ANNEX 1: SOF INDICATIVE TEMPLATE

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| **1. Context summary** | **Key references** |
| Pre-crisis WASH conditions |
|  | Baseline service levels and access to Water, Sanitation, Hygiene services and facilities:* Availability, Accessibility, Acceptability and Quality of WASH services
* Differences in access between urban and rural areas and different groups
* Trends in service level over time
 | Joint monitoring programme (JMP)Democratic and Health Surveys (DHS)Multiple Indicator Cluster Surveys (MICS)Multi Sector Needs Assessments (MSNA) |
|  | Key WASH Service providers:* Key market actors and private sector
* Public utilities
* Non-government organisations, civil society and community groups involved in WASH service provision
 | Government / Line ministry focal pointsWASH market assessments, mapping and analysis reportsStakeholder mapping |
|  | Overview of WASH sector governance:* Water, Sanitation, Health/Hygiene line ministries
* Policy documents and programmes
* Contacts
 | Government / Line ministry focal points |
|  | Physical geography:* Climate, seasonality
* Hydrogeology
* Physical access
* Floods, drought and other environmental risks
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|  | Anthropology / social factors:* Religious and socio-cultural factors
* Marginalised groups
* Behaviours and beliefs
* Community structure, focal points and trusted sources of information
* Languages
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| WASH related crisis impact |
|  | Location and status of the affected population:* Breakdown of affected population by site
* Refugee / IDP / Host community / Returnee
* Overview of settlement typology (urban, hosted, managed, informal camp)
 | Assessment reportsIOM DTMREACHHumanitarian Data Exchange |
|  | Crisis impact on the *delivery* of WASH services:* Damage to infrastructure
* Interruption of services
* Impact on markets and service providers
* Impact on WASH systems and governance
 | Market assessment analysis and mapping reports |
|  | Crisis impact on *access* to WASH services* Effects of displacement
* Physical access constraints
* Conflict, insecurity and safety
* Financial access to WASH markets
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|  | Summary of the differences in impact and vulnerability between different groups:* Age
* Gender
* Disability
* Marginalised groups
 | Partner reportingAge, Gender, Disability specialistsProtection cluster |
| Response and coordination context |
|  | Overview of the WASH Cluster stakeholders, current and planned capacity in country |  |
|  | Summary of who is doing what where, when and for who (345Ws) highlighting key current or future coverage gaps and access issues |  |
|  | Summary of key coordination stakeholder working groups (Information management, Cash, Access, Communicating with communities) |  |
|  | Summary of funding resources available, details of donor priorities and pooled funding arrangements |  |
| **2. WASH Cluster Strategy** | **Key references** |
| WASH Needs overview |
|  | Calculation and rationale for People in Need (PiN):* Summarise figures disaggregated by SAD, location and vulnerable group
* State sources of information, assumptions made and methodology
 | [CTK: People in Need](https://washcluster.atlassian.net/wiki/spaces/CTK/pages/10789972/People%2Bin%2BNeed%2BPIN) |
|  | WASH Severity mapping / scale* Identify areas with the most severe needs
* Summarise methodology
 | [CTK: Needs Severity Mapping](https://washcluster.atlassian.net/wiki/spaces/CTK/pages/10782303/Needs%2Bseverity%2Bmapping) |
|  | Prioritisation approaches and targeting criteria* Targeting figures disaggregated by SAD, location and vulnerable group
* State sources of information, assumptions made and methodology
 |  |
| Affected population groups, specific needs and vulnerabilities |
|  | Community profile describing which individuals and groups are vulnerable to which WASH-related health risks |  |
|  | Description of the main public health risks and their contributing environmental and behavioural factors |  |
|  | Safety analysis highlighting key protection risks and vulnerable groups |  |
|  | Inclusion analysis highlighting barriers to access faced by different groups (including older people and people with disabilities) |  |
| Strategic objectives and targets |
|  | Summary of strategic objectives as set in the humanitarian response plan, detailing definitions and minimum requirements |  |
|  | Summary of targets for reach and coverage, disaggregated by age, sex, disability and location  |  |
| Key activities  |
|  | Overview of activities for each area and/or affected group |  |
| Preparedness, emergency response and transition strategy |
|  | Summary of contingency planning with details of WASH cluster contribution |  |
|  | Emergency preparedness and response plan |  |
|  | Cluster transition / deactivation strategy |  |
| **3. WASH Cluster principles of operation** | **Key references** |
| Cluster coordination and information management arrangements |
|  | Objectives, functions, principles and priorities:* 6+1 Core functions
* Minimum requirements
* Minimum commitments for the safety and dignity of the affected population
 | WASH Cluster ToR GWC Minimum RequirementsCluster activation letter[CTK: Coordination Platform](https://washcluster.atlassian.net/wiki/spaces/CTK/pages/10787765/Coordination%2Bplatform)[CTK: Information management](https://washcluster.atlassian.net/wiki/spaces/CTK/pages/10782270/Information%2Bmanagement) |
|  | Roles and responsibilities:* WASH Cluster Coordinator and Co-coordinator
* Government Chair / Focal Point
* Information Management Officers
* Sub-national coordinators and IMO
* Strategic Advisory Group
* Technical Working Groups
* Cluster Lead Agency (CLA)
* Partners and observers
* Third parties
 | WASH Cluster ToR and Work PlanTWG, SAG ToR |
|  | Operational arrangements:* Partner engagement
* Monitoring, reporting analysis and validation
* Meetings and communications
* Decentralisation
* Coordinated approaches to AAP
* Representation, advocacy
 | Principles of partnershipCluster Coordination Reference Module |
|  | Linkages and key partnerships:* Inter-cluster coordination
* Working groups (IM, Assessment, Cash, CwC etc.)
