

# GWSI checklist A project planning tool

## How to use this checklist:

As a group, go through the questions and answer either yes or no initially. When completed, go back through your answers and then refer to the final column for discussion. Not all questions may be applicable; this tool is primarily to stimulate discussion and to ensure that the GWSI criteria are being addressed as part of your planning process. Realistically, larger-scale projects demanding a higher level of financial resources demands a more intensive approach to water and sanitation planning where sustainability and the 'software' and 'hardware' linkages will be key elements if you are to attract suitable funding. More importantly, with GWSI, we can ensure impact and outcomes are better – meeting the needs of the beneficiaries.



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## Beneficiaries

|          |  |     |    |   |
|----------|--|-----|----|---|
| <b>1</b> | Are there sufficient beneficiaries to target within a manageable district or region?                 | Yes | No | If yes, how many in such a region or district?<br>If no, will this project have a significant impact? |
| <b>2</b> | Has the project a clear strategy to ensure benefits are appropriately targeted at vulnerable groups? | Yes | No | If yes, how is this represented in the log frame or indicators?<br>If no, how can you address this?   |

## Community management aspects

|           |  |     |    |   |
|-----------|--|-----|----|---|
| <b>3</b>  | Does the target group have any previous involvement in water and sanitation projects?  | Yes | No | If yes, how can this experience be inbuilt into the new project?<br>If no, is there any other community project where they have been involved   |
| <b>4</b>  | Are there any issues around knowledge, attitudes and practices that may influence access to water and sanitation?  | Yes | No | If yes what are these issues and how have they may have an influence?   |
| <b>5</b>  | Does the target group have representation, or community structures established?  | Yes | No | If yes, can this be the means for dialogue with the target group?<br>If no, how can such a structure be formed and by whom?   |
| <b>6</b>  | Are there clear roles for women within the project especially in decision making and management?   | Yes | No | If yes is there equity in representation for both men and women?<br>If no, how can women be directly involved in management of water and sanitation?  |
| <b>7</b>  | Is there a structured training component in software and hardware for beneficiaries and National Societies staff?  | Yes | No | If yes, what are the training needs?<br>If no, how will you determine what is needed?   |
| <b>8</b>  | Are O&M implications described and analysed in sufficient detail, and has an assessment been made of the local capacity to meet the cost recovery needs (at least for O&M <sup>1</sup> ) at the end of donor financing period? | Yes | No | If yes, show how this has been calculated taking inflation and other factors into consideration.<br>If no, how can you ensure that at least operation and maintenance costs can be met by the community?  |
| <b>9</b>  | Do users pay or make contribution for their water supply at present?<br>Will beneficiaries collect money for the project components and O&M?<br>How much per person per day based on the projected consumption and rates?      | Yes | No | If yes, how is/will this be organised and kept?<br>Is it transparent?<br>If no, how will O&M costs be met? What will the arrangements for the management of the facilities developed under the project (safekeeping, mode of money collection, bookkeeping, etc)? |
| <b>10</b> | Does the work contribute to or fall within the framework of integrated water resources management (IWRM)?  | Yes | No | If yes, how is linked to Government planning?<br>If no, what can we do to ensure we are following best practice in this field?  |

## Government and other stakeholders

|           |   |     |    |  |
|-----------|---|-----|----|--|
| <b>11</b> | Has Government planned to target this group or asked for assistance to do so? Have been the government/stakeholders involved in a consultation process? | Yes | No | If yes, when and how?<br>Are Government potential partners?<br>If no, do you need Government approval?   |
| <b>12</b> | Are there other players targeting this group?   | Yes | No | If yes, when and how?<br>Are other players potential partners?   |
| <b>13</b> | Will there be a forum for regular meetings of all the stakeholders?   | Yes | No | If yes, who chairs and who will attend?<br>If no, how will this be set-up?   |
| <b>14</b> | Is there any link between the project and existing sector policy/strategies in the country?   | Yes | No | If yes, this needs to be described and shared with Government.<br>If no, our planning process needs to take into account Government planning and policies. |
| <b>15</b> | What structural impact will the project have at policy level (e.g. legislation, codes of conduct, methods, etc?)  | Yes | No | If yes, describe how this may take place.<br>If no, are there ways we can influence such policies?   |

