

**PARTNER
PROFILE**

PROPOSAL

FIRST QUARTER
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REPORTTHIRD QUARTER
REPORTCOMPLETION
REPORT

PARTNER PROFILE GUIDANCE

The guidance below provides detailed instructions for completing each section of the Partner Profile template. This Partner Profile collects contextual information about your organization and charity: water's funded program. While this information is unlikely to change significantly year-on-year, it should be reviewed and updated each year during your grant Proposal submission. Answers should be concise, clarifying and relevant to charity: water's program

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0. GENERAL PARTNER PROFILE GUIDANCE

There are several guiding recommendations that apply generally to all questions in the Partner Profile and all of the Narrative grant templates. Please follow these recommendations throughout.

0.1 Word Limits

- Many sections include word limits. Note that these are strongly recommended (not required) word limits. Our goal in providing these recommendations is to encourage responses that are concise and relevant.
- Sections will indicate the appropriate word limit.
- For reference, below are examples of the approximate length of various word limits:

- **25 words:**

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- **50 words:**

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- **100 words:**

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- **250 words:**

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0.2 Pre-Filled Content

- All questions requiring a YES or NO response have been pre-filled with “YES // NO.”
 - Please select either YES or NO and delete the other response.
 - Example:

Template:

1.3b)	Contracted Implementers Are there other implementing organizations or entities who will be contracted to do work for this program?	YES // NO
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Your Response:

1.3b)	Contracted Implementers Are there other implementing organizations or entities who will be contracted to do work for this program?	NO
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- Many questions include example responses in the template.
 - To avoid confusion, please delete these examples and replace them with responses relevant to your program.
 - Example:

Template:

[Admin Unit 1]	[Admin Unit 2]	[Admin Unit 3]
<i>Example: Western Region</i>	<i>Sindhuli District</i>	<i>Ratanchura Solpathana</i>

Your Response:

Admin Unit 1 for your program	Admin Unit 2 for your program	Admin Unit 3 for your program
<i>Admin unit name for your program</i>	<i>Admin unit name for your program</i>	<i>Admin unit name for your program</i>

0.3 Addressing Multiple Contexts in the Same Response Field

- The answers to some questions may vary for the different contexts, technology types or locations in which you work (e.g. communities vs. schools)
 - In many questions, we’ve explicitly asked you to copy a response table or add rows to a table for each unique context. Please follow the instructions provided in the template in these instances.
 - However, several questions ask you to respond to the question for all contexts within the same response field. In these instances, please add structure to your response to clearly distinguish between the different contexts.

- Example:

Fee Structure & Financial Management	
<i>What is the fee structure, fee amount, and frequency of user contributions?</i>	
<p><u>Community:</u> In the community, households pay on a HH-level (not an individual level) on a scale depending on income. Ultra-poor households pay \$0.50 USD, poor households pay \$0.75 USD, medium households pay \$1 USD on the first week of every month during the community meeting.</p> <p><u>School:</u> In the schools, the district government pays \$10 USD per month to the school maintenance fund. Parents pay \$0.10 per month per child.</p>	
<i>Please list the average projected cost of annual maintenance for one project of this type of technology (include currency units):</i>	<p><u>Community:</u> \$20 USD</p> <p><u>School:</u> \$35 USD</p>

0.4 Cross Checking with Narrative Template

- This Partner Profile is intended to capture information about your organization that is not likely to change significantly year-on-year; however, inevitably there will be changes and any updates should be reflected in the profile.
- In addition, there are several areas where this Partner Profile overlaps with the Proposal Narrative. Please make sure the information in this profile and in the Proposal Narrative match.
- For example, the program areas are detailed here but also reflected in the Proposal Narrative. If these have changed, you should update the information in this Partner Profile to reflect this year's program areas.

