively, bring some shit to the meeting place.
- Point at the biggest shit you can find. Get people to breathe in the smell & ask them to describe its colour, shape, size, and what its owner had for breakfast.
- While doing that, the Co-Facilitator should put the plate of taiyo and rice nearby.

Step 2: Food & Shit / Water & Shit

- Point out the flies going between the shit and taiyo, ask the community *“What can you see happening here?”*
- Offer the taiyo and rice to the people to eat. If they refuse it, ask them: *“Why are people refusing it?”*
- Ask them *“Do you ever see flies on your food at home?”* *“What happens when you eat that food that the flies have been on?”* Clap whenever someone says *“We eat shit”*.
- Pull out a hair from your head & rub it over the shit (or if there is no shit, rub the hair over the bottom of your shoe). Put the hair in the bottle of water and shake it. Offer the water to the people to drink.
- Ask them *“why do you refuse to drink?”* Ask *“What happens to the shit when it rains, and where does that dirty water ends up?”* Clap whenever someone says *“We drink shit”*.

Step 4: Ignition moment

- Now that the village has agreed that they are eating shit while looking at the shit, ask them:
“So you say you are eating and drinking shit, is that right?” [wait until people agree] *“So what do you want to do about it?”*
- Single out people who say they want to build a toilet & ask them when they will start. Clap if it's in the next 1-2 days. If it's more than 3 days, ask:
“Are you happy to keep eating shit in during the time you wait to build a toilet?”

Recorder: Write the names of anyone who commits to start building a toilet in the next 1-2 days to transfer on to a flip chart to read out and put up in the village. Ask them to wait at the end of the final session to get their copy of the ‘Mekim Raet Chois Toelet Haus Blong Mi’ latrine design guide.

- **This is the ignition moment.**
- If most or all of the people put their hands up, give them a clap and start Action Planning.
- If few people put their hands up, thank them for being honest and tell them to continue OD. Ask to take a photo of the group to record the village who is happy to eat their own shit. Check if they're still happy to openly defecate. Politely leave if they show no willingness to become No Open Defecation.

Step 5: Reinforcement – Children perform song/read letter/shout slogans

- Once everyone is back from the Transect Walk this is an ideal time to get the children to perform their songs, read their letter, shout their slogans (Warning: this may be emotional for some community members);

Step 6: Celebrate commitment - Write up names of people who agreed to start building a toilet.

- Celebrate them. Ask if anyone else will agree
- Record a copy to take back to the office, and leave a copy with community to display and check in follow-up monitoring visit who among the list has started.

Lead in to Latrine design: *“So you know what you want to change, and how you want to do it, so let's start planning what actions you want to take next - starting with designing a latrine.*

2.3.8 Latrine design and Action planning

Objectives:

- Support the community to design appropriate latrines and hand washers
- Have the village agree on a plan of action to become NOD

Time: 40 minutes

Materials: Flipchart (5), 'Mekim Raet Chois Toelet Haus Blong Mi' latrine design guide (for households who commit to start building ONLY- enough to give to everyone who agrees to build at the end of triggering), markers, camera



Picture 7 Latrine design session – Action Planning. Communities work together to come up with latrine designs to suit their local conditions, resources and needs.

Notes for Facilitators:

- **Collect names of all people who agree to start latrine construction and ask them to wait at the end to collect their copy of 'Mekim Raet Chois Toelet Haus Blong Mi' latrine design guide.**
- Make sure a lot of probing questions are asked and details are recorded during the latrine design session, so designs and conditions can be considered before first monitoring visit for feedback.
- If NOD deadline dates are too far out, encourage community to make them shorter by asking them if they are willing to eat shit for that much longer.
- Take photos of all plans to keep for your records in case plans are lost.
- Ensure full community participation in Latrine Design session so any innovations/important observations can be recorded. Make sure participation builders are throughout the crowd catching comments from all community members and encouraging their inclusion.
- Encourage women and the elderly to move to the front and contribute too.

What to do:

Step 1: Complete an NOD Plan. The plan consists of six elements. Clap each time agreement is made.

1. Latrine design (30 min)

In CLTS, we never tell people what type of toilet to build.

The session around latrine design will assess the situation and resources of the village to embed the discussed designs on the actual context. All sessions are participatory and focused on what people know and already can do.

All the information **has** to come from the community. If there is more information you would like to hear or if you want to steer the discussion into a certain direction, you should probe. Probing is to ask follow up questions to complete an information, verify or get a specific content, for example, "Is everyone willing to build this?" or "What other ideas do people have?"

- Assessment of the situation in the village through the community. Don't tell them, but ask 'What is the situation in the community with:'