* WASH Sector, refugee response and other coordination mechanisms
 | [CTK: Intersectoral arrangements](https://washcluster.atlassian.net/wiki/spaces/CTK/pages/10782397/Intersectoral%2Barrangements) |
| **4. WASH Standards and approaches** | **Key references** |
| Humanitarian principles |
|  | Description of collective commitments to accountability to the affected population (AAP)  | [GWC Minimum commitments for the safety and dignity of the affected population](https://washcluster.atlassian.net/wiki/download/attachments/10782342/2012%20GWC%20WASH%20minimum%20commitments%20for%20Safety%20%26%20Dignity.pptx?version=1&modificationDate=1543998225925&cacheVersion=1&api=v2)  |
|  | Summary of approaches to ensure that all members of the affected population feel and are safe while accessing WASH services |  |
|  | Summary of approaches to ensure that all members of the affected population are able to participate in decisions that affect them |  |
|  | Description of considerations to ensure equitable inclusion for older people and people with disabilities |  |
|  | Description of collective mechanisms for collecting and disseminating feedback and complaints from the affected population |  |
| Water supply |
|  | Minimum requirements for community consultation and participation in the design of water supply systems |  |
|  | Summary of agreed minimum water quantity standards | Sphere, UNHCR |
|  | Summary of agreed minimum water quality standards | Sphere, WHO |
|  | Agreed designs for water supply facilities and infrastructure and requirements for construction supervision and contract management. |  |
|  | Minimum specifications for water collection, treatment and storage NFIs and distribution modalities |  |
|  | Agreed approaches for water trucking  |  |
| Sanitation |
|  | Minimum requirements for community consultation and participation in the design of sanitation programmes | Sani-Tweaks Checklist |
|  | Summary of agreed standards for toilet provision, operation and maintenance |  |
|  | Summary of agreed standards for faecal sludge management |  |
|  | Approved designs for toilets, faecal sludge management facilities and other sanitation infrastructure |  |
|  | Standards and approaches for solid waste management, drainage and environmental vector control |  |
| Hygiene Promotion |
|  | Summary of harmonised key messages and communications channels for behaviour change communications campaigns | WASH’Em |
|  | Summary of standard approaches to community engagement and dialogue in hygiene promotion |  |
|  | Summary of standards for hygiene promotion staffing, recruitment of volunteers including training and renumeration  |  |
|  | Standards and approaches to address menstrual hygiene and incontinence |  |
|  | Minimum standards for hygiene kit contents, product specifications and distribution methodologies |  |
| Modality-specific standards and approaches  |
|  | Description of standards for recruiting casual labour and volunteers from the affected community |  |
|  | Standards and requirements for market-based approaches, including the design, implementation and monitoring of cash and voucher assistance |  |
|  | Minimum standards and requirements for remote programming |  |
|  | Guidelines and standard tools for needs assessment, analysis and reporting |  |
| Other context-based standards |
|  | WASH in health care facilities and feeding centres |  |
|  | WASH in schools and child-friendly spaces |  |
|  | Menstrual Hygiene Management |  |
|  | Guidelines for design, approval, construction and handover of WASH infrastructure |  |
|  | Guidelines for preparedness and response to WASH-related disease outbreaks |  |
| **5. Response Monitoring** | **Key references** |
| Monitoring progress against strategic objectives |
|  | Monitoring framework:* Core indicators
* Monitoring tools
* Data collection approaches
 | [CTK: Response monitoring](https://washcluster.atlassian.net/wiki/spaces/CTK/pages/10787689/Response%2Bmonitoring)  |
|  | Analysis and reporting plan for each of the core indicators defining the type and frequency of analysis and the information products  | [CTK: Analysis & Visualisation](https://washcluster.atlassian.net/wiki/spaces/CTK/pages/10790319/Analysis%2Bvisualization) |
|  | Summary of roles and responsibilities for monitoring, including arrangements with third party monitors and the use of secondary data sources |  |
| Activity reporting |
|  | 345Ws (W-matrix) reporting template and instructions for reporting partners |  |
|  | 345Ws analysis plan and summary of information products |  |
| Monitoring quality and accountability |
|  | Overview of quality assurance and accountability monitoring and processes detailing the Define > Measure > Adapt > Learn steps and key outputs | [CTK: Quality Assurance and Accountability System](https://washcluster.atlassian.net/wiki/spaces/CTK/pages/10782135/Quality%2Bassurance%2Bsystem) |
|  | Contextualised modular analytical framework for quality and accountability, including Key Quality Indicator definitions and monitoring approaches | CTK: Modular Analytical Framework |
| Monitoring community complaints and feedback |
|  | Summary of Community Feedback and Response Mechanisms in place at partner, cluster and inter-cluster levels with details of how WASH-related information is collected and referred to the relevant partners for follow-up |  |
| Cluster Coordination Performance Monitoring (CCPM) |
|  | Summary of CCPM arrangements, frequency, process, roles and responsibilities |  |
|  | Links to previous CCPM reports and key issues identified |  |