1. ORGANIZATION INFORMATION & CONTEXT

1.1 Partner Context

1.1a) Partner Information

- **Organization name** - Your organization's full name
- **Program country** - Country for proposed charity: water funding under this specific country program
- **Primary contact** - The primary, day-to-day contact for charity: water at your organization. Include name, title, and email
- **Contact person for formal correspondence** - The name that charity: water should use for formal correspondence (e.g. Grant Agreements, Amendments, Underspend Letters, Invitations, etc.) at your organization. Include Mr./Mrs./Dr./etc., name, title, and email.
- **Mailing address in country** - Your country office address where charity: water can mail formal correspondence if needed. This is most likely your headquarters if you have multiple offices in country.
- **Year established in country** - The year that your organization starting working in this country regardless of sector or program area
- **Active development sectors for this country program** - The areas of programming that your country program is actively implementing in country (e.g. WASH, Health, Food Security, Education, etc.)

- **Total country program WASH budget** – The estimated WASH budget for the last fiscal year for the country program. Please include in US Dollars and indicate the fiscal year dates.

1.2 Country Context

1.2a) Holidays & Time Off

- This section is intended to capture times when we can expect some delays in communication or gaps in staffing. This also helps us plan our travel to the field.
- List any major holidays (with dates) and other periods throughout the year that will result in office closures or key program staff to be unavailable.

1.2b) Rainy Season

- Select YES or NO and delete the other response.
- If YES, provide the months of your rainy season and how implementation is affected.
- Word limit: 25 words or less

1.3 Program Staffing & Operations

1.3a) Number of Staff

- This section is intended to understand the number of total staff your organization has, regardless of charity: water funding.
 - **# of staff in country (dedicated to WASH)** - List the number of employees your organization has working in all WASH programs, not just for charity: water programs.
 - **# of staff in country (total)** - List the number of total employees you have in your country program regardless of program area/sector, function or funding source.

1.3b) Contracted Implementers

- Select YES or NO and delete the other response.
- If NO, delete the **Contracted Implementer** table.
- If YES, complete the **Contracted Implementer** table for any contractor or implementer receiving contract of \$4,000 or more, indicating whether or not your organization uses contracted implementers for the following categories of work:
 - **Water infrastructure**
 - This can include drillers, private service operators, hydrogeologist or other technical assessor, etc.
 - Select YES or NO and delete the other response.
 - **Sanitation infrastructure**
 - This can include 3rd party construction of latrines, etc.
 - Select YES or NO and delete the other response.
 - **Sanitation/hygiene training**
 - This can include training organizations or services specifically for sanitation, hygiene and other water behavior training
 - Select YES or NO and delete the other response.
 - **Other** - any other type of contracted implementer not included above. Remove these rows from the table, if not needed.

1.4 Government Context & Alignment

1.4a) National / Regional Strategies or Frameworks for WASH

- Use the following definitions to fill in this table for each existing and relevant strategy or framework for WASH service delivery:
 - **Framework/strategy** - List the title or description of the national or regional framework or strategy. If available, also provide a URL to the source document or attach it as part of the profile. These frameworks or strategies should be relevant, published, and represent an important strategic aspect to any water, sanitation and/or hygiene programming at the national or regional level.
 - **Summary points** - List 1-3 highlights that summarize the framework. This could be in terms of coverage rates, access definitions, policy implications, etc.
 - **How program aligns** - Include brief summary points about how this proposed program aligns or adheres to this larger framework or strategy. If the program does not align, please explain why.
- Add rows, as needed, to include all relevant frameworks or strategies.

1.4b) Government WASH Entities

- Word limit: 25 words or less for each category
- Use the table to outline and explain the principle WASH agencies or entities in the National, Regional or State, and District government offices that play a role in the oversight, implementation, monitoring, repair, or policy making for WASH in this program country.

1.4c) Government Involvement

- Word limit: 250 or less
- Describe how you are working with or engaging local government to plan for water, sanitation and hygiene services.
- This can include, but is not limited to: the government's role in program or project approvals, budget allocation for construction and/or management, system rehabilitations, maintenance/repair services and/or data sharing and lesson sharing about implementation and regulation.