- ▣ Soil conditions
 - ▣ Flood prone
 - ▣ Shallow ground water
 - ▣ Access to water
 - ▣ Quality of water
 - ▣ Building materials
 - ▣ Access to money for construction
- Ask *“What are the needs in the community for latrines? What do you want from your latrine?”* *“What don’t you want your latrine to do?”*. Again, don’t tell but ask. Answers could include:
 - ▣ Comfort
 - ▣ Status / Appreciation
 - ▣ Health
 - ▣ Privacy
 - ▣ Protection of ground water
 - ▣ Safe place to use during the night
 - ▣ Smell control
 - ▣ Specific needs for elderly, people with disabilities and less mobile people, children and young people
 - ▣ Disposal of infant feces and nappies
- Summarize conditions affecting the designs suitable for this village as above. Specifically look at
 - ▣ available resources,
 - ▣ possible effects on water sources (pollution through high ground water table, floods)
 - ▣ availability of water
- Get latrine designs from the community
 - ▣ *“So who can come and show us what kind of latrine would suit the conditions here and the needs we have just talked about?”* Let people draw designs on the flip chart.
 - ▣ People can add to this, or propose different designs until everyone agrees. For example, *“Is everyone willing to build this?”* or *“What other ideas do people have?”*
 - ▣ Go for simple solutions and ask about where to get materials and costs
 - ▣ Don’t tell people any designs, but probe (ask them) to get to designs that
 - Stop flies / animals (i.e. if they don’t mention a lid: how do we prevent flies?)
 - Include hand-washing facilities, with water and soap or soap alternative
 - Comply with all NOD criteria (above + sealing latrine cover, privacy)
- Ask *“Where should you to construct the latrine? What should you consider about where to construct it?”*
 - ▣ Away from water sources
 - ▣ Higher sites, if flood prone or high ground water table
 - ▣ How close to the house?
- Invite people who are interested to join a more detailed session on construction the following day/at the first POST TRIGGER MONITORING AND LATRINE DESIGN SESSION, and set a time. Ensure that everyone feels invited, including people who may have specific design needs such as women, people living with disabilities, elderly people and children and youth.

- When you get back to the office, check again on the selected designs, the challenges they may pose and conditions they do or do not work in.

Lead in to Medical Calculation: *“Does anyone feel they can’t afford to build a toilet and hand washing facility? Let’s calculate how much one visit to the clinic for diahorrea would cost us.”*

2. Medical Calculation (10 min)

- For anyone who might say they are too poor or need subsidies for to build a toilet, even if there are materials found within the village – this medical calculation will help.
- Get a flip chart and ask the community: *“How much money and time away from work do you think it requires to take a child to the clinic for diahorrea? Lets work it out”*
- Record next to each item the community estimated costs for each item, and the total the cost.
 - Transport to/from the clinic
 - Costs of doctors, nurses and medication
 - Cost of food for you and child while at the clinic
 - Cost of accommodation if you need to stay overnight
 - Time away from school
 - Time away from farming, and other sources of income
- Then multiply the cost of one child by the number of children per household & per village.
- You can also get the village to think about what it would cost if the child has to go to the Provincial Hospital or Honiara.
- Ask community: *“Do you think the cost of building a toilet is too high compared to just one time of a child getting sick with diahorrea?”*

Lead in to setting date to start construction and NOD: *“So now we agree on what kinds of toilets we could build and that the cost is worth it to build, when will you start construction?”*

3. Date to start construction (5 min)

- Aim for next 1-2 days. Tell the village you will come back on that day to see their progress in starting to dig toilets. Start with the people whose names you collected during the Transect Walk.
- Read the names out again, and see if anyone else wants to commit add them to the list of builders and give them a copy of the *‘Mekim Raet Chois Toelet Haus Blong Mi’* latrine design guide at the end of triggering.

4. NOD date (5 min)

- Get the village to agree on a date to be No Open Defecation (NOD) – ideally within **the next 2 weeks – 1 month**.
- If it is more than 1 month, ask *“is it okay to continue eating each other’s shit in that time, or if there are ways to reach NOD faster?”* (they could consider burying faeces, or sharing latrines)
- Check if there are people in the village who will need assistance to build toilets (e.g. Elderly, people with disabilities), and who will help them.

5. Village Bylaws (5 min)

- Ask the village to set some rules for what will happen if people don't follow this plan and who will enforce this. Get agreement.

NOTE: Generally, actions that embarrass people are more motivating than charging money! Perhaps get non-compliant houses to build latrines for the elderly or people with disabilities.

6. Sanitation Committee (5 min)

- If the village doesn't already have an existing Committee, let the village select a committee of up to 10 passionate people ("Natural Leaders").
- Aim for half men and women. If existing Red Cross Committee doesn't have good gender balance/community representation, encourage inclusion of community members who seemed very active and passionate during triggering.
- Co-Facilitator or Recorder: get names & contact details for committee members, and set a date to come and train the Committee roles, strategies and action planning within one week of Triggering.
- If possible take a photo of the village with their NOD Plan, and stick the plan up in the village as a reminder.

Step 2: Make a time with the community to visit for post-trigger monitoring the next day, to see how people who have committed to build are going.

Step 3: Finally, hand out the "*Mekim Raet Chois Toelet Haus Blong Mi*" latrine design guide to every household who agree to start building a toilet the next day.

Note: Do not give to households who are not planning to build. It will act as an incentive.

Step 4: CLTS Facilitators should complete the TRIGGERING FORM and send to National EHD (mgapu@moh.gov.sb, iross@moh.gov.sb) copied to Provincial EHD.

2.3.9 Hand-washing trigger

Objectives:

- Community is disgusted by dirt, germs and smell that comes after touching one's self on their behind
- People are encouraged to always wash hands after toilet and before eating

Time: 20 minutes

Materials needed: 3 white/clear bowls, soap, hand washing facility, extra water



Picture 8 Nathan Boli showing the first self-built tippy tap in Zion community

Notes for Facilitators:

- Make sure you identify among the facilitators who is confident enough to do the activity.
- Use humor to make the demonstration less confrontational.
- Make sure hand washing facility is set up, filled with water and ready for the demonstration.
- Make sure to remind community that ash, lemon, lime or sand are also effective at removing shit from hands if soap is not available.