## National Society

|           |   |     |    |  |
|-----------|---|-----|----|--|
| <b>16</b> | Does the have a health and care structure which includes water and sanitation?  | Yes | No | If yes, does it need strengthening?<br>If no, how should it be established?  |
| <b>17</b> | Does the National Society have a focal water and sanitation person at National level?                                   | Yes | No | If yes, does he/she attend relevant national water and sanitation meetings?<br>If no, is the National Society willing to create such a position to engage at national level? |
| <b>18</b> | Is there an established National Society branch in the target area?   | Yes | No | If yes, does it need to be strengthened?<br>If no, does it need to be established?   |
| <b>19</b> | If a branch is established, are there other health and care projects which can be integrated with water and sanitation? | Yes | No | If yes, this gives added value.<br>If no, water and sanitation should be considered as a means to introduce other health and care activities where appropriate.              |
| <b>20</b> | Does the National Society have adequate water and sanitation capacity at field level?                                   | Yes | No | If yes, is it supported by a suitable infrastructure?<br>If no, what needs to be established or strengthened?  |
| <b>21</b> | Is there enough transport and logistics capacity?   | Yes | No | If yes, will the budget include depreciation and cover running costs?<br>If no, what needs to be added?  |
| <b>22</b> | Does the National Society attend Government water and sanitation meetings or committees?                                | Yes | No | If yes. Are they recognised as water and sanitation players?<br>If no, what meetings to they have to attend to become a recognised player?                                   |

## Technology choice

|           |   |     |    |   |
|-----------|---|-----|----|---|
| <b>23</b> | Is there a proven low-tech, low-cost option for a water and sanitation solution meeting relevant industry standards and using technology that is appropriate to the needs and resources of the target groups? | Yes | No | If yes, can the community afford the operation and maintenance?<br>If no, is this an appropriate Red Cross and Red Crescent intervention? |
| <b>24</b> | Are there any particular sanitation concerns identified by the target group?  | Yes | No | If yes what are they and what can be done to address the concerns?  |
| <b>25</b> | Is the local branch and community involved in the design process?   | Yes | No | If yes, how does this work?<br>If no, how will this be addressed?   |
| <b>26</b> | Will monitoring and evaluation have external inputs?  | Yes | No | If yes how often and by whom?<br>If no ,who should be invited as an external input?   |
| <b>27</b> | Is there appropriate provision and recognition of environmental issues?   | Yes | No | If yes, this needs to be determined.<br>If no, what remedies can be applied?  |

## Monitoring and evaluation

|           |  |     |    |  |
|-----------|--|-----|----|--|
| <b>28</b> | Is the target group water and sanitation HDI <sup>2</sup> data below the National average?   | Yes | No | If yes, by how much?<br>If no, it may be the wrong target group.   |
| <b>29</b> | Is there a method established to measure base line data?   | Yes | No | If yes, what will it measure and how will it be measured?<br>If no, this will have to put in place before any project work is started.   |
| <b>30</b> | Have you planned regular monitoring and evaluation?  | Yes | No | If yes, by whom, how will it work and what will you measure and how often?<br>If no, it should be linked to the base line data before project commences. If no, this needs to be structured and planned? |
| <b>31</b> | Does the proposal contain verifiable indicators for the results and impacts of the project?<br>Is the performance measurement process described? | Yes | No | If yes, these should be 'SMART'.<br>If no, development funding may be difficult to obtain.   |
| <b>32</b> | Assumptions are addressed and clearly formulated?<br>Are the risks identified and mitigation measures proposed?                                  | Yes | No | If yes, the external factors, often beyond our control are identified.<br>If no, the project may not reach its goals because such factors have not been taken into account.                              |

## Millennium Development Goals

|           |   |     |    |   |
|-----------|---|-----|----|---|
| <b>33</b> | Has the country developed a plan (or roadmap) to reach the MDG for water supply and sanitation? How does this plan define the concept of basic water and sanitation services? | Yes | No | If yes, it should be reflected in the project proposal.<br>If no, the general approach to meeting MDG's should be taken as a basis for project justification. |
| <b>34</b> | How relevant is the proposal in addressing the MDG targets and fitting in the national plan?  | Yes | No | If yes, this should be shown in real terms – in other words, project impact indicators. If no, the project may not attract funding.                           |
| <b>35</b> | What are the proportion and the number of people in the target communities that, at present, have access to water and sanitation basic services in the sense of the MDG?      | Yes | No | As with 33 and 34 above   |
| <b>36</b> | How many people will have gained access to water and sanitation basic services (as defined by MDG) as a result of the project?  | Yes | No | As with 33 and 34 above   |

<sup>1</sup>The estimates of O&M requirements would normally include the provision for repairs and renewals that will be necessary over the first 10 years after completion of the investment made under the project.