1.5 Program Definitions

1.5a) Definition of Access

- Word limit: 100 words or less
- Explain how the government (or your organization) defines access to an improved water source in communities and in schools.
- This definition should, at minimum, include the maximum number of people that should use one water point and any thresholds for walking times or household distance to a water point.

1.5b) Definition of Project Site or Location

- Word limit: 100 words or less
- A "Project Site" is represented by a single Water Point ID on the Water Points Site List tab of the Budget template.

- Explain your methodology for how you will determine or define a project site or location on this Water Points List. This can be by an existing community, a defined number of people using the proposed water point, a commune or hamlet within in a Sub-District, a specific number of people, etc.
- If this definition differs depending on project type or location, explain how and define for each circumstance.
- Note that charity: water may work with you in determining the most appropriate unit or definition for the projects in your proposed program.

1.5c) Counting Beneficiaries

- Word limit: 250 words or less
- In this field, explain the following:
 - Methodology for how you count or determine the number of beneficiaries or average daily water users served per water point
 - Methodology for how you do or will track these beneficiaries or daily water users moving forward
 - Strategy for mitigating against potential double-counting of charity: water beneficiaries in the future
- Note that this relates to Columns U-W in the Water Points Site List in the Budget template.

1.5d) Site Selection Criteria

- Word limit: 250 words or less
- Describe the selection criteria you use to identify project locations.
- This should include, at minimum, a rationale for why and how sites are selected to be part of the program and any coverage strategies that inform your site selection approach.
 - Example: *“The government assigns communities to implementing organizations within our working districts. Within these communities, our goal is for all individuals to have access to an improved water source within 150m of their homes or schools. As a result, we use the number of people and the distance from households and schools to inform our site selection and the number of tap stands for a given community”*

1.5e) Definition of Functionality

- Word limit: 250 words or less
- Explain how functionality is defined within your organization and/or by national standards.
- This refers to the functionality of water infrastructure and technologies. If there are different definitions based on water technology, please break those out in this section.
 - Example: *“Our organization uses the following definitions for functionality, which has two components - water flowing at the time of visit, and down time in the last 14 days:*
 - *Functional: Water point provides water on day of visit and has had no downtime in the previous 14 days*
 - *Partially Functional 1: Provides water on day of visit but has experienced some downtime in the previous 14 days*
 - *Partially Functional 2: Provides low quantity on day of visit but no downtime experienced in the previous 14 days*

- *Not Functional:* Either no water available on day of visit, or provides low quantity and downtime experienced in the previous 14 days
- *Abandoned:* Water has been non-accessible (due to breakdown or dry source) for at least one year.
- If a time component is not available, we simply use whether any water was available at the time of visit.

1.5f) Definition of Minor Repair, Major Repair and Rehabilitation

- Word limit: 100 words or less
- Explain how the terms Minor Repair, Major Repair, and Rehabilitation are defined within your country program context for the technologies implemented with charity: water funding.
- If you are implementing different types of technologies and the definitions differ between these, please define for each type.

2. PROGRAM DETAILS

2.1 Program & Project Areas

2.1a) All charity: water Program Areas

- Every partner defines program areas slightly differently. Refer to past charity: water grants or the current Request for Proposal for the level of specificity for this section.
- Ultimately, charity: water is interested in capturing all program areas funded under this country program over time. This should include past program areas, as well as active areas detailed in the current Proposal.
- In the table header, replace “Admin Unit 1”, “Admin Unit 2”, and “Admin Unit 3” with the appropriate administrative unit titles for your country program and provide relevant administrative unit names in the rows below.
 - The most common program areas will be Districts/Provinces and Sub-Districts.
 - If unsure, default to using Region, District and Sub-District.
- In the proposal documents for a given grant year, you will be asked to indicate if there have been any changes to the program areas from the previous grant cycle. Those changes should also be reflected here.
- Add or remove rows from the table as needed.

2.1b) Active charity: water Program Areas

- Refer to the Request for Proposals for the latest grant cycle or prior conversations with charity: water regarding the level of specificity for this section.
- Include the active charity: water-funded program areas (also reflected in 2.1a in the Proposal Narrative) in the space provided.