What to do:

Step 1: The Facilitator asks two other Facilitators to come to the front. As the two Co-Facilitators come to the front they each put their hand inside their trousers and pretends to scratch their behinds. The demonstrators can be dramatic and comical.

Step 2: After some time they will then offer their hand to community members to shake hands. The community members will likely resist.

Step 3: Ask the community *“Why are you refusing to shake their hands?”* Then ask – *“What do you think is on their hands?”*

Step 4: Ask the demonstrators to smell his or her hands and discuss what is there. Ask the community: *“Are you willing to smell their hands?”* If they refuse, ask them *“Why don’t you want to smell their hands?”*

Step 5: Ask the community *“What would happen if you shake the demonstrators hand and then went to kai kai?”* *“How do we prevent eating other people’s shit or eating our own from our hands?”* *“When should we wash our hands?”*

Step 6: Get one of the demonstrators to wash hands with water only into one clear bowl while the community watch. Get the other demonstrator to wash their hands with soap into the second white/clear bowl.

Step 7: Ask the community to look at the bowl with clear water, the bowl where the demonstrator washed their hands with water only, and the bowl where the demonstrator washed their hands with soap and water. Ask the community: *“What is the difference is between the three bowls? Why is there a difference?”*

Step 8: Get the community to go and stand behind the demonstrator whose hands they would rather shake. Ask them: *“Why did you choose to stand behind that person?”* Get both demonstrators to wash their hands with soap at the hand washing facility.

Step 9: Ask communities: *“What could you construct at your latrine to avoid this problem? How much would it cost to make one like the one built by us here today?”*

Step 10: Finish with a demonstration of how to use the simple Hand washer with soap. Use ash if soap isn’t available.

2.4 POST TRIGGERING

Good quality triggering alone, does not guarantee outcomes.

Villages that become NOD quickly are more likely to maintain it, so it is important to work very closely with the village for the 1-6 months directly after triggering.

If you can't afford the time or money to follow-up, then don't trigger!

The following up is a rough sequence of steps that could be followed, and tools that can be applied, post-triggering. Please feel free to modify in accordance with the local situation.

Materials checklist:

- Copy of Village Action Plan (from Triggering) including names of households who committed to start building
- Copy of 'Mekim Raet Chois Toelet Haus Blong Mi' latrine design guide
- Copy of Facilitators Guide
- Tape / Nails and hammer (1)
- Camera (if available)
- Monitoring Forms (20)
- Committee Meeting Records (5)
- Flipchart paper (6)
- Markers (1)

Post Triggering steps:

- 1st Post Trigger and Latrine Technology and Design Follow-up Visit
- Sanitation Committee Training / Training Natural Leaders
 - Forming a committee
 - Situation Analysis and Action Planning
 - Dealing with Difficult Questions
 - Monitoring/Latrine Design facilitation
- Regular monitoring and follow-up
- Verification and NOD celebration
- Post NOD



Picture 9 The Sanitation Manager for National RWASH joins Red Cross to explain how to fill the CLTS monitoring form to the Sanitation Committee in a community triggered the day before. Then the Sanitation Committee leads the house to house monitoring for progress

2.4.1 1st Post Trigger monitoring and Latrine design facilitation visit

Objectives:

- Meet with Sanitation Committee post triggering to recognize and encourage action and progress
- Facilitate use of the Monitoring Tool by Sanitation Committee Members
- Facilitate households who are interested to choose latrine designs, features and technologies that suit their needs

Time: 2 hours

When: Within 1-2 days of triggering (preferably the very next day for maximum results)

Materials: Monitoring Form (5) '*Mekim Raet Chois Toelet Haus Blong Mi*' latrine design guide (enough for any households who attend the latrine design session who didn't get one the day before), Facilitators Guide – Post trigger follow-up section (1) Pen (1), camera (if available)

Notes for Facilitators:

- Don't be late with first follow-up visit!
- Collect the names of people who have started building since triggering and have them read out by community leader during technology design session.
- Collect latrine design and siting issues as you walk around the village doing monitoring and refer to them specifically and ask for ideas during the latrine design session.
- Check if any sessions were missed during triggering and complete during first monitoring visit.

What to do:

Step 1: Energizing the Sanitation Committee (20 minutes)

- Gather the Sanitation Committee and ask what they thought about the triggering.
- Ask them what actions if any have happened since the triggering – and celebrate any progress. Ask them about any challenges they foresee.
- Go through how to use the monitoring tool with them and ask to begin the monitoring.
- Ask Committee members who are confident to fill the form to take the lead splitting households and members into groups to monitor.

Step 2: Monitor every household in the village (1 hour depending on number of households and groups monitoring)

- Walk through the community with the Sanitation Committee Chairperson and other members recording **every household** and their NOD status. Let the Committee members fill the monitoring form, and support them where needed.
- Remind all community members about where and when to attend the latrine design and technology session after monitoring and encourage all interested people to attend.
- Take note of any individual latrine siting and design issues you observe during the monitoring visit – and refer back to them specifically during the design session and probe community for solutions.
- Take the names and photos of households who have already begun construction and celebrate their efforts.
- Encourage positively households who haven't yet begun when they plan to start building.
- Fill the MONITORING FORM (see Annexes). Submit completed forms to National EHD (mgapu@moh.gov.sb, iross@moh.gov.sb) copied to Provincial EHD.

