Tip- sheet for cluster coordinators and IMs:
How to support partners to implement the Safety and Accessibility Toolkit

As WASH actors, we can influence on how we mitigate GBV risks in our response. We can do this by keeping in mind potential risks when we design and implement our programmes and by making sure we understand any barriers to accessing WASH services and facilities that women and girls, including women and girls with disabilities, are facing.

This toolkit is designed to provide practical monitoring mechanisms to track the quality and safety of WASH facilities. The toolkit is intended for WASH cluster partners to be implemented on a regular basis, while aggregated information can be very useful for monthly reporting and follow-up of the response for WASH national coordination teams (NCPs). This information will also be useful for the determination of the needs and the HNO/HRP development, to complement secondary data reviews and inter-agency assessments.

The toolkit has two different types of monitoring approaches i) visual observation checklists and ii) Focus Group Discussions (FGDs) The checklists and suggested FGD questions are available in an excel sheet and in the word documents in the toolkit. It can either be inserted to a KoBO form or filled in with pen and paper in the original form.

The Safety and Accessibility Audit toolkit is encouraged to be included in partners' regular monitoring and reporting, to help determine if the response provided is safe, accurate and accessible to all affected population groups. The toolkit and guidance can be contextualized to fit any type of response and is applicable both to acute and protracted emergencies. The checklist or suggested FGDs/KIIs can be included in regular PDMs, DTM, in field visits and spot checks or third-party monitoring, or any other monitoring tools in the IM framework as relevant in the context. This toolkit is also one of the main data collection tools recommended for the People Centered Programming (PCP) module of the AQA project.

One good practice is to encourage partners to use this toolkit for all CBPF projects, by including it in the vetting criteria for WASH projects, whereby partners should implement the toolkit before and during/after the project (depending on the length of the implementation period.) Recommended implementation is before the start of a project and thereafter at minimum every 6 months.

Minimum suggested actions for NCPs:.
Provide partners with a presentation on the use and relevance of the WASH Safety and Accessibility toolkit and explain the monitoring activities of the toolkit Implement the observational checklist in all WASH cluster-led needs assessments and conduct complementary FGD with women, girls, including women and girls with disabilities of different ages

Suggested roll-out procedure for NCPs:

i)   **If the National WASH Cluster has a SOF and/or Annual Strategy Implementation Plan and Monitoring Framework**

Launch of the toolkit:

- Include the tool in the SOF (under the cross-cutting issues chapter for example) or Annual Strategy
- Provide presentation and brief training to introduce the tool to WASH partners (see below under tools and resources available in this toolkit for supportive documents for this presentation)
- Work with partners to identify priority data collection opportunities and then locations for the implementation of the toolkit. The checklists and FGDs in this toolkit can be incorporate both into regular monitoring and more ad-hoc needs assessments. If the Cluster has an Inclusion/Accessibility/PCP TWiG, it is recommended that this TWiG lead on this identification.

Regular use of the toolkit:

- Monitor the use of the tool and track progress towards achieving the targets set in the SOF/Annual Strategy (in coordination with the TWiG, if applicable)
- Collect and analyze the findings by the implementation of the toolkit to inform decision-making and resource allocation, (in coordination with the TWiG, if applicable) by encouraging partners to regularly share their findings related to safety and accessibility in coordination meetings or in assessment reports.
- Only trends and aggregated findings need to be shared with the wider group of partners
- Provide regular feedback to partners on the findings of the toolkit implementation, with input from the TWiG
- Evaluate the effectiveness of the tool and make any necessary adjustments to improve its use and impact, (in coordination with the TWiG, if applicable)
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If the National WASH Cluster is implementing the AQA process (and has established an AQA TWiG – an essential precondition when implementing the AQA initiative):

Launch of the toolkit :

- Integrate the tool into the AQA process (as a data collection tool for the PCP module), working with the AQA TWiG
- Organize a launch event to introduce the tool to the WASH partners and other stakeholders.
- Provide a presentation and brief training on the use of the tool to the WASH partners (see below under tools and resources available in this toolkit for supportive documents for this presentation)
- Work with partners to provide training and support on using the tool as part of the AQA process, in collaboration with the AQA TWiG