2.1c) Current Program Area Details

- For each Program Area listed in the Proposal Narrative and in the RFP, fill in the table using the following definitions:
 - **Program Area** - List the appropriate program or administrative unit from your current Proposal. This will most likely represent the District or Province level, though can differ program by program.

- **Detail** - Complete the table with statistics and information relevant to the Program Area you entered at the top of this table. If an answer requires additional details, feel free to cite the number and nuances in the same “Detail” field.
 - *Water challenges in area* - This should give context for the need your program is addressing. Example: “The Thar Desert only receives rain 4 months out of the year. Women walk long distances to collect water in extreme desert conditions. Many families pay to have water trucked into the community.”
 - *Any other information of note* – This field could include any other details that are not represented in the required fields, for example topographical or geographical context for the areas in which you are working.
 - *Number of schools and clinics* - If your program includes schools or primary health clinics, include information on the Number of Schools or the Number of Primary Health Clinics as is relevant to the location types of your proposed program.
 - *Reported functionality of water points* - Provide the functionality rates for the technology types we’re funding. If the statistic is disaggregated by water point type, include the functionality rates for the relevant technologies that this proposal aims to fund. Also provide your definition of functionality for this rate.
- **Data Source** - Include a citation or source for every statistic or number listed here. If a URL or link to the statistic is available, include that in the “Data Source” field as well.
- Copy this table for as many Program Areas as are defined in the RFP and in section 2.1a.

2.1d) Full Coverage

- Word limit: 250 words
- This is intended to understand whether the proposed program has a “coverage” strategy to achieve, at minimum, improved water access to all people in a defined area. charity: water does not expect all programs to have a goal of full coverage, especially for demand-driven programs. This question is simply to understand which of the programs we fund do, in fact, have this as a stated goal.
- Select YES or NO and delete the other response.
- If YES, define what “full coverage” means for your program. In this definition, include:
 - Definitions for coverage, either by national or international standards
 - Projected year for achieving full coverage
 - Strategy if established coverage definitions change during implementation

2.2 Community Programming

2.2a) Community Program Components

- If you are not working in communities, please write “N/A” in the fields below.
- In the first three fields of this School/Clinic Program Components table, refer to the following:
 - **Type of Water Technologies** - List the proposed technologies for community programs here.

- **Type of Sanitation Infrastructure** - List the type of sanitation or latrine hardware provided through this program here (e.g. pour-flush household latrines).
 - If you are facilitating sanitation training and not funding sanitation hardware, please write “N/A” here.
 - **Sanitation & Hygiene Approaches** - List the proposed approaches. For acronyms, spell out the full words in addition to listing the acronym (e.g. CLTS should be Community Led Total Sanitation (CLTS))
 - If your program contains any of the components listed in this section, select YES or NO and delete the other response for each one.
 - If there are components that are not mentioned that you wish you to include, use the Other line and add rows as needed. If these additional rows are not needed, please remove them.

2.3 School, Clinic and Other Institutional Programming

2.3a) School/Clinic Program Components

- If you are not working in institutions, please write “N/A” in the fields below.
- In the first three fields of this School/Clinic Program Components table, refer to the following:
 - **Type of Institutions** - List the types of institution locations here (e.g. schools, clinics, government offices, etc.)
 - **Type of Water Technologies** - List the proposed technologies for schools/clinics/other institutions here
 - **Type of Sanitation Hardware** - List the type of sanitation or latrine hardware here (e.g. 6-block latrines with pour flush toilets and urinals)
 - **National standard for latrine-to-student ratio** - Please list the national standard for latrine-to-student ratio if there is one. If not, please provide your organization’s standard for latrine-to-student ratio. Clearly indicate which standard you are providing.
 - **Sanitation & Hygiene Approaches** - List the proposed approaches. For acronyms, spell out the full words in addition to listing the acronym (e.g. CLTS should be Community Led Total Sanitation (CLTS))
- If your program contains any of the components listed in this section, select YES or NO and delete the other response for each one.
- If there are components that are not mentioned that you wish you to include, use the Other line and add rows as needed. If these additional rows are not needed, please remove them.