Step 3: Facilitating right latrine choices for the needs of individual households (40 min)

- Hand out the *'Mekim Raet Chois Toelet Haus Blong Mi'* latrine design guide to any households who are attending and did not get a copy at the end of Triggering. The guide will assist any future builders to identify what they need.
- When interested community members are gathered record on flip chart the names of people who have started building latrines and celebrate them.
- Ask someone to summarize the situation for latrine construction in the village and probe the community, where additions are needed.
- Focus on the chosen designs and discuss going through the elements of:
 - Siting;
 - Materials needed;
 - Construction advice
 - Maintenance
- Using *'Mekim Raet Chois Toelet Haus Blong Mi'* latrine design guide to support the session.
- Discuss specific challenges of households observed during monitoring or reported during the session, to find solutions together. Visit specific houses who are asking for advice.
- Ask the community: *"What latrine features/design elements can support clean and safe latrines."*
- Ask the community: *"What latrine features/design elements can people with disabilities and less mobile people, women, children and young people."*
- If there is time and interest, discuss alternative designs as well.
- Don't tell the community what to construct, but probe to ensure they get the best option for their context.

2.4.2 Training Sanitation Committees

Objectives: Build capacity of Village and Natural Leaders to help their village become NOD

Time: 2 hours

When: Within one week of triggering

Materials: Facilitators Manual, Flip chart (6), Markers (1), MONITORING FORMS (10), MEETING RECORD (5 copies), *'Mekim Raet Chois Fo Toilet Haus Blong Mi'* latrine design guide (10)

Notes for Facilitators:

- Give Committee members who are natural leaders recognition and encourage them. Get their phone numbers and call them up for updates frequently. Start empowering Natural Leaders to take ownership and monitor and support the community independently.
- Help trouble-shoot and make an action plan for any challenges the Committee identify as a barrier to reaching NOD status. Follow-up frequently.

What to do:

Note: you may not need to do all steps if the village already has an active Committee, or if a lot has already been covered in Triggering and the Post Trigger Monitoring Visit. Adjust the training to suit the needs of the Committee.

Step 1: Create a Terms of Reference (20 min)

There is no single model for forming a committee. Your role as a Facilitator is not to tell the village how to form the committee. Your role is to use questions to help the village develop a committee appropriate to their own needs. Note: If these structures already exist, reinforce and move to the next step.

Go through the following questions with the committee and write down their decisions. This forms the committee's "Terms of Reference".

- **Get committee to sit in a circle.** This ensures equal participation of everyone.
- **Identify the role of the committee.** Consider roles such as monitoring, encouraging households, enforcing bylaws, being role models of good sanitation and hygiene practice, and assisting elderly or people with disabilities to achieve NOD.
- **Check the committee has the right people.** Aim for a mix of skills, equal men and women, representation from different religions, age groups, and people with disabilities / carers.
- **Set the rules for the committee.** Decide when and where the village will meet, what happens if people are late or if a committee member doesn't fulfil their role.
- **Elect the positions (if they don't already exist):**
 - Chair – Main contact for committee, they call meetings, assign tasks & check they're done.
 - Deputy Chair – takes the place of the Chair if they are away.
 - Secretary – invites members to meetings, keeps a record of things discussed at meetings
 - Other positions can be developed if the group wants, however they must have a clear role that is written down.

Step 2: Monitoring and Action Planning (40 min)

CLTS works best when committees take charge of regular monitoring and Action Planning. Get them to consider doing monitoring visits several times a week, and Action Planning at each committee meeting.

- Monitor the sanitation situation.
 - Discuss why monitoring is important.
 - Get the committee to monitor the village again (divide the village into sections, with each committee member completing a different section). Make sure they praise the household if it has made progress, and encourage and provide support if not.
 - Get them to work with the 'Mekim Raet Chois Fo Toilet House Blong Mi' latrine design guide during monitoring to support households with latrine design issues.
 - Return to the group and share their findings with the rest of the Committee.
- **Review NOD Plan.** Look at the NOD Plan made during the triggering. Update it with the results from the MONITORING FORM. Check that the agreed NOD date is still achievable. If not, review the date with the committee.
- **Discuss Success stories.** Write down any good success stories & discuss how you can use these examples of success to encourage other households.
- **Discuss Challenges.** Discuss why some households may not be participating and, as a committee, decide what you can do to encourage or assist them (including enforcement).
- **Develop an Action Plan.** Discuss and make a list of the activities that committee members will do between now and the next meeting (e.g. completing monitoring form, meeting with women's group, school parade to promote toilets etc.). Be clear about who & when these activities will be done. Note: It is helpful to draw a table with the columns: Activity, Who, When
- **Record the Meeting.** Ensure the Secretary completes a record of the meeting and its decisions. If you wish, you can use the MEETING RECORD form in this Toolkit.

HOT TIPS: RE-TRIGGERING HOUSEHOLDS

The best way to support households that did not attend the triggering, is to do a "mini-triggering". Get the whole household together and explain what happened:

- A village meeting was held to talk about sanitation. Give the diarrhoea rates, and explain that Leaders chose to use of the word "siti" for this discussion and why.
- Explain the mapping exercise, which showed that the village was covered in siti. Ask the household where that shit goes, until they say that they're eating shit.
- Mention the amount of shit that you calculated that is produced in the village.
- Ask them to take a walk to the OD site – get them to smell and describe the shit, point out the flies & ask where they go, touch the shit with toilet paper and ask what happens when you don't wash hands. Then ask if they're happy to live like this.
- Explain that the village made a Plan to become No Open Defecation. Go through the plan – latrine design, date to start, NOD date, village rules, committee.
- Once triggered, let them know that you will visit regularly to check on progress.

