

PROPOSAL  
SUMMARY

FIRST QUARTER  
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## SECTION 1: PROPOSAL SUMMARY

*[To be filled in during proposal phase only]*

### 1.1 PROGRAM & ORGANIZATION INFORMATION

*Please include the following information in each section:*

	SHOULD INCLUDE	SHOULD <u>NOT</u> INCLUDE
<b>ORGANIZATION NAME</b>	Organization name	
<b>PROGRAM NAME</b>	Title of the program	
<b>TOTAL REQUEST FROM CHARITY: WATER (USD)</b>	Amount requested from charity: water	
<b>TOTAL COUNTRY BUDGET</b>	The estimated or finalized 2015 country budget	
<b>TOTAL COUNTRY WASH BUDGET</b>	The estimated or finalized 2015 WASH budget	
<b>TOTAL REGIONAL BUDGET</b>	The last available budget for regional offices supporting areas with charity: water operations. Please note any expected changes, such as committed funding from other donors.	
<b>CO-FINANCING</b>	Amount from other donors co-financing this country program, including funding for other sectors outside of WASH, that contribute to shared administrative costs.	
	Amount to be covered by local government that will be directly related to the implementation of the program funded by charity: water	
	Amount expected to be funded by community contributions	
<b>COUNTRY</b>	Name of country being targeted by this program	
<b>TARGET REGION(s)</b>	Name of region(s) being targeted by this program	
<b>TARGET SUB-REGION(s)</b>	Name of district(s) or similar administrative unit(s) being targeted by this program	
<b>TARGET LOCAL ADMINISTRATIVE UNITS</b>	Name of local administrative units being targeted by this program	Names of individual communities

<b>IMPLEMENTATION PERIOD START AND END DATES</b>	Start and end dates for program implementation only The start date should be aligned with charity: water's requested start date by quarter	Time required to compile and submit the Completion Report to charity: water
<b>COMPLETION REPORTING START AND END DATES</b>	Start and end dates for compiling and submitting the Completion Report to charity: water within 13 months of the program start date	Should not overlap with implementation dates

**Information about the organization's in-country operations**

- How long the organization has been working in the country
- Principal sector of focus in development or emergency relief
- Experience in WASH program implementation
- Structure of the organization in country (please include an organizational chart that shows the structure of the central office and other offices) and the personnel who will be responsible for this program
- Equipment and transport currently available to support the proposed program

*Do not include information on the following:*

- Information about the organization's headquarters based in a developed country
- Information about the organization's work in other countries
- How much funding the organization has received from charity: water in the past

**Information about Program intervention areas**

- Proposed target area and proposed water points in that area
- Population information for the area
- Current safe and unsafe sources of water in each proposed target area
- Water and sanitation coverage rates in the target area, if available, with sources cited
- Historical information about proposed target areas and existing water points
- Current health information from proposed target areas related to WASH, with sources cited, including diarrheal disease prevalence and infant, child death rates
- Terrain and climate of proposed target area including times of rainy season(s)

**The government context [2-3 paragraphs]**

- The government entities responsible for water and sanitation in the country at each level (central, regional, district)
- A brief description of existing national strategies or frameworks for WASH service delivery
- A brief discussion of whether and how the proposed program fits into the national WASH strategies or frameworks (If the program does not fit into national strategies or frameworks, explain why)
- Whether or not the government is involved in co-financing this project (and if so, which aspects)



## 1.2 IMPLEMENTATION SUMMARY AND PROGRAM APPROACH

Please include the following information in each section:

### Program approach [Bullet points]

- The name and description of any specific approaches or methods to be employed as part of this program (for example, Community Led Total Sanitation)
- Please briefly describe:
  - The water technologies that will be implemented
  - Why this is the most appropriate technology in that specific context
  - How it will be implemented, step by step
  - Who is the primary responsible party
- Please do the same for sanitation and hygiene.
- If applicable, please also briefly describe:
  - All implementing partners by implementation area
  - The number of projects they will be responsible for
  - The percentage of the budget they will be handling

### Activity Table

- In the first column, detail the activities required for executing the program for your 13 month program.
- In the second column, list the responsible party for the associated activity. Please choose between government, implementing partner or contractor.
- In the third column, provide the name of the responsible party.
- In the fourth column, provide the estimated date of completion for the specific activity.