2.4 Water Quality Testing

2.4a) Parameters & Thresholds

- This section intends to understand the national standards and threshold limits for water quality testing in this country. It also intends to understand what your organization currently tests for and with what frequency.
- Fill in the Parameters & Thresholds table using the following fields:
 - **Do you test?** - If you currently perform water quality testing of this parameter on charity: water projects, please select YES in this box. If you do not, select NO. Delete the other response.
 - **At what times** - Indicate how frequently (# of times total) and at what points you do perform this test if you selected YES in “Do you test?”. If you selected NO, please write “N/A”

- **Required by government** - Select YES or NO if the government requires implementing organizations to test for this parameter. Delete the other response.
- **Limit values** - List the national threshold for the parameter in this field. Even if you do not test or the government does not require testing, if there is a national threshold for a parameter, please include here. If there is none, write “N/A”
- Example:

Parameter:	Do you test?	If yes, at what points:	Required by government	Limit values
Fluoride	YES	2 times: At project sanctioning and 6 months after project completion	YES	1.5 mg/liter
pH	NO	N/A	NO	6.0-9.0

2.4b) National Requirements

- Word limit: 250 words or less
- Detail any national requirements for water quality testing of water points.
- If your organization is responsible for submitting test results to the government, what remediation steps are taken if results surpass national thresholds, and describe any records you keep with these results.
 - Example: *The government requires that all organizations implementing water supply projects to submit water quality test results for water points upon sanctioning a new water point. Required tests include Fluoride, Arsenic, E.coli, pH, and conductivity. Our organization submits these water quality tests immediately upon completion of each project to expedite the sanctioning of water points. These are kept in digital logs at the District office. If water quality testing is above the thresholds for E.coli described in 2.4a, we must shock chlorinate the system and retest before handing it over to the community. If high levels of fluoride or arsenic are found, we must close the well and re-drill.*

3. POST-IMPLEMENTATION MONITORING

3.1 Post-Implementation Monitoring

3.1a) Types of Data Collected

- Word limit: 100 words or less
- Describe your post-implementation monitoring activities and data collection methods. Data collection method include household surveys, surveys with water committee members, water quality testing, focus group discussions, etc.

3.1b) Frequency of Data Collection

- Word limit: 100 words or less
- Explain and justify the frequency of your data collection (e.g. every year, every 4 months, every 3 years, etc.).

3.1c) Commitment Length for Monitoring

- Word limit: 100 words or less
- Explain and justify the duration or commitment of post-implementation monitoring (e.g. 1 year, 5 years, 10 years after program implementation).

3.2 Post-Implementation Results**3.2a) Mitigation**

- Word limit: 100 words or less
- Once your organization collects the Post-Implementation Monitoring results described in section 3.1, explain how you respond or act to Post-Implementation Monitoring findings. At minimum, explain the process for addressing broken water points, poor water quality test, etc.

4. ANNEXES**4.1 Documents or Supplemental Information**

- The following documents are part of charity: water's Compliance checklist and must be submitted as part of your Proposal submission:
 - **Organizational Charts(s)** - Please submit your organization's Organizational Chart for this program. This can be provided in multiple charts if needed, but all personnel accounted for in this grant must be represented.
 - **National Strategy(ies) or Framework(s) for WASH** - Please submit the strategies or frameworks detailed in section 1.4a, if not provided through an electronic link.
 - **Program Indicators** - Please submit a list of your organization's program indicators for this charity: water-funded program. charity: water may request this data as needed.
 - **Procurement & Vendor Selection Policy/Process** - Please submit your organization's policy and/or process for executing procurement of material goods and selecting vendors and contractors. These policies should be board approved.
- Please note that your proposal will not be considered complete without these supplemental documents, unless otherwise specified by charity: water.

IMPORTANT: The Budget, Work Plan, and Water Points List should reconcile with the information you've presented in the Narrative. Please double-check them against one another before submitting.