Hot tip 1 Re-triggering households

Step 3: Latrine and Hand-washing facility designs (40 min)

Based on what is seen during monitoring, talk through the challenges and innovations households are having with latrine and hand washing facility design. Using '*Mekim Raet Chois Fo Toilet Haus Blong Mi*' latrine design guide, help Committee members to talk through ideas for design improvements and promotion.

Step 4: Dealing with difficult questions (20 min)

As CLTS Facilitators and committee members conduct monitoring visits, they will often be confronted with questions and excuses from village members. However, do not be afraid! CLTS does not require you to be a toilet expert. Remember, the villagers are the experts.

1. **Facilitation Techniques.** Spend some time going through Facilitation Techniques module with the committee. In particular, get them to understand open and probing questions.
2. **Difficult Questions.** Read out the questions below, and get the committee to say how they would use probing questions to deal with these common difficult questions in the village.

- **"We need water for toilets and hand washing. Help us get a water supply first, and then we will build toilets."**
 - Ask how long it will take to get water from government, and then ask if they are prepared for their children to eat shit in all that time.
 - Use a three-legged pot to demonstrate that all 3 elements are equally important.
 - Highlight that water for hand washing can be from the ocean or other sources – it doesn't need drinking-quality water.
 - Look at latrine designs that don't require water (i.e. Dry pit).
- **"We are poor, and other villages have received a subsidy. We need financial help".**
 - No Subsidy For Household Level Sanitation – New Government Policy: The Solomon Islands Government's new National Rural WASH Policy, adopted by cabinet in 2014, does not allow provision of subsidies for household level sanitation.

The policy means all stakeholders, including NGOs, working in WASH are not allowed to give money, materials or labour for household level sanitation anymore, except in very special circumstances, which have to be approved by Government first.

This new policy and approach was chosen because the traditional approach of giving households sanitation subsidy has not helped Solomon Islands to increase access to sanitation in the last 30 years since independence, even though a lot of money has been spent. The Government has decided to take a new approach which relies on the belief that Solomon Islands communities have the knowledge and capacity they need to build toilets for themselves, just as they build houses and kitchens. This new approach, CLTS, is about community ownership, And has worked in a lot of other countries to improve access to sanitation for all. Sanitation is having a big impact on the health of people, especially children, here in Solomon Islands. The Government says it is time to change the way we do things for sanitation in homes to make sure everyone is accessing sanitation and hygiene for good health,
 - Calculate the cost of a simple latrine. Then calculate the cost of being sick (travel, medicines, time off work) and multiply this by the number of times each person in the family falls sick each year. You can also consider the cost of a burial if a child dies from diarrhoea. Compare the costs of sickness with the cost of a latrine.

- Calculate the cost of a toilet for one household. Use this to calculate the cost of providing a toilet for every house in that village, and then for the whole country (120,000 households). Ask, can the government afford that? How will they get the money (usually taxes)? What other ways could the government use that money?
 - If you wait for government or donors you may wait a long time and in the meantime more children will die. What do you want to do? Sit and wait, or do something now!
- **“We need shovels and other tools to build a toilet. Can you provide these tools?”**
 - Look around and ask what tools they used to build their houses and dig their gardens. What happened to these tools? You are already using tools to dig holes for burial / build houses. What do you do to dig a grave to bury someone – where do you get the tools?
- **“We have been shitting in the bush / ocean / river for hundreds of years, and we are fine. Why should we change?”**
 - Remind them of the exercises done during the triggering – especially food and shit, and the shit calculation, and check if they are still okay with this.
 - Based on 10g of shit per day, use this to calculate how much shit they have ingested in their life. i.e. $10\text{ g} \times 365\text{ days per year} = 3.65\text{kg per year}$. Multiply 3.65 x their age.
 - Remind them of diarrhoea rates from clinic.
- **“If we use toilets, people will see when we are going to the toilet. This is against our culture. It is better if we go to the beach, and people won’t know what we’re doing”**
 - Ask the village that when they see someone going toward the OD area in early morning & late afternoon, do they think that the person is going to shit?
 - Remind them that when they use the beach / bush, people can walk in on them at any time and see them actually shitting. With a latrine, people might see when they go to shit, but they don’t see them actually shitting!
- **“When we shit in the ocean or river, the water carries our shit away, so we don’t have health problems. If we build toilets, we are bringing the shit closer to our homes.”**
 - Ask the village where the shit goes to. Use the Carriers of Shit exercise to remind them that the shit still makes its way to their mouth through fish, other animals etc.
 - Discuss ways to stop animals / flies getting into the toilets, such as drophole covers.
 - Does anyone have a toilet? What do they think about having a toilet when raining, at night, when sick?

- **“We don’t know how to build a toilet. We are waiting for you to show us”.**
 - Look around and ask, “Who built these houses?”. Highlight that there are people in the village that can build beautiful houses, and yet they are saying that they’re not smart enough to build a simple toilet.
 - On the ground, or on paper, draw the basic elements of a pit latrine. Go through each element and ask the village what is available locally to build it.
 - Provide a range of options on how to deal with specific conditions (e.g. Soil). Don’t give a single answer, or they will take that as gospel.