Regular use of the toolkit:

- Monitor the use of the toolkit as part of the AQA process and track progress towards achieving the targets set, in coordination with the AQA TWiG

- Use the toolkit findings to inform decision-making on improving safety and accessibility in and around WASH facilities, in collaboration with the AQA TWiG
- Provide regular feedback to partners on the results of the tool's implementation, with input from the AQA TWiG
- Evaluate the effectiveness of the tool as part of the AQA process and make any necessary adjustments to improve its use and impact, with guidance from the AQA TWiG

If the National WASH Cluster does not have a SOF/Annual Strategy or is not implementing the AQA process:

Launch of the tool:

- Establish a Safety and Accessibility TWiG
- Work with partners to identify priority locations for the initial implementation of the tool, taking into consideration the Twig's recommendations and guidance

Regular use of the tool:

- Monitor the use of the tool and track progress towards achieving agreed-upon targets, in coordination with the TWiG
- Collect, collate and analyze the data generated by the tool, and use the findings to inform decision-making and resource allocation, in collaboration with the TWiG
- Provide regular feedback to partners on the findings, with input from the TWiG
- Evaluate the effectiveness of the toolkit and make any necessary adjustments to improve its use and impact, with guidance from the TWIG

Outcome:

WASH Facilities are implemented and monitored in a way to maximize safety, accessibility and accountability and NCPs have up to date information on where there might be issues that needs action from the cluster, or further inter-cluster collaboration with Protection/GBV AoR or Disability and Inclusion working Group (if available)

Tools and guidance available within this toolkit:

1. **Introductory PPT and slide-by slide script:** to encourage use of the safety and accessibility toolkit please consider presenting it one of the regular coordination meetings

The PPT introduces the concepts of Gender-Based Violence (GBV) and Disability Inclusion in Humanitarian WASH response and discusses our obligations to make sure that our services and facilities are safe and accessible to all affected population groups, under the "Do no harm" and "Centrality of Protection" obligations. It also introduces the WASH Safety and Accessibility toolkit, and how it can be used to meet these obligations, as well as going through the contents of the toolkit. There is a word-script available so anyone can make this presentation, which can of course be contextualized by including examples and using photos from your own

country. It takes between 30 minutes to 1 hour to make the presentation and introduction, depending on the level of engagement and questions from participants.

2. **The [toolkit](#)** consists of 5 parts with Part 1 covering the guidance and instructions for use, Part 2 is the common Core (auditing of the external pathway between the user and the facility; applicable to all facilities) and Part 3-5 cover Water Points, Latrines and Bathing Areas, respectively.

3. **Suggested national level indicators for monitoring** in annual WASH strategy implementation plans and monitoring frameworks, or other relevant documents:

Milestones or indicators for the use of this toolkit can be included under any outcome related to mainstreaming of cross-cutting thematic areas.

The information and data collected through this toolkit helps inform the PCP module of the AQA project, with question related to safety, accessibility, participation and inclusion embedded in the checklists and suggested FGD questions. For NCPs with the AQA project under roll-out ad piloting, national level monitoring indicators are included in the [MAF on page 34](#) for other contexts the same key quality Indicators are encouraged to be used to track the quality, safety and accessibility of the response:

Tracking the use of the toolkit:

% or # of WASH partners that collected information on safety and access barriers to WASH facilities and related risks using the Safety and Accessibility Audit Toolkit

OR

% of partners who design, implement and monitor WASH services based on an analysis of specific safety and accessibility risks

OR

% or # CBPF projects funded after the toolkit was implemented

Tracking safety and accessibility of the response:

% of affected populations, including women, girls and people with disabilities, who report feeling safe using WASH services at night and during the day, by service

OR

% of affected population who feel that WASH services are accessible to all those in need, including women, girls and people with disabilities