ACTIVITY	RESPONSIBLE PARTY	NAME OF RESPONSIBLE PARTY (if known)	ESTIMATED DATE OF COMPLETION
<i>e.g. Advertisement</i>	<i>e.g. Implementing Partner</i>	<i>e.g. XYZ Water</i>	
<i>e.g Site selection with District Government</i>	<i>e.g. Government</i>	<i>e.g. District Government</i>	

## Field implementation monitoring

Please include the following information in each section:

- A description of how the program will be monitored to ensure quality implementation that is on track (by whom, frequency of field visits, use of a monitoring checklist, field reports, etc.).

Please include the following information in the table below:

- In the first column, describe the purpose of the monitoring visit.
- In the second column, describe the frequency of the associated monitoring visit.
- In the third column, describe the data collection method for verification.
- In the fourth column, provide who the monitoring party will be.

PURPOSE	TIME OF SCHEDULE/ FREQUENCY	DATA COLLECTION METHOD	MONITORING PARTY
<i>e.g. Verify construction quality of contractors</i>	<i>e.g. monthly</i>	<i>e.g. reports from supervising company</i>	<i>123 Supervising Company</i>

## Program evaluation: Indicators of success and completion targets

- If required to survey households for charity: water's 5 indicators, please indicate the planned method for data collection (paper, digital data collection platform, or charity: water's digital data collection platform). Please indicate whether support from charity: water is needed to set up a digital survey platform.
- Please also indicate the estimated baseline and endline sample sizes for household surveys.

## Program Indicators Table

This section refers to the partner's indicators, not to charity: water's five indicators.

Guidance on charity: water's indicators can be found in the Household Survey Guidance.

Please include the following information in the table below:

- In the first column, list specific indicators that will show whether the program has been successful, with an emphasis on outcomes (what the program achieved) or impacts (the effects of the program on people's well-being).
  - Do not include indicators that only measure outputs (things done by the program) such as the number of water points implemented or number of trainings held.
- In the second column, define each indicator.
- In the third column, enter the baseline for each indicator.
- In the fourth column, enter the end line target for each indicator at the point of program completion.

INDICATOR	DEFINITION OF INDICATOR	BASELINE	ENDLINE
1. Percentage of communities with sanitation projects declared Open Defecation Free (ODF)	Numerator: number of communities declared ODF/ Denominator: total number of communities with sanitation projects	85%	90%
2.			
3.			
4.			
5.			

### 1.3 POST-IMPLEMENTATION SUSTAINABILITY

We know that most projects will need a repair within two years of implementation, and many may need service within the first year. It is important that we understand the strategy for ensuring that these repairs are made and that a robust strategy for sustainability is in place. We see community engagement, work guarantees, regional service providers, M&E, and an exit strategy for implementing partners all as key elements of long-term sustainability and we would like to better understand the plans for each.

#### Community engagement

Many programs provide a community-level training to build capacity within the water point committee and community maintenance providers. While this is important, there is clear evidence this limited training is not enough to ensure that projects work properly over time. To better understand how this program will create successful conditions for the community, please describe/include the following:

- Your training curriculum for the water point committee, including key financial, management, and reporting themes.
- The desired learning outcomes and how these are measured over time.
- The training schedule for community members. This should include multiple trainings for each water point committee, and ideally will anticipate a refresher training at least a year after implementation (with ongoing training if possible).
- Please clarify the ownership structure of this water point, to what degree the water point committee recognized by the local government, and what legal rights/responsibilities they have.

#### Work Guarantees

Most drilling and implementation businesses include some level of guarantee on their work, and will return to make repairs and provide service. In the future, they are also available to provide further service for the water points. Please clarify the following:

- Is the community given contact for these providers and empowered to call them directly if any issues arise within the guarantee period?
- How will you ensure that these businesses respond in a timely manner to any issues?