- **“We know that toilet olobaot is bad, but it is better than using a smelly pit latrine. We will only consider pour-flush”**
 - Compare toilet to the kitchen. If you don’t clean it, it smells. If you don’t cover food, it attracts flies and animals.
 - Discuss different ways of removing the smell from pit latrines – ash / sawdust / sand
 - Calculate cost of pour-flush & how long it would take to get that money. Ask if they are happy for their children to eat shit during that time.
 - Calculate how much water is needed for pour-flush (7L per flush x number of times toilet used per person / family per day). Calculate time to collect that much water. Discuss what would happen during droughts.

- **“We are busy working in the garden to get an income. We don’t have time to build toilets”.**
 - Conduct a medical calculation to show the cost of getting sick compared with the cost of a toilet like the calculation done during triggering
 - Not everyone works all the time. Make a plan so that some go to the garden & some build.
 - Consider village building toilets together so they get done quickly.

- **“We don’t have enough space to build toilets. We cannot build on other peoples’ land”**
 - Ask what happens when they are building houses. How does the village normally deal with land disputes?
 - Look at designs that minimise the land required (e.g. Reusable composting toilets, shared toilets as long as there is a plan for cleaning, etc.)
 - Ask if it’s okay to openly defecate on other peoples’ land

2.5 Regular Follow-Up

Objectives:

- Meet with committees regularly to motivate them
- Track progress to be NOD and monitor households in the community and compare with Committee submitted data
- Record and respond to identified latrine design and technology challenges for individual community contexts
- Discuss any of the differences or challenges with the committee and Village Leaders, and help the committee to improve in these areas
- Get success stories from the communities

Time: 2 hours

When: Every week after Triggering until NOD / until a strong Natural Community Leader is identified who can push programme - then move monitoring to weekly phone call follow-up to committee Chairman and follow up visits every 2-4 weeks until NOD.

Note: Be aware that the government may make a surprise visit at any time.

Materials: Monitoring Form (5), Pen (1), camera (if available)

Notes for Facilitators:

- Good quality triggering alone, does not guarantee outcomes. Regular encouragement and support over a long period of time is the key to changing behaviour and achieving NOD status.
- Follow-up should form the majority of the work for CLTS Facilitators. This cannot be achieved by sitting at home or in the office.
- Experience has shown that villages that become NOD quickly are more likely to maintain it. With good, frequent follow-up, it is possible for a village to become NOD in just 2 weeks! On average, most villages become NOD in 2 months.
- If a village is not NOD after 2 months, and is showing little improvement or motivation consider the following measures:
 - Take Committee leaders to a more successful village to share ideas and motivation;
 - Bring Committee members from a successful village to the struggling village to share ideas and motivation;
 - Consider giving certificates to NOD households to display;
 - Consider encouraging activation of established By-laws for Non-latrine building;
 - Bring Government counterparts/cooperating partners to come and story with Committee and work towards solutions;

What to do:

Step 1: Meet with the Village Leaders and Committee. Talk with them about successes and challenges. Praise the achievements, offer advice, and encourage them to keep going.

Step 2: Compare results. See if your results match the committee's most recent MONITORING FORM. Discuss any of the differences or challenges with the committee and Village Leaders, and help the committee to improve in these areas.

Step 3: Go around monthly and check that data is accurate. Copy the totals for the village into the REPORTING FORM to give to National EHD (mgapu@moh.gov.sb, iross@moh.gov.sb) copied to Provincial EHD.

If the committee has not completed the MONITORING FORM, you will need to do this during your visit. This is why it is in your best interest to properly train and support your committee.

Step 4: During house to house monitoring record successes and challenges in latrine design, technology and siting for sanitation marketing strategy development.

Step 5: Review the village's NOD Plan & update it to show progress. Check if the village is on-track to meet their agreed NOD date, and discuss how the committee will move forward.

Step 6: Obtain success stories. Ask committee to identify some success stories, or even successful households that you can talk to. Write these stories down or record them on video and share widely with sector stakeholders, other participating communities, and possibly media (if permission obtained).

Step 7: Make next appointment. Let the committee know when you will meet with them next, and provide them with extra copies of the MONITORING FORM if they need. Praise them again for their good work!

2.6 NOD & POST-NOD

2.6.1 Verifying NOD

Objectives: Verify that a village is NOD

Time: Up to 4 hours

When: When village appears to be NOD from MONITORING FORM

Materials: MONITORING FORM, pen, camera

Notes for Facilitators:

- A village can claim NOD status when the MONITORING FORM shows that the village meets all the criteria.
- When criteria appear NOD, the CLTS Facilitator must contact Provincial Environmental Health /Health Promotion to arrange a Verification Visit.
- The Provincial EHD will liaise with National RWASH so that they can also be involved in the verification. Verification is an official role of Provincial EHD so at least one member from this team should always be included in this process. Support from National EHD/RWASH can also be sought directly in exceptional cases where no Provincial Team member can be available for an extended period of time.

In order to be **NOD**, a village must meet **all the criteria** below:

- No signs of open defecation, and nobody in the household reports of open defecation.
- Every household uses a complete latrine (clean & stops flies / animals).
- Every household has hand washing facility, with water and soap (or soap alternative)
- For Red Cross Communities the provision of a structure for privacy is also encouraged to ensure latrines are used every time, and are considered a key 'structure' as a part of any complete home.

What to do:

Step 1: Notify EHD of NOD village. The most recent MONITORING FORM must show that the village meets all the criteria to be NOD before verification will be arranged. Once this happens, the village or a CLTS Facilitator can contact Provincial Environmental Health.

