PROGRAM PROFILE	PROPOSAL	FIRST QUARTER REPORT	MIDTERM REPORT	THIRD QUARTER REPORT	COMPLETION REPORT

PROGRAM PROFILE GUIDANCE

The guidance below provides detailed instructions for completing each section of the Program Profile template. This Program 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.

GENERAL PROGRAM PROFILE GUIDANCE

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2.2 Program Details

charity: water
PARTNER ACCESS

GENERAL PROGRAM PROFILE GUIDANCE

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

0.1 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 <u>delete the other response.</u>
  - Example:

Template:

Contracted Implementers Are there other implementing organizations or entities who will be contracted to do work for this program?	YES // NO

Your Response:

Contracted Implementers Are there other implementing organizations or entities who will be contracted to do work for this program?	NO

- 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]
Example: *Western Region*	*Sindhuli District*	*Ratanchura* *Solpathana*

Your Response:

Admin Unit 1 for your program	Admin Unit 2 for your program	Admin Unit 3 for your program
Admin unit name for your program	*Admin unit name for your program*	*Admin unit name for your program*

0.2 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.

o Example:

Fee Structure & Financial Management	
What is the fee structure, fee amount, and frequency of user contributions? Community: 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. School: In the schools, the district government pays 10 USD per month to the school maintenance fund. Parents pay 0.10 per month per child.	
Please list the average projected cost of annual maintenance for one project of this type of technology (include currency units):	Community: 20 USD School: 35 USD

0.3 Cross Checking with Narrative Template
● This Program Profile is intended to capture information about your organization and country program that is not likely to change significantly year-to-year; however, inevitably there will be changes and any updates should be reflected in the profile. **If you make changes year-to-year, please track changes so we can easily see and review updated information.**
● In addition, there are several areas where this Program Profile overlaps with the Proposal Narrative. Please make sure the information in this profile and in the Proposal Narrative match.

0.4 Submission Format
● The Program Profile should always be submitted in Microsoft Word format. Please do not submit in PDF or other formats.

1. ORGANIZATIONAL OVERVIEW

1.1 In-Country Partner Overview

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 with charity: water-** 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.)

1.1b) Overview of In-Country Operations
- Include responses to the following prompts, as well as any other relevant details.
  - ○ 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

1.1c) WASH funding
- This section is intended to provide qualitative information on the WASH funding reflected in the budget file (cell G4 of Budget tab, Total country WASH budget).
- Provide a brief overview of the other non-charity: water funding sources that comprise your overall WASH program budget (e.g. financing from your own organization, financing from other organizations, government funding, etc.) and what that funding is used for.
- Please <u>do not</u> include $ amounts in this section as these details are provided in the budget file.

1.1d)   Number of Staff

- This section is intended to understand the number of total staff your organization has in-country, 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 in country, 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.

1.1e) Localization of Staff
- This section is intended to understand which staff budgeted in the charity: water program are international vs. local staff.
- For any expat staff, provide the rationale for hiring expat vs. in-country staff for these positions, including contractors.
- Describe what, if any, efforts are being made to source human resources more locally in the future.

1.1d) Contracted Implementers for WASH
- Select YES or NO and delete the other response.
- This question is intended to understand if contracted implementers are generally used for this program. Detailed information on contracted implementers for the charity: water grant should be included in the Proposal Narrative.

1.1e) 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.
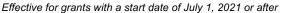
1.1f) Rainy / Monsoon Season
- Select YES or NO and delete the other response.
- If YES, provide the months of your rainy season and how implementation may be affected.

1.2 Government Context & Alignment in WASH

1.2a) 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.

1.2b) Government or Context-Specific WASH Entities

- 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.

1.2c) Government Involvement
- Describe how you are working with or engaging government at any level 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.
- For entities not associated with a level of government, please specify.

1.3 WASH Program Definitions

1.3a) In-Country WASH Program Definitions
- This section includes program definitions for your overall WASH program. If the definition differs between your overall WASH program and the charity: water-funded program, please include both definitions.

    Definition of Access: This refers to your organization's definition of access to an improved water source. Is it based on number of people, distance, etc? Include the source of the definition.

    Definition of Functionality: This refers to the functionality of water infrastructure and technologies as defined by your organization. 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."*

    Basic Definition of Minor Repair, Major Repair and Rehabilitation: This refers to how your country program defines these terms for relevant technologies. If you use additional terms, please define those as well.

1.3b) charity: water WASH Program Definitions
- This section includes program definitions for your WASH program as it relates to charity: water funding. If the definition differs between your overall WASH program and the charity: water-funded program, please include both definitions.