## Regional Service Providers

While there are some small repairs that community members can make, a qualified mechanic with access to spare parts should make most repairs. In order for water points to work over time, there needs to be a local (or regional) supply of quality, reasonably priced, and consistently available spare parts. Please describe the following:

- Where are spare parts for each of these water points going to come from?
- Aside from local community members trained in basic repairs, who is the closest professional mechanic or service provider that can provide service for each water point?
- Are there multiple options for spare parts and mechanics?
- How do these groups/businesses function, and how likely is it that they will be able to provide long-term service?

## Monitoring and Evaluation

In order to better understand long-term functionality, we need to have a data collection strategy that strives to track functionality and outcomes of the water point. This includes our **Household Survey Requirements**, but should also anticipate some on-going data collection and analysis. Please describe the following:

- What are your long term M&E programs, including data collection type, frequency, and reporting?

## 1.4 RISKS

*Please include the following information in each section:*

### Program Risks Table

- In the first column list the principal risks to the implementation and completion of the program.
- In the second column state the likelihood of each risk affecting the program (high, medium, low).
- In the third column state the severity of risk to the program (severe, medium, mild).
- In the fourth column describe what you will do to mitigate each risk.

RISK	LIKELIHOOD (high, medium, low)	SEVERITY (severe, medium, mild)	MITIGATION MEASURES
[RISK 1]			
[RISK 2]			
[RISK 3]			
[RISK 4]			
[RISK 5]			



**1.5 FINANCIAL: HISTORICAL COMPARISONS (if applicable)**

*Please include the following information in each section:*

**Financial Comparisons Table**

- The comparisons table should only be completed for continuing charity: water programs.
- The first column is pre-filled with the two categories of interest at proposal. Enter additional cost per project figures for each proposed water project type.
- In the second column, state the historical measure of the most recent charity: water-funded program
- In the third column, state the currently proposed measure.
- In the fourth column, describe the reason for any current variances from historical measures.

CATEGORY	HISTORICAL	CURRENT	REASON
Cost-per-Person			
Cost-per-Project			

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## SECTION 2: FIRST QUARTER UPDATE

Please include the following information in each section:

**Grant ID:** The charity: water grant ID

**DATES:** The dates of Q1

### 2.1 PROGRESS OF ACTIVITIES

#### Program Activities Table:

- In the first column of the table below, list all of the activities that are detailed in the proposal and work plan templates.
- In the second column, enter the planned target for each activity for the entire grant.
  - This can either be a numerical target (e.g. Establish 80 WASH Committees) or a descriptive target (e.g. Complete site selection by October)
- In the third column, enter the achievement of each activity to date.
  - If it is a descriptive target, please enter “completed”, “on-going”, or “delayed”
- In the fourth column, enter any information you have to further explain the progress of activities or is important to inform charity: water.
  - For any delayed activities, please detail the proposed plan to get them back on-track and if there is a risk that the entire grant will be delayed (if applicable)

ACTIVITY	GRANT TARGET	ACHIEVED TO DATE	COMMENTS
1. e.g. Site Selection with District Government	To be completed by July	Completed	District Government Officials have been away for national-level meetings and have been rescheduled to November.
2.			
3.			

**IMPORTANT:** The work plan in the budget template should be revised accordingly and reflect the latest implementation dates.



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## SECTION 3: MIDTERM UPDATE

*Please include the following information in each section:*

**Grant ID:** The charity: water grant ID

**DATES:** Implementation start date - the end of Q2

### 3.1 STATUS UPDATE

The narrative in this section should summarize progress in this period.

- How has work progressed?
- Is the grant on track?
  - If not, what are the reasons behind the delay?
- Were there any changes to the project sites, total number of projects, or total number of daily water users?
  - Please note that the details of the changes such as site location, inventory, etc. should be in the Water Points List, not the narrative. Please refer to the Water Points List Guidance for further instruction.