Step 2: EHD will organize a verification team. This will be organised by EHD within 1 month and will include:

- A minimum of 3 people.
- Equal number of males and females.
- Influential people not from that village (e.g. Politician, Clinic staff, Chief, Church Leader, Teacher, Sanitation committee members from neighbouring villages)

Step 3: Meet with Village Leaders. Discuss the purpose of the visit.

Step 4: Visit every household. Check that every household meets NOD criteria. EHD will complete the VERIFICATION FORM, and remember to indicate that it's a Verification.

Step 5: Confirm results. Discuss your results with the village leaders and committee.

- If the village is NOT NOD: The verification team must explain why and work with the committee to develop an Action Plan to make the village NOD. You may wish to review the Monitoring and Action Plan section with the committee.
- If the village is NOD: Ask the village leaders to share the positive result with their village, and get them to set a date for an NOD celebration.

Step 6: Obtain success stories. Work with the village to write a story on how they achieved NOD status. Send this to RWASH/other stakeholders and Media so that everyone can share in your success!

Step 7: Arrange NOD Celebration.

- National RWASH:
 - Provides rice and taiyo for the celebration
 - Arranges a signboard for the village declaring it NOD.
 - Prints certificates for village, committee members and CLTS Facilitators.
- Provincial EHD & Red Cross:
 - Assist village to arrange the celebration, including inviting guests and media.
- Village:
 - Arranges the remainder of catering, as well as venue and entertainment.

2.6.2 Maintaining NOD

Objectives:

- Work with villages to help them move up the sanitation ladder.
- Maintain NOD and improve general hygiene.

Time: 3-4 Hours

When: 1 week - 1 month after NOD Celebration

Materials Needed: Flip chart, pens

Notes for Facilitators:

- Well done on attaining NOD status! This is a great achievement and will make huge differences to the health and wellness of the village's men, women and children.
- However, for the benefits to have a long-lasting effect, NOD practices must also be long-lasting. Now is the time to work with the village to prepare for what lies ahead, and ensure the village stays safe long into the future.

What to do:

Step 1: Planning for the Future

- **Arrange a village meeting.** Do this 1 week - 1 month after NOD celebrations. Ask the Village Leaders to lead the meeting.
- **Make an Action Plan to maintain NOD.** Get the villages to think about the following:
 - What will happen if people revert to Open Defecation?
 - What will households do when their latrine is full?
 - What will households do if latrines are flooded, or collapse due to earthquakes or cyclones?
- **Plan for Total Sanitation.** Now that the village is NOD, ask them what sanitation and hygiene issue they would like to focus on next (e.g. Rubbish pits, animal enclosures). Ask the village leader or committee to help the village to make an action plan to achieve this. From this point, the Village Leaders or committee are responsible for ensuring this plan is completed.

3 ANNEXES: OFFICIAL RWASH CLTS FORMS

The below TRIGGERING FORM, MONITORING FORM and REPORTING FORM are produced by Solomon Islands Government Ministry of Health and Medical Service, Environmental Health Division RWASH Unit.

They should be submitted immediately after CLTS Triggering and then on a monthly basis to contribute to harmonized reporting on national sanitation coverage.

Implementing partners are free to collect their own data using other formats, as long as they still collect the data required by RWASH as per these forms. The Committee Meeting Form is a suggested tool to support CLTS Committee planning and action capacity building.

Annex 1 TRIGGERING FORM

Village: _____ Ward: _____ Province: _____
 SanTeam Name: _____ Clinic: _____ # Diarrhoea last year: _____

PRE-TRIGGER **Date:** _____ **Attendance:** M F = Total

- ☐ Ice-breaker & intro ☐ CLTS ☐ Empower leaders – no subsidy ☐ Agree on bad word for “shit”
- ☐ Triggering meeting details: Day _____ Team _____ Place _____
- ☐ Is this time / venue suitable for: Women? Y / N Children? Y / N
- ☐ Are there households with people with limited mobility? Y / N CBR Officer present: _____
- ☐ Walk to OD areas ☐ Baseline data collected (copy results into REPORTING FORM)

Main Village Leaders	Role / Title	M/F	Contact details

TRIGGERING **Date:** _____ **Attendance:** M F ChIn = Total

Lead Facilitator		Recorder	
Co-Facilitator		Participation Builder	
Child Facilitator			

- ☐ Introduction ☐ Children Session ☐ Shit Mapping ☐ Shit Calculation
- ☐ Medical Calculation ☐ Transect Walk ☐ Food / Water & Shit ☐ Smelly Hands

Village Action Plan

1. Agreed Toilet Design: Y / N 2. Date to start: _____ 3. Agreed NOD date: _____
 4. Agreed village rules: _____

5. Committee Names	Role / Title	M / F	Contact details	Trained?

What worked well? _____

What didn't work well? _____

Participation? (Men) Minimal → Active → Decision-making (Women) Minimal → Active → Decision-making

Date first follow-up? _____ Who? _____ Date committee training? _____ Who? _____

COMMITTEE TRAINING **Date:** _____ **Attendance:** (tick column on Committee table above)