Target Population: Describe who you aim to serve.
- o Examples:
    - ▪ Every person, community, and institution in a program area
    - ▪ All schools within a program area
    - ▪ Underrepresented populations or people living under the poverty line in a program area

Coverage Strategy: Based on your target population, describe what model or strategy your program uses to reach your intended population.
- o If your program uses a "full-coverage" model, define "full coverage" and include the strategy and goals for achieving full coverage.
- o If your program is demand-driven, explain how you meet and determine demand in the current program cycle, and how you plan to address future demand in areas you've already worked in.
- o This question 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 or defined population. charity: water does not expect all programs to have a goal of full coverage, especially for demand-driven programs, but all programs should have a strategy for reaching their target population.

Site Selection Criteria
- o 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*"
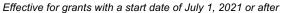
Target Level of Service
- o Based on the levels of service defined in the Sustainable Development Goals (SDGs), explain which level of service your program aims to achieve, and your rationale. There is no right or wrong answer; different programs have differing target levels based on factors ranging from geography to coverage strategy.

2. CHARITY: WATER PROGRAM DETAILS

2.1 Program & Project Areas

2.1a) Partnership Forecast
- ● This document is not a commitment to funding over the planning period. Before every grant proposal, charity: water will ensure that: (1) partner strategies continue to align, and (2) the partner continues to demonstrate excellent performance for each grant. The partner should understand that our fundraising model prohibits us from making multi-year grants given that we fundraise each year. This section is only required for programs without an in-progress or

established Multi-Year Planning (MYP) worksheet with charity: water. If you already have a MYP with charity: water, put N/A in this section.
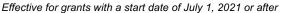
2.1b) Active charity: water Program Areas

- Ultimately, charity: water is interested in understanding the target areas of your program. Every program defines target areas differently depending on the program strategy, so please refer to the Request for Proposal for the level of specificity required. Please list each target program area and include any relevant or narrative information not included in the table below.
- Note this will usually be a higher level administrative unit, such as a District or Region.

2.1c) Active charity: water Program Areas - Details

- For each Program Area listed above, 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.
    - **Statistic/Details -** 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 total existing water points* - This field should include the total number of existing water points in the defined area, functional or not, to determine the denominator for functionality.
        - *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 the definition of functionality for this statistic.
        - *Number of schools and clinics* - If your program includes schools or primary health clinics, include information on the total Number of Schools or the Number of Primary Health Clinics in the area as is relevant to the location types of your proposed program.
    - **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.

2.2 Program Details

2.2a) Program Strategy

- Provide an overview of your in-country WASH program strategy.
- This can include vision or mission statement, goals for the WASH program, overall geographic focus, program scope, strategy for coverage or program expansion etc.
- This is intended to be high level and address your greater WASH goals.

2.2b) Program Approach
- Provide an overview of the charity: water-funded program and implementation approach.
- This should include how the charity: water program fits into your larger WASH strategy
- Include a brief rationale for program areas, the role of external stakeholders, sustainability planning, etc. This should provide the bulk of the context for the current proposed activities.
- While the Proposal Narrative provides details for a specific grant or program cycle, this section should include a summary of the charity: water program.

2.2c) Water Technologies and Technical Implementation
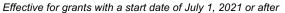- This section is intended for specific <u>technologies</u> (e.g. deep boreholes, rainwater harvesting, etc.) that your organization is currently implementing as part of its WASH program, and not individual inventories as specified by the Budget template.
- If your program implements the same technology type in different locations (e.g. schools and communities), differentiate between them within the individual answer box where applicable.
- **Technical Details:** This should be described both in appropriateness for the geography and water challenges in the area, and the appropriateness for the community/cultural environment (that the community or school would actually use it or want it). Include technical implementation steps required with this technology, such as: pre-construction assessments, project site selection, technical planning/diagramming, labor, hardware installation, water quality testing, final sanctioning or inspections, etc.

2.2d) Sanitation & Hygiene in Communities
- This section is for any sanitation or hygiene in communities.
- **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))
- **Type of Sanitation Infrastructure -** List the type of sanitation or latrine hardware provided through this program here (e.g. pour-flush household latrines).
  o If you are facilitating sanitation training and not funding sanitation hardware, please write "N/A" here.
- In the table, select YES or NO and <u>delete the other response</u> for each question. If you select yes, you can expand below in the Implementation text box.
- 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.

2.2e) Sanitation & Hygiene in Schools or Clinics
- This section is for any sanitation or hygiene in schools or clinics. If clinics are a significant portion of your program, please copy this table and separate into two tables.