### 3.2 PROGRESS OF ACTIVITIES

#### **Program Activities Table:**

- In the first column of the table below, list all of the activities that are detailed in the proposal and work plan templates .
- In the second column, enter the planned target for each activity for the entire grant.
  - This can either be a numerical target (e.g. Establish 80 WASH Committees) or a descriptive target (e.g. Complete site selection by October)
- In the third column, enter the achievement of each activity to date.
  - If it is a descriptive target, please enter “completed”, “on-going”, or “delayed”
- In the fourth column, enter any information you have to further explain the progress of activities or is important to inform charity: water.
  - For any delayed activities, please detail the proposed plan to get them back on-track and if there is a risk that the entire grant will be delayed (if applicable)



ACTIVITY	GRANT TARGET	ACHIEVED TO DATE	COMMENTS
1. e.g. Construction of 20 new piped systems in communities	20	5	<i>Procurement of supplies took longer than planned. Although construction is delayed by two months, there is no impact to the overall grant timeline since we hired another contractor. In the longer term, we are considering starting the procurement process earlier in the grant to avoid repetitive delays.</i>
2.			
3.			

**IMPORTANT:** The work plan in the budget template should be revised accordingly and reflect the latest implementation dates.

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## SECTION 4: THIRD QUARTER UPDATE

Please include the following information in each section:

**Grant ID:** The charity: water grant ID

**DATES:** Implementation start date - the end of Q3

### 4.1 PROGRESS OF ACTIVITIES

#### Program Activities Table:

- In the first column of the table below, list all of the activities that are detailed in the proposal and work plan templates.
- In the second column, enter the planned target for each activity for the entire grant.
  - This can either be a numerical target (e.g. Establish 80 WASH Committees) or a descriptive target (e.g. Complete site selection by October)
- In the third column, enter the achievement of each activity to date.
  - If it is a descriptive target, please enter “completed”, “on-going”, or “delayed”
- In the fourth column, enter any information you have to further explain the progress of activities or is important to inform charity: water.
  - For any delayed activities, please detail the proposed plan to get them back on-track and if there is a risk that the entire grant will be delayed (if applicable)

ACTIVITY	GRANT TARGET	ACHIEVED TO DATE	COMMENTS
1. e.g. capacity training for district water board	To completed by November	On-going	The District Water Officer and District Water Engineer have completed their two one-week trainings in financial and business management. The remaining two trainings will be completed by November.
2.			
3.			
4.			
5.			
6.			
7.			

**IMPORTANT:** The work plan in the budget template should be revised accordingly and reflect the latest implementation dates.

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## SECTION 5: COMPLETION REPORT

*Please include the following information in each section:*

**Grant ID:** The charity: water grant ID

**DATES:** The dates of the full grant period through to Completion

### 5.1 FINAL COMPLETION REPORT

#### Narrative completion description

The narrative in this section should summarize the achievements of this grant against the planned outputs.

- Were all the planned outputs achieved?
  - If not, please explain why
- What achievements were attained?
- Were there any significant variances to the total number of projects or total number of daily water users?
  - If so, why?
  - Please note that the details of the changes such as site location, technology, etc. should be in the Water Points List. Please refer to the Water Points List Guidance for further instruction.

### 5.2 FINAL INDICATORS

#### Program Indicators Table: Final Report

- In the first column list all of the program indicators outlined in the proposal.
- In the second column list the targets you set for each indicator in the proposal.
- In the third column enter the actual final results for each indicator.
- In the fourth column add any comments you may have on each indicator.

Indicator	Target	Final Result	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

### 5.3 CHALLENGES

- What political challenges were faced in implementation?
- What social challenges were faced in implementation?
- What environmental challenges were faced in implementation?
- How were the challenges overcome to ensure successful completion of the grant?

Every documented challenge should contain at least these general elements:

- A clear statement of the challenge (in bullet format)
- A background summary of the challenge
- A brief explanation on how the challenge was dealt with and overcome

### 5.4 POST- IMPLEMENTATION MONITORING

- Explain how the completed water points will be monitored in the years to come to ensure their functionality. This should include the following:
  - The frequency of monitoring visits
  - Who will conduct the monitoring visits
  - What specific things will be monitored
  - Whether there is any other funding to conduct refresher trainings for communities, government, and mechanics