- ☐ Terms of Reference ☐ Situation Analysis ☐ Difficult Questions ☐ Designs

Annex 2 MONITORING FORM - INSTRUCTIONS

Village:	Name of the village
Ward:	Name of the ward where the village is located
Province:	Name of the province where the village is located
Facilitator:	Name of the CLTS Facilitator in charge of follow-up
Name of Household:	Write the name of head of the household so that the household can be identified. Write down <u>every</u> household in the village (even if they do not have a toilet, or are sharing). Do not write households where there is nobody staying permanently (eg. Where owners live in Honiara. These households will need to become NOD when they return).
# people in HH	Number of people in the household. M is all males (men, boys, male babies). F is all females (women, girls, female babies).
# ppl limited mobility	Number of people in the household who may have difficulty using the toilet. For example, elderly, small children, people with mobility, visual or intellectual impairments.
All HH use a toilet	Ask if everyone in the household uses a toilet every time (ie. Nobody goes to bush / beach) Only tick this if the answer is Yes. Leave blank if it is No.
Clean & stop flies	Look at the latrine and check that it is clean (eg. No faeces) & stop flies (ie. All gaps are sealed, and the toilet has a way to stop flies such as a tight-fitting lid or water seal) Only tick this if the answer is Yes. Leave blank if it is No.
Water	Look to see if there is water close to the toilet, or along the path to the toilet so that people must pass the water every time they go to the toilet. Only tick this if the answer is Yes. Leave blank if it is No.
Soap	Look to see if there is soap, or soap alternative, such as ash, sand, akwa leaf, with the water. Only tick this if the answer is Yes. Leave blank if it is No.
Is HH NOD?	Check that the household has answered yes for all criteria (All HH use a toilet + Clean & stops flies + Water + soap). Only tick this if the answer is Yes. Leave blank if it is No.
If toilet used, is it shared?	Do not answer if the household still goes to bush / beach. If the toilet is used by only one household, write No. If the toilet is used by more than one household, write Yes. Make sure to write details of all households that share that toilet in the lines below, and copy details of the toilet used. Remember - <u>All</u> households must be included in the form.
Comments	This can be used for any notes you may wish to include (eg. Type of toilet, missing items, reasons for not building toilet etc.)
Date:	Date when the monitoring visit is conducted. Six visits can be made using the one form.
Name:	Name of the person who completed the monitoring visit.
Totals (no heading):	Add up all columns / count the number of ticks or "Yes" responses. Write this in the correct column next to the date / name. Every time you monitor the village you can use the same form (up to 6 monitoring visits). To make things easy, you can go directly to households that are not NOD to check their progress. As households complete a criteria for NOD, add a tick / "Yes". After each visit, add up totals to see what progress has been made since the last visit
Successes/Challenges	Space to write down any particular challenges, or any success stories that may be worth sharing with others (eg. Communities working together to build a toilet for elderly etc.)

Annex 3 MONITORING FORM

Village: _____ Ward: _____ Province: _____ Facilitator: _____

Tick / write Yes only if household fulfils that criteria. If the answer is "No", leave it blank.

	Name of household (HH)	# people in HH		# ppl limited mobility	All HH use a toilet ★	Clean & stops flies ★	Water	soap ★	Is HH NOD? 4 x Yes 3 x Stars	If toilet used, is it shared ?	Comments
		M	F								
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
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16											
17											
18											
19											
20											
	Date:										
	Name:										
	Date:										
	Name:										
	Date:										
	Name:										
	Date:										
	Name:										
	Date:										
	Name:										
	Date:										
	Name:										

Successes / Challenges: _____

Annex 4 MEETING RECORD (For Committees)

Village: _____ Ward: _____ Province: _____

Chairperson: _____ Secretary: _____ Date of meeting: _____

Committee members present

Name	M	F	Name	M	F

Progress towards NOD: (Take data from latest MONITORING FORMS)

Has there been an improvement since the last meeting? ☐ Yes ☐ No Agreed NOD
date: _____

Success story: _____

Challenges and solutions: _____

Action	Who?	When?

Next meeting: Date _____ Time _____ Place _____

Participation: Separate men/women. Ask each group where they are on the Ladder below, after this meeting.

Participation? (Men) Minimal → Active → Decision-making (Women) Minimal → Active → Decision-making

How will you ensure decision-making by men and women at the next meeting? _____

Annex 5 REPORTING FORM

Village: _____ Ward: _____ Province: _____ Facilitator: _____

	Name of village	Date monitoring visit	# HH	# people in village		# ppl limited mobility	# HH use a toilet	# HH use clean toilet stops flies	# HH with water	# HH with soap	# HH NOD	# HHs that use shared toilets	Comments
				M	F		★	★	★				
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													

Date: _____ Signed: _____

Success story / Challenges & solutions (include name of village): _____

Annex 6 DATA QUALITY- VERIFICATION – ANNUAL REVIEW FORM

Village: _____ Ward: _____ Province: _____ Facilitator: _____

Is this? ☐ Surprise Visit Check 10-20 households → Do your results match village's? Yes / No
☐ NOD Verification Check EVERY household → Is EVERY household NOD? Yes / No
☐ Annual Review Check 10-20 households → Are 80% of households NOD? Yes / No

Tick / write Yes only if household fulfils that criteria. If the answer is "No", leave it blank.

	Name of household (HH)	# people in HH		# ppl limited mobility	All HH use a toilet ★	Clean & stops flies ★	Water ★	soap	Is HH NOD? 4 x Yes 3 x Stars	If toilet used, is it shared ?	Comments
		M	F								
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
TOTAL											

Date: _____ Signed: 1. _____ 2. _____ 3. _____

Comments / Further Actions: _____