- **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.
- **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 involves latrine construction, detail your sanitation coverage approach.
- In the table, select YES or NO and <u>delete the other response</u> for each question. If you select yes, you can expand below in the Implementation text box.
- 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 Management & Sustainability

2.3a) Sustainability Approach Overview
- Briefly describe your organization's approach to ensuring WASH programs perform over time.
- This should cover how your organization implements community WASH programs so they are setup to last, and also how your organizations follows up on past work to support where things have not worked as planned.

2.3b) Fee Structure and Financial Management
- This section is intended to understand how management committees collect sufficient funds to cover operations and maintenance of a water point long-term.
- Fees refer to financial contributions, either at the community or school/clinic level, for upkeep and maintenance of the proposed water point for the specific technology.
- For the following fields:
  - **Average projected cost of annual maintenance -** Include total estimates of the operation and maintenance costs (including salaries of caretakers and guards as well as contractor fees for larger repairs) for one full year. Include the currency units along with the amount.
  - **Average monthly contribution of local government -** This accounts for any financial contributions from local government. If this is easier to calculate on an annual basis, do so and make a comment in this regard. Include the currency units along with the amount.

2.3c) Service Operations and Management
- This section intends to understand who is ultimately responsible for managing the water point after project completion.
- Answer the following questions:
  - *What will this program do to ensure that there is a reliable service operator or management function for this technology?*
  - *Who will be responsible for service operations of this technology?*
  - *What activities fall under the responsibility of these service operators?*

o *How will your program ensure that service operators are held accountable for these activities and responsibilities?*

2.3d) Maintenance Services
- This section intends to understand how a water point will be maintained through routine maintenance and in the case of any minor or major repairs needed after project completion.
- Maintenance services refers to government mechanics, private mechanics, caretakers, school administrators, and/or water user committees responsible for maintenance services for this specific technology.

2.3e) Tools and Spare Parts Availability and Access
- This section intends to understand whether communities have regular access to the spare parts they need to perform basic repairs on their water point if it breaks after completion. This refers to community or maintenance provider access to spare parts for this technology.

2.3.f) Water Resource Management
- This section intends to understand any efforts within your program ensure water resources are being sustainably managed and recharged.
- If this varies by technology type (e.g. you follow particular protocols for drilled wells vs. piped systems) within your program, please make these distinctions.

2.4 Water Quality Testing

2.4a) Parameters and 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:
  o **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.
  o **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"
  o **Required by government -** Select YES or NO if the government requires implementing organizations to test for this parameter. Delete the other response.
  o **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"
  o 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 Testing Requirements and Record Keeping
- 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.*

2.4c) Remediation Strategies
- What are the steps taken if results surpass national or international thresholds?

3. MONITORING & EVALUATION

3.1 Program Monitoring & Evaluation Approach

3.1a) Monitoring and Evaluation Approach and Methodology
- Briefly describe your overall Monitoring and Evaluation approach or framework, focusing on the overall objective.
- This relates to your organization's approach to M&E.

3.1b) Monitoring and Evaluation Outcome Indicators
- The purpose of this table is to detail the outcome indicators your organization is measuring related to the charity: water-funded program and the methods, frequency, and timing of your data collections/assessments.
- This table should not include charity: water MAP indicators or data collections, only indicators and data collections from your organization's own M&E process.

3.1c) Measurement Methods
- Describe the measurement methods used (e.g. household surveys, surveys with water committee members, water quality testing, focus group discussions, user satisfaction surveys, etc.).
- Be specific and include approximate sample sizes, frequency of data collection, justification for frequency, and any other details relevant to your measurement methods.

3.1d) Commitment Length for Monitoring
- Explain and justify the duration or commitment of post-implementation monitoring (e.g. 1 year, 5 years, 10 years after program implementation).

3.2 Sharing and Action on Results

3.2a) Sharing M&E Results
- Explain how your organization shares Monitoring and Evaluation results with stakeholders, both internally and externally.

3.2b) Mitigation
- Explain how your organization responds to or upon Post-Implementation Monitoring results and findings (e.g. broken water points, poor water quality test, etc.).
- This should include steps taken to repair water points, capacitate local caretakers, remediate water quality, discusses and shares with local government, etc.

4. ADDITIONAL INFORMATION
If you need to communicate something additional that isn't captured in the template, provide any additional comments in this section.

5. ANNEXES

5.1 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)**
  - **National Strategy(ies) or Framework(s) for WASH**
  - **Program Indicators -** charity: water may request this data as needed.
